



# **Bay State College**

## STUDENT HANDBOOK

2020-2021

The policies and procedures contained in this publication are effective as of August 31, 2020. This information is accurate at the time of printing but is subject to change at the discretion of Bay State College.

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# MISSION STATEMENT

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

## GUIDING PRINCIPLES

Bay State College accomplishes this through its commitment to providing

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

# VISION STATEMENT

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

# CORE VALUES

- Quality
- Respect
- Support

# ACCREDITATION

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

The New England Commission of Higher Education (formerly NEASC) 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 Commission of Higher Education (NECHE), is located at 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803; (781) 271-0022.

## SPECIFIC PROGRAM ACCREDITATION

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

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

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

The RN to BSN degree program in nursing has achieved candidate status for pursuing initial accreditation by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, D.C. 20001; (202) 887-6791.

# STATEMENT OF NONDISCRIMINATION

Bay State College prohibits discrimination on the basis of race, color, gender/sex (including pregnancy, gender identity, sexual orientation, age, marital status, religion, national or ethnic origin, veteran status, or non-disqualifying 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 Dean of Students, Bay State College, 31 St. James Avenue, Boston, MA 02116, (617) 217-9225. The College will promptly address any such discrimination once informed.

# COVID-19 PROTOCOLS

As we welcome many of you back to our Boston and Taunton campuses, we want to assure you that everyone's health and safety is our first priority.

To contain the spread of COVID-19 is a community effort. It takes everyone adhering to the guidelines established by the Centers for Disease Control, the Commonwealth of Massachusetts, and the City of Boston. We all interact with many people throughout the day from family and friends to fellow passengers on public transit. A person can be asymptomatic and without the proper precautions can unknowingly spread the virus.

The college is taking every precaution -- from sanitizing classrooms to staggering class times and increasing the number of hand sanitizing stations around our campuses.

All students must complete a survey indicating that they are well within two hours of arriving to campus. They will need to show their faculty the questionnaire result. The survey can be accessed at [covidpass.baystate.edu](https://covidpass.baystate.edu).

Here's what we all need to do:

- This cannot be stressed enough -- **always wear your face mask**. The college mandates that you wear a mask as does the building management of both campuses. When eating you need to be at least six feet away from other people.
- When you come to campus after commuting, **wash your hands with soap and water**. **If that's not available, use hand sanitizer**. There are several stations located around both campuses.
- The college's Information Technology department has upgraded the identification (I.D.) badge system to assist with contact tracing. During the first weeks of classes, all faculty, staff, and students will be issued a new ID card holder and Bay State College lanyard that **will be required to be visibly worn around your neck at ALL times** while on campus. In the event that someone that was on campus tests positive for COVID-19, the new system will allow us to notify any individuals who may have been exposed to the infected individual. We look forward to sharing more about this system in the week ahead
- **If you feel ill, stay home** and consult your health-care provider about your symptoms. If you miss class be sure to contact your professor. If you miss work, contact your manager. Only return to work when you no longer experience your symptoms.

For more details on how the college is prepared for the pandemic, visit our [Covid-19 Preparedness page](#).

# COLLEGE FACILITIES

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

## BOOKSTORE

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

## COMPUTER LABS

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

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

## RESIDENCE HALLS

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

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

## CENTER FOR LEARNING AND ACADEMIC SUCCESS (CLAS)

### **In-person Tutoring & COVID-19**

Due to the rapidly evolving nature of COVID-19, CLAS may need to limit and/or eliminate in-person tutoring this academic year. To determine the safety of in-person tutoring, the Director of the Learning Commons will adhere to both local board of health guidelines as well as the guidance of peer institutions. **All COVID-related policies and procedures CLAS adopts during the pandemic will be communicated via the CLAS website at [www.baystate.edu/clas](http://www.baystate.edu/clas), as well as via signage throughout 31 St. James. Online tutoring via NetTutor will remain available to all students during the pandemic.**

Located in the Learning Commons at 31 St. James Avenue, 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 academic success workshops. The goal of CLAS is to support students to become self-confident, independent, and successful learners. Working with faculty, professional, and peer tutors, students

are offered can receive assistance in academic skill-building and a variety of academic subjects. Additionally, CLAS offers free online tutoring to all students via NetTutor, a link to which is available from within every course in the LMS (Canvas). For the current tutoring schedule and information about NetTutor, please visit [www.baystate.edu/clas](http://www.baystate.edu/clas).

## LIBRARY RESOURCES

### The Library & COVID-19

Due to the rapidly evolving nature of COVID-19, the BSC Library may need to limit or restrict student access to the library's space, computers, and physical collections. The BSC Library will adhere to both local board of health guidelines as well as the recommendations of college library associations when implementing any temporary restrictions or limits to library resources. All COVID-related policies and procedures the library adopts during the pandemic will be communicated via the library website at [www.baystate.edu/library](http://www.baystate.edu/library), as well as via signage in the library.

### Boston Campus

The Bay State College Library, located at 31 St. James Avenue, provides students with quality library services, resources, and research instruction. The Library houses 20 computer workstations and approximately 14,000 books, and provides a quiet space for students to study and do research. and over 40 print periodical subscriptions. Many of the textbooks used each semester are held on reserve for two-hour use within the Library. The Library's online research databases, accessible both on campus and remotely, provide students with access to thousands of scholarly journals, e-books, and academic streaming videos. Resources not available at Bay State College may be borrowed from other libraries through the Library's participation in the Massachusetts Library System. Students are also eligible for borrowing privileges at the Boston Public Library, an excellent research facility located just a few short blocks from the College. To learn more about getting a Boston Public Library card, please visit <https://www.bpl.org/faq/getting-a-library-card/>

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

- Students may check out up to ten circulating books at a time for a two-week period (with two renewals) with a Bay State College Student ID Card and a Bay State College email address.
- Students are responsible for lost, stolen, or damaged library materials, as well as for returning items by their due date.
- When a book is 60 days overdue, it will be declared lost, and the borrower's student account will be charged for the replacement cost of the book, as well as a processing fee. If the lost book is returned within one year of billing, the student will be refunded the cost of the book but not the processing fee.
- Textbooks on reserve may be borrowed for two-hour, in-library use with a Bay State College Student ID Card.

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

- Conversations must be kept quiet and to a minimum.
- Cell phone use is not permitted anywhere in the Library. Ringers should be turned off.
- When using headphones, the volume should be low enough so that no one else can hear.
- Food is not permitted in the Library. Drinks with lids are permitted.
- Library computers are for academic use only. Students can print at the print kiosks located outside the Learning Commons in each wing of the second floor.



- Children and other guests of Bay State College students must be supervised at all times in the Library. Guests may use library computers only if no students are waiting.
- Individuals must promptly exit the Library at closing time or when directed by staff.
- The Library is not responsible for lost, stolen, or damaged personal property.
- All Library staff, users, and property should be treated with respect.
- Library staff reserves the right to ask any individual violating these policies (or acting in any manner disruptive to study and research) to leave the Library.
- Please see the Conduct Policies page on the Library website for additional information.

### **Taunton Location Library**

Bay State College provides a second Library at the Taunton location, with approximately 1,000 books and flexible and convenient hours. Taunton students can also access the Library's research databases, e-books, and streaming videos from any computer with an internet connection. From the Library website, students can access research guides and contact the Boston campus librarians for assistance with research or citing sources.

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

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

Bay State College online students can access all of the Library's research databases, e-books, and streaming videos, as well as research tutorials and Library contact information, from the Bay State College Library website or from within the college's learning management system, Canvas. Students will need to enter their full Bay State College email address and email password to gain access to library resources.

### **WBSC RADIO STATION**

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

### **THE SPOT**

Bay State College and the Department of Entertainment Management offer students an engaging, challenging learning opportunity through the student-run venue, The Spot. The Spot hosts live events throughout the academic year, including live music concerts, open mic nights, networking events, and other campus activities. Students from the Entertainment Management department manage The Spot, which includes both staffing the events for in-house Bay State College artists and promoters and staffing events for

outside promoters. In order for a student to participate in the activities of The Spot, the student must be in good academic standing. Students who are interested in a management position must have successfully completed ENT106 Venue Management with a grade of B or higher. For additional information, please see the Department Chair of the Entertainment Management program. There may be limitations with access to the Spot related to COVID-19.

# ACADEMIC POLICIES & PROCEDURES

## DEPARTMENT/PROGRAM CHAIRS

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

## ACADEMIC ADVISORS

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

## ACADEMIC CURRICULUM SPECIAL COURSES AND PROGRAMS

### ENTERTAINMENT MANAGEMENT - AUDIO PRODUCTION CONCENTRATION AND MINOR

1. Students wishing to pursue an Audio Production Concentration within the Entertainment Management Department, either for the Associate or Bachelor degree, or an Audio Production minor need to meet two criteria. Initially, a student needs to place into Intermediate College Algebra (MAT104) to start Audio Theory (AUD101). The student does not need to enroll in MAT104 in his or her first semester, but placement in MAT104 ensures that the student has the requisite math skills for the Audio Theory course. Secondly, for an Audio Production student to progress to each class in the four-course sequence from AUD101 to AUD104, the student must maintain a grade of C- or higher in each course.
2. For students in the Bachelor degree program in Entertainment Management - Audio Production Concentration who have had prior training in Music Theory, substituting the requirement for MUS101 Fundamentals of Music can be satisfied in any of the following three ways: 1) transfer credit for the Advanced Placement (AP) exam in Music with a score of 3 or higher; 2) transfer credit for the International Baccalaureate Honors Level (IB HL) exam of 4 or higher; 3) successful testing-out (grade of B or higher) of the MUS101 Fundamentals of Music class using an exam developed by the Department of Entertainment Management and the substitution of an additional music class not otherwise required for the major.
3. For students in the Associate degree program in Entertainment Management - Audio Production Concentration who have had prior training in Music Theory, substituting the requirement for MUS101 Fundamentals of Music can be satisfied in any of the following three ways: 1) transfer credit for the Advanced Placement (AP) exam in Music with a score of 3 or higher; 2) transfer credit for the International Baccalaureate Honors Level (IB HL) exam of 4 or higher; 3) successful testing-out (grade of B or higher) of the MUS101 Fundamentals of Music class using an exam developed by the Department of Entertainment Management and the substitution of MUS102 American Music in the 20th Century to meet the music requirement.

### THE SCHOOL OF NURSING AND HEALTH SCIENCE (SONHS)

#### NURSING, HEALTH STUDIES, AND PHYSICAL THERAPIST ASSISTANT

##### **Nursing Program**

The Associate Degree Nursing Program is a full-time, full-year Day program designed to be completed in five semesters in a traditional classroom format. The online RN to BSN Nursing Program is designed to be

completed in five semesters. All policies in this Handbook apply to students enrolled in either Nursing program. Additionally, Nursing students are subject to program-specific policies and requirements, which can be found in the Associate Degree Nursing Student Handbook and the RN-BSN Student Handbook. Program-specific admission criteria for both programs can be found in admissions materials and in the Associate Degree Nursing Student Handbook and the RN-BSN Student Handbook.

Bay State College offers a rigorous academic and clinical program in nursing science. Students admitted to the Nursing program must maintain an average of 80 or greater in all nursing courses, Science and English courses a grade of 85 or greater, and all other courses a 77 or greater.

### **Health Studies Program**

Health Studies is an Associate degree program with expected completion in four semesters. Health Studies students are subject to program-specific policies and requirements, which can be found in the Health Studies Student Handbook.

### **Physical Therapist Assistant (PTA) Program**

The Physical Therapist Assistant (PTA) program is a full-time Day program designed to be completed in five semesters in a traditional classroom format. All policies in this Handbook apply to students enrolled in the PTA program. Additionally, PTA students are subject to program-specific policies and requirements, which can be found in the PTA Student Handbook and the PTA Clinical Education Handbook.

## **DUAL ENROLLMENT**

Bay State College's High School Dual Enrollment Program (HSDEP) is a non-degree program available to juniors and seniors enrolled at accredited U.S. high schools or accredited home-schooling programs. Participation in the program requires approval of the student's parent/guardian, as well as approval from the student's high school guidance counselor/academic advisor. Successful completion of courses through this program offers eligible high school students an opportunity to earn college credit toward degree programs at Bay State College, as well as the potential to earn high school credit toward high school graduation requirements.

Formal acceptance into the program is granted by Bay State College's administration. Courses offered through the HSDEP are not eligible for institutional aid or Title IV funding. The awarding of high school credits for courses completed through the HSDEP is at the full discretion of the student's high school.

Additional information regarding this program can be found on the College's website.

## **STUDY ABROAD**

Bay State College partners with CIS Abroad to offer a variety of opportunities for students to study abroad. Through this partnership, students can customize their study abroad experiences to best match their academic, career and travel interests. Full-year, semester, winter, and summer programs are offered. Language skills are not required for most locations prior to departure but may be a part of the studies upon arrival. 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.

Students interested in going abroad are strongly encouraged to explore the current programs offered by CIS Abroad and to consult their Academic Advisor. Students who have completed at least one semester and/or two terms, earned at least 12 Bay State College credits, and are in good academic and disciplinary standing at the College while actively enrolled in a degree program are encouraged to apply. Bay State College requires students to have a minimum cumulative GPA of 2.5 at the time of application and at the start of their desired term abroad; however, some programs may require a higher GPA to qualify. Bay State College grants and scholarships may be impacted.

International students should also contact the Designated School Official to discuss eligibility and

requirements for studying abroad. Further information can be found on the College's website or by contacting the Associate Director of Student Experience.

## **PLACEMENT TESTING, ARTICULATION AGREEMENTS, AND TRANSFER CREDIT**

### **PLACEMENT TESTING**

#### **I. Placement Testing Policy and Disclosures**

Students must take the English and Math placement tests. Prospective students must meet minimum placement test requirements for the program to which they are applying or transferring. Not all programs require the same level of English and Math placement. The placement tests are designed to properly place a student into the English and Math sequences. Placement tests are also used as part of the academic acceptance criteria for certain programs. Students can practice for both the English and Math placement tests.

Students are permitted to re-take each placement test only once and must do so on-site at Bay State College. Students in the Online Division are permitted to re-take the placement test remotely. If placement requirements are not met for either the English or Math assessment after exhausting the allowed two attempts, prospective students must wait one year from the last date of attempt before being eligible to re-take the necessary assessment again.

If a student does not meet the minimum requirements for entrance into English I (ENG101) or Intermediate College Algebra (MAT104), he or she will be required to take Basic English for College (ENG099A), and/or Fundamentals of Algebra (MAT098), before beginning the English and/or Mathematics sequence. Remedial courses do not apply toward graduation requirements, ENG099A and MAT098 are three (3)-credit courses are remedial. Students that place above the first level college course in English and Math will be accountable to complete those ENG/MAT units, example: students that place into English II (ENG102) must still take an additional three (3) credits of English/Literature, students that place into Pre-Calculus (MAT160) must still take an additional three (3) credits of Math.

Math and English placement tests are valid for one year from the date the last test attempt was completed. If it has been more than a year since one or both sections of the placement test were completed, then the prospective student must re-take the applicable assessments, even if the previous assessment results meet applicable admissions standards/requirements.

**NOTE:** Current students seeking a change of program at Bay State College must meet the program's English and Math placement requirements.

#### **II. Transfer Students Placement Testing**

Transfer students may not be required to take the placement test(s) if transfer credits meet Bay State College guidelines as outlined in this Handbook. This does not apply to all degree programs, as English and Math placement is a component of academic acceptance criteria for certain programs.

#### **III. Online Students Placement Testing**

For the Online Division, English placement testing is required before the student starts classes. Should a student place into ENG099A, his or her acceptance will be re-evaluated; Bay State College reserves the right to revoke acceptance.

#### **IV. Health Studies/Nursing/PTA Students Placement Testing**

For the Associate Degree in Nursing (ADN), Associate Degree in Physical Therapist Assistant (PTA), and Associate Degree in Occupational Therapy Assistant (OTA), all English and Math placement tests must be completed on-site at a campus location. Out-of-state/region applicants that are not able to complete the assessment on-site at one of the Bay State College campus locations must identify a location where the placement test can be taken in a proctored environment. The selected proctor location must be approved

by Bay State College administration prior to taking the placement test.

#### **Placement Testing Accommodations:**

Any student looking to access accommodations during placement testing must make arrangements with the Disability Support Services Coordinator at least two weeks prior to his or her testing date. Contact information and office locations for the Disability Support Services Coordinator can be found on the Bay State College website.

**NOTE:** All Health Studies/Nursing/PTA programs must reference their programmatic handbooks.

## ARTICULATION AGREEMENTS

Bay State College offers a variety of different partnerships and articulation agreements with other institutions that may enhance or accelerate students' educational goals. Information about current offerings is available on the College's website.

## TRANSFER OF CREDIT

Students entering an Associate Degree program may transfer no more than 30 credits, students entering a Bachelor Degree program may transfer no more than 90 credits, and students entering a Certificate program may transfer no more than 14 credits from an accredited institution to Bay State College. An official transcript is needed for transfer credit review.

To be considered for transfer of credit, a course must meet the following requirements unless otherwise noted:

- The institution it was taken at must be accredited by a recognized accrediting body and it must be equivalent to a course offered at Bay State College (excluding elective credit).
- The grade earned must be a C or higher.
- Science, technical and other courses must have been taken in the last five (5) years and will not be accepted if such courses are central to the current knowledge and/or skill base of a program of study.
- Other courses not considered to be central to the current knowledge and/or skills base of a program of study will be considered regardless of the year completed.
- Developmental courses such as Basic English and Basic Mathematics are not eligible for transfer.

#### **Transfer Credit for Current Bay State College Students**

Students who are currently attending Bay State College may transfer courses with the following requirements:

- Students must have a Pre-Approval for Transfer of Credit Form completed and signed by their Academic Advisor or Department/Program Chair before the course is taken.
- A minimum of 9 of the last 15 credits toward a degree must be earned at Bay State College.

## TRANSFER CREDIT FOR INTERNATIONAL STUDENTS

International students have special considerations for transfer of credit:

- For coursework from schools outside of the United States, students must provide a course-by-course\* evaluation from a current member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluations (AICE) to determine transfer credit eligibility;
- The following information, translated into English\*\*, must also be submitted for each course to determine transfer credit eligibility:
  - Start and end date of each course; and

- Description of each course
  - Courses for which a start/end date and description have not been submitted will only be considered for transfer as electives and will not be applicable to any major requirements.
  - Transfer credit will not be given for English or ESL classes taken in a country where the native language is not English.

\*Students must ensure their request for service is the course-by-course evaluation; this will provide the name of the course, the credits earned, and the U.S. grade equivalent. Course-by-course evaluations must be mailed directly from the NACES/AICE member or hand-delivered, in a sealed envelope, to the Office of Admissions.

\*\*Additional information must be translated into English by the host institution or a current NACES/AICE member and must be mailed directly from the institution or NACES/AICE member or hand-delivered, in a sealed envelope, to the Office of Admissions.

**NOTE:** Having transcripts evaluated by a current NACES/AICE member does not guarantee that transfer credit will be awarded. All BSC transfer credit policies apply.

### TRANSFER CREDIT FOR PRIOR LEARNING

In addition to credit from another institution, Bay State College also accepts proof of college-level learning through our Credit for Prior Learning program:

- Students may submit scores from the College Board's Advanced Placement Program (AP) and College Level Examination Program (CLEP); from International Baccalaureate (IB), DANTE Subject Standardized Tests (DSST), ACE (American Council on Education) recommendations; and from military transcripts.
- Students (excluding Associate Degree Nursing students) must earn a minimum AP score of 3, a minimum IB Higher Level Exam score of 4, or meet minimum ACE recommended C-level CLEP and DSST scores.
- Associate Degree Nursing students must earn a minimum AP score of 4, a minimum IB Higher Level Exam score of 5, or meet minimum ACE recommended B-level CLEP and DSST scores.
- If interested in obtaining any of the above listed credit, contact the Office of Admissions (entering and prospective students) or the Office of the Registrar (current and returning students) for additional information.

### PORTFOLIO-BASED PRIOR LEARNING ASSESSMENTS (PLA)

Portfolio-based Prior Learning Assessments (PLA) can also be submitted for various programs which assess core competency by portfolio. Students interested in obtaining credit for any of the above should consult with their Academic Advisor for additional information. A student may earn up to 30 total semester credit hours toward a Baccalaureate Degree through portfolio and credit-by-standardized-exam and 15 total hours toward an Associate Degree for non-classroom learning. Total credit transfers of all types cannot exceed the limits listed above in the first paragraph of the Transfer of Credit Policy. Credit for Prior Learning credit will not be accepted after a student has taken a course at BSC and earned a failing grade.

### PROGRAM SPECIFIC TRANSFERABILITY

#### **Transferability for Nursing, Physical Therapist Assistant, and Health Studies Programs**

**Note:** Where "all students" is stated in policy differs from the programmatic policies below, the Health Studies/Nursing/Physical Therapist Assistant policies will take precedence which are found in supplemental Handbooks.

It is policy for The School of Nursing and Health Science (SONHS) transferability may have additional requirements, but limited to, students being required to demonstrate equivalence by providing a course syllabus, the Program Chair may require that students either audit a portion of a course or the entire course in order to accept transfer credits, and students may be required to demonstrate knowledge and competence in course content, by examination, in order to transfer credit.

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

**Additional special considerations for transfer of credit:**

- Science courses must have been taken in the last five (5) years
- To transfer English II equivalent, they must pass with a B or higher (Effective PTA/HS policy as of January 2021, Nursing program applicable)
- To transfer Anatomy & Physiology I and/or II equivalent, they must pass with a B or higher in both lecture and lab (Effective PTA/HS policy as of January 2021, Nursing program applicable)
- To transfer Microbiology equivalent, they must pass with a B or higher in both lecture and lab
- To transfer Human Lifespan Development or Computer and Information Literacy equivalent, they must pass with a C+ or higher

**Transfer Credit for Nursing Students**

Nursing program specific has additional special considerations for transfer of credit:

- Transfer credit is not awarded equivalent credit for NUR core specific course taken at an institution other than Bay State College.
- All other courses not listed above are ineligible for transfer of credit with the exception of Fundamental Health Concepts and Nursing Care of the Childbearing Family and Pediatric Patient; students requesting transfer credit for these courses must hold a current MA practical nurse license or be eligible to obtain one through reciprocity and also, are required to demonstrate knowledge and competency by examination to receive transfer credit.

**Transfer Credit for Physical Therapist Assistant (PTA) Students**

PTA program specific has additional special considerations for transfer of credit:

- Transfer credit is not awarded equivalent credit for PTA core specific course taken at an institution other than Bay State College.

## **ACADEMIC POLICY, REGULATIONS, AND STANDARDS**

### **REGISTRATION**

Students are required to meet with their Academic Advisor during each registration period to select courses to complete their program. Students must be in good financial standing to register for classes. International students should refer to page 45 for information on additional requirements for registration.

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

### **ADD/DROP PERIOD**

Students may add or drop courses during the first five business days of the term/semester (as defined in the Academic Calendar). A course dropped during this period will not appear on the student's transcript. During the Add/Drop period students are required to post positive attendance or will be subject to being administratively withdrawn from their course. Students who fail to pass their prerequisite requirements of a



consecutive term will be administratively withdrawn from that course and notified by their Advisor, please know students are ultimately responsible to fulfill pre-req requirements for their enrollment.

**Additional Add/Drop Disclosures:** Any change in enrollment course load will impact the student's financial aid. International students are required to maintain a full-time course load and must gain approval from an Academic Advisor and the Designated School Official (DSO) prior to dropping a course. Veteran students who choose to change their registered courses after their enrollment has been certified to VA are responsible to contact [veterans@baystate.edu](mailto:veterans@baystate.edu) to discuss possible ramifications.

**NOTE:** Students who drop from all their courses within a term/semester may be subject to administrative withdrawal from the college but will be able to reenter when ready to return to BSC.

## ONLINE COURSES AND PROGRAMS

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

Online courses carry the same credit and meet the same learning objectives as their classroom-based counterparts. Day and Evening Division students should consult their Advisor or Department Chair and the Cross-Divisional Registration policy prior to registration. International students should refer to the International Student Handbook for more information regarding online course restrictions.

The online courses are offered fully online; there is no physical meeting of the class. All readings, activities, assessments and homework are submitted through the College's Learning Management System (LMS). All Bay State College online courses are instructor-led and are limited to a maximum class size so faculty can offer the same level of support as in classroom-based courses. Students taking an online class will be required to have a valid Bay State College email account and a computer with reliable internet access.

Students should refer to the Student Knowledgebase in Canvas for help in navigating their online courses.

## CROSS-DIVISIONAL REGISTRATION

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

Any student taking more than 50% of their course load outside of their division is subject to an administrative division change. Students are advised to contact a Financial Aid Counselor to discuss any financial implications.

## AUDITING A COURSE

A student who audits a course is merely an observer. A student may audit one course per semester at no charge, pending seating availability, providing they are enrolled in a degree-seeking program. Students auditing a course must register for the audited course by completing and submitting a Student Action Form with their Department Chair or Academic Advisor prior to the end of the Add/Drop period. No grade is attached to the course; however, it will be noted on the student transcript (AU).

## NON-DEGREE COURSES

Interested students may also take non-degree coursework, providing they can demonstrate that they have met all prerequisites. All policies within this Handbook apply to non-degree students as well.

## MINORS AND CONCENTRATIONS

Bay State College offers a variety of minors and concentrations to students so they may further refine their areas of study. Students who are interested in pursuing a minor or a concentration should speak with their Department Chair for additional information. Students are encouraged to do so as early on as possible in their

academic career, preferably during the enrollment process or first semester, as there may be an academic and/or financial impact.

A minor and/or concentration can only be received at the same time that a student graduates with a major. A minor and/or concentration is an attribute to a degree and not an entity by itself. Students must declare a minor and/or concentration with their Academic Advisor before graduating. Declaration requests are only processed between academic semesters. Students can complete more than one minor and/or concentration at a time.

A student who has previously earned an Associate's or Bachelor's degree from Bay State College is eligible to pursue a second Associate of Science, Associate of Applied Science, or Bachelor of Science degree in a different discipline. The major of the second degree cannot be the same as the previously awarded degree.

## DEVELOPMENTAL COURSES

Developmental courses are considered remedial non-collegiate, preparatory prerequisite units of enrollment, and do not earn credit toward the degree, but are counted as units completed toward meeting SAP requirements. Minimum passing grade for remedial courses is a C- and students are required to successfully complete their developmental prerequisite courses prior to starting in their college level course of that discipline.

- Fundamentals of Algebra (MAT098)

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

- Basic English for College (ENG099A)

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.

## INDEPENDENT STUDY

Qualified students may complete an Independent Study with a designated faculty member under the following criteria:

- A. Independent Study credit will be offered for currently active courses at the College.
- B. 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.

## INTERNSHIPS

The Internship Program was developed to provide field experience so that a student may acquire the skills and techniques used in a professional setting. Internships afford an opportunity for students to explore various career possibilities within each program. Internships are designed and intended to be a continuation of the student's education. Students are placed in professional settings, where they will receive a better understanding of the field and of their own potential contributions. The experience is available to students

who have obtained a 2.0 grade point average in their major and/or by recommendation of the department. Because the internship experience is educational, students should not expect compensation. Some programs require internships for graduation. Due to state regulations, internships for fully-online programs are not required.

#### **Internship Guidelines:**

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

### **REQUIRED CLINICAL EDUCATION**

#### **A. NURSING PROGRAM**

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

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

#### **B. PHYSICAL THERAPIST ASSISTANT PROGRAM**

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

#### **C. MEDICAL ASSISTING PROGRAMS**

For more information on Clinical Education within the Medical Assisting programs, please refer to the *Health Studies and Medical Assisting Student Handbook*.

### **CLASSIFICATION OF STUDENTS**

Student classification categorizes the population to identify their progression towards their undergraduate degree, using completed units applicable towards their degree, and cohort towards graduation. Students who have never attended college before are considered first years never attended college before and those students who have transferred in 1-24 credits are considered first year attended college before. For all classifications please follow the listing below:

0-30 units = Freshman 1st year/Certificate Senior

31-60 = Sophomore 2nd year/Associates Senior

61-90 = Junior 3rd year

91-120+ = Senior 4th year

## ACADEMIC LOAD

Bay State College is semester-based academic calendar, three semesters Fall/Spring/Summer a year with 2 intersession terms per semester, and Summer Semester maybe option depending on the program. For students utilizing the term calendar academic load is defined as an accumulation of units included in both terms of a semester, for reporting purposes terms always still fall within the semester calendar. Selective programs offered at BSC are accelerated; run on the term calendar and during Summer session, contact your advisor for more information.

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

Part-Time: A part-time student is registered for less full-time each semester. Students that take a part-time course load will take longer to earn their degrees

¾ Time: 9-11 credits per semester

Half-time: 6-8 credits per semester

Less than half-time: 0-5 credits per semester

**Financial Aid Disclosure:** Any academic load below full-time will have implications affecting their Title IV Financial Aid. Contact

## VETERAN STUDENTS

Veteran Affairs is aware some schools offer classes in terms that are shorter than a semester. This is especially true for online classes and summer enrollments, but some schools offer accelerated terms at brick-and-mortar campuses year-round. In these cases, VA calculates weighted "equivalent credit hours" so that fewer credits are required for full-time (and more than half-time) training. For more information please contact [Veterans@BayState.edu](mailto:Veterans@BayState.edu).

## INTERNATIONAL STUDENTS

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

## OVERLOAD HOLD- 12-Credit Course limit registration condition

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

## ACADEMIC CREDIT

Federal regulation defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates not less than:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time;

Or

- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

## FAILING COURSES

A student who fails to meet the minimum grade requirement for a course that is required for his or her major must repeat that course. Any student who fails to meet the minimum grade requirement twice may be required to complete a remediation plan or be withdrawn from the College at the discretion of the Department/Program Chair.

## REPEATING A COURSE

Bay State College permits students to repeat courses which have previously been attempted. A student may attempt a course a maximum of three times (original attempt and two retakes), any additional attempts may be granted with a submitted recommendation by the Advisor, and with approval by both the Chief Academic Officer and Registrar. Courses are considered attempted when a student starts a course and subsequently has received a letter grade, including W/WF/IF grades. Original course attempts with the original grade are included on the official transcript and each subsequent attempt. However, only the attempt(s) with the highest earned grade will be factored into the student's cumulative grade point average (GPA), and all attempts will be counted towards credits attempted in SAP. Courses that are considered a repeat must be identical to the first course taken, same department, course number and title, and number of credits. Students may not repeat a course after they have graduated. **NOTE:** Certain majors may have additional limitations on which, or how many, courses may be repeated. Students are advised to check with their Academic Advisor before repeating any course.

**Repeat Fees and Title IV – Financial Aid Disclosure:** Students are required to pay normal tuition/fees for all repeated course work. Students repeating a passed course to improve a grade can only receive financial aid for the first repeat. Contact directly Student Accounts at [StudentAccounts@baystate.edu](mailto:StudentAccounts@baystate.edu) or Financial Aid at [FinancialAid@baystate.edu](mailto:FinancialAid@baystate.edu) for assistance.

**Veteran Student Disclosure:** Classes that are successfully completed may not be certified again for VA purposes if they are repeated. However, if a student fails a class, or if a program requires a higher grade than the one achieved in a particular class for successful completion, that class may be repeated and certified to VA again. Before repeating a course check with the BSC SCO at [Veterans@BayState.edu](mailto:Veterans@BayState.edu).

## WITHDRAWAL FROM A COURSE

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

Students who wish to withdraw from a course must do so officially. Ceasing to attend class does not constitute withdrawal from an individual course. To withdraw from a course, the student must complete and sign a Student Action Form with his or her Department/Program Chair or Academic Advisor (Day Division) or

Campus Coordinator/Academic Advisor (Evening Division and Online Programs) prior to the Last Day to Withdraw as published in the Academic Calendar.

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

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

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

## WITHDRAWAL FROM THE COLLEGE

Students are encouraged to consult with their Academic Advisor and/or Department/Program Chair, Financial Aid Counselor and Student Affairs personnel, if appropriate, prior to officially withdrawal from the College.

### **Official Withdrawal - Student Initiated**

Students who withdraw from the College before fulfilling their graduation requirements must complete and sign a Student Action Form or Official Withdrawal Petition with either their Department/Program Chair, Academic Advisor, or the Registrar's Office. Students should not stop attending classes without first officially withdrawing from the College. Students should refer to the College's refund policy.

Students who plan to take a designated amount of time off from their studies should still follow the official withdrawal process and should indicate their intent when meeting with an Academic Advisor. Students who return to the college within 2 years or less from their withdraw are eligible to Reenter Bay State, refer to the Reentry to the College policy <https://www.baystate.edu/campus-life/registrar-office/reentry-students/> or contact their Advisor. Students who are ready to return over 2 years later should contact the Admissions Office to initiate readmission to the college.

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

### **Administrative Withdrawal**

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

Students who return to the college within 2 years or less from their withdraw are eligible to Reenter Bay State, refer to the Reentry to the College policy <https://www.baystate.edu/campus-life/registrar-office/reentry-students/> or contact their Advisor. Students who are ready to return over 2 years later should contact the Admissions Office to initiate readmission to the college.

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

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

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

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

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

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

## ATTENDANCE POLICY

At Bay State College, students are expected to attend all classes even during the Add/Drop period of a semester or term. Students are required to post positive attendance during the add/drop period of a start in all their registered course or will be subject to being administratively withdrawn from their course the day after add/drop ends. Regular attendance is critical to succeed as a student.

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

- A. Attendance in classes is expected in all courses at Bay State College and is part of the student's record. All instructors are required to take attendance in all courses.
- B. Each day that a student misses all scheduled classes counts as an absence.
- C. Students are expected to wait for the faculty member for the first 15 minutes of class. If the instructor has not arrived at that time, students may leave class.
- D. Policy and procedure for any missed assignments, quizzes, and/or exams will be determined separately by the instructors.
- E. Instructors may exclude latecomers from their classes at their discretion.
- F. Instructors may set and announce penalties for excessive absences or tardiness. Students missing excessive classes may be advised to withdraw. A student who has been absent is responsible for making up any missed assignments.
- G. A student who is absent 2 consecutive weeks of scheduled classes (excluding final exam periods, holidays, and school closings) without prior approval will be administratively withdrawn from the College the day after reaching his/her maximum consecutive days of absences. This will establish the date of determination.
- H. Students are withdrawn from the College immediately following the Add/Drop period of the term or semester if they are not enrolled in courses for that given term/semester. The exception to this is for Day Division students (not including Associate Degree Nursing, RN to BSN, PTA, OTA, and Certificate students) who are not enrolled in summer courses.
- I. Students who have no attendance recorded during the Add/Drop period of each new semester/term may be unregistered from their courses at the College and will not be allowed to register again until the next semester/term.
- J. Students who are enrolled in fully-online and hybrid classes, internships, clinicals, and independent studies will be eligible to earn positive or negative attendance on days in which the College is otherwise closed (i.e. holidays, snow days, breaks, etc.). Attendance will be recorded for the date on which the work was completed or the internship/clinical was attended.
- K. Canvas will be utilized to measure attendance automatically in all classes at Bay State College. For all on-

campus meetings, students will be required to complete an assigned Canvas quiz within 30 minutes of the completion of the class period to receive credit for attending. Canvas can be accessed from any device (desktop, laptop, phone, etc.). Students who do not have access to a device should speak with their instructor(s) during the add/drop period or as soon as possible to discuss a plan for completing these assignments utilizing kiosks or labs on campus.

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

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

### **Approved Absences**

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

Students will need prior approval from the Office of the Registrar if they will be absent for two consecutive weeks of scheduled classes (excluding final exam periods, holidays, and school closings). If students do not secure prior approval from the Office of the Registrar, they will be administratively withdrawn from the College the day after reaching their maximum consecutive days of absences, regardless of instructor-approved absences and course-specific attendance requirements.

For students accessing Disability Support Services, advanced notification of extended absences to their instructor(s), Department Chair, and the Disability Support Services Coordinator is encouraged whenever possible. Extended class absences can only be approved by the Disability Support Services Coordinator, in conjunction with the student's Department Chair and the Office of the Registrar. Official documentation will be required for extended absences and must be provided to the Disability Support Services Coordinator for consideration.

### **Online Courses**

Students are required to post positive attendance during the add/drop period of a start in all their registered course or will be subject to being administratively withdrawn from their course the day after add/drop ends. Regular attendance is critical to succeed as a student.

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

"Academic Activities" will be set by the instructor for the course and outlined on the syllabus. They may include any combination of the following:

- Short multiple-choice questionnaire on related subject matter
- Quiz or exam
- Reflection paper, essay, or paper
- Journal entries

For purposes of the College's institutional attendance policy, the following activities will not be considered attendance:

- Discussion posts



- Material submitted via a third-party provider such as MyMathLab or Cengage
- Assignments submitted via email or another platform (other than directly through Canvas)

While these activities may not count toward a student's institutional attendance, they may be considered as a part of the instructor's assessment of the student's grade or class participation. Students should refer to the course syllabus for additional information.

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.

A student's last date of attendance will be determined as the last day in which they participated in an Academic Activity.

### **International Students**

If an international student fails to abide by the College's attendance policy, he or she will be administratively withdrawn from the College and his or her I-20 will be terminated. As a result, the student will need to leave campus immediately. If a student is aware in advance that he or she will be absent from class and is in jeopardy of falling below this threshold, he or she should contact the Designated School Official (DSO) immediately in order to discuss these implications. For additional information, please refer to the *International Student Handbook*.

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

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

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

## **THE GRADING SYSTEM**

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

<b>Grade</b>	<b>Numerical Value</b>	<b>Quality Pts per Credit Unit</b>
A	95-100	4.0
A-	90-94.99	3.7
B+	87-89.99	3.3
B	84-86.99	3.0
B-	80-83.99	2.7
C+	77-79.99	2.3
C	74-76.99	2.0
C-	70-73.99	1.7
D+	67-69.99	1.3
D	64-66.99	1.0
D-	60-63.99	0.7
F	0-59.99	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

TR Transfer Credit

W Withdrawal

WF Withdrawal (after last day of withdrawal)

## INCOMPLETE GRADES

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

This grade can be given only when the major portion of the completed work is of such quality that a student would be expected to pass the course if the remaining work is comparable to what has already been achieved. An "Incomplete" is not given to a student who misses his or her final exam unless there are unforeseen extenuating circumstances. The student has one semester (two terms) to make up any missing work and take the final exam before his or her grade will convert to an "IF" (Incomplete Failure), regardless of whether or not the student is registered for classes in that subsequent semester.

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), regardless of whether or not the student is registered for classes in that subsequent semester.

No extensions will be given for Incomplete grade requests. Incomplete Failure ("IF") grades are not eligible for a Change of Grade.

## CHANGE OF GRADE

A student who believes that an error in grading has occurred (related to course requirements or quality of work) may request a review by the instructor of record. If the instructor agrees that a change is justified, the instructor will initiate a Change of Grade Authorization Form, gain approval from the appropriate Department Chair and the Vice President of Academic Affairs, and file it with the Registrar's Office. All students have one semester (two terms) from the time the grade is issued to request and file a Change of Grade Authorization with the Registrar's Office, regardless of whether or not the student is registered for classes in that subsequent semester. Grade changes are not permitted after a student graduates. Incomplete Failure ("IF") grades are not eligible for a Change of Grade.

## MIDSEMESTER/MIDTERM PROGRESS REPORTS

At mid-semester or mid-term, 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.

## FINAL EXAMS

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

## CHANGE TO PROGRAM CURRICULUM

A change to curriculum is made when action by the College makes it unfeasible for the student to follow the prescribed requirements of the program. Such changes must be sound and follow closely to the student's program of study. Additionally, it is the student's responsibility to know and follow the prescribed requirements of his/her program. Before a change/substitution to a student's program of study can be made, a Change of Program Curriculum Form must be submitted to the Registrar's Office at the time of registration; changes to program curriculum will not be accepted retroactively. Additionally, changes will not be made to core curriculum requirements.

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 of the semester in which they are scheduled to graduate. All changes require final approval from the Department/Program Chair and the Vice President of Academic Affairs. Any documentation that indicates a required course should be waived or substituted will be reasonably accommodated at the discretion of the Department/Program Chair.

## CHANGE OF PROGRAM

Students must contact their Academic Advisors prior to changing to a different program within the College to complete required paperwork. Students are also encouraged to speak with a Financial Aid Counselor to discuss the financial implications of a division switch. Additionally, students who receive Veterans benefits should meet with a VA Academic Advisor to create a new VA Educational Plan. Students may be required to provide updated documentation to the Registrar's Office when submitting a request for a Change of Program. Students who wish to transfer from a Bachelor's Degree to an Associate's Degree program, or an Associate's Degree to a Certificate program, cannot do so in the same semester in which they intend to graduate. Students must be currently enrolled in and complete one full semester, or two full terms, in the new degree before they can graduate.

## CHANGE OF DIVISION

Students must contact their Academic Advisors prior to changing to a different division within the College. Students are also encouraged to speak with a Financial Aid Counselor to discuss the financial implications of a division switch. Students may be required to provide updated documentation to the Registrar's Office when submitting a request for a Change of Division.

### **Transfer to Day Division**

- Associate Degree students are required to have a minimum GPA of 2.0 and have completed at least 12 credits. Students with a GPA between 1.5 – 1.99, and not on academic warning, must meet with the Department/Program Chair and receive approval to transfer.
- Bachelor Degree students are required to have a minimum GPA of 2.3, have completed 12 credits, and submit a recommendation from the appropriate Department/Program Chair. Students who maintain a GPA of 2.5 or above are not required to submit a recommendation.
- Students must obtain a Division Change Form from their Academic Advisor and get signed approval from the Department/Program Chair.
- Students switching from the Online Division must submit a Certificate of Immunization according to the guidelines listed on page 72.

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

Students must obtain a Division Change Form from the Registrar's Office and get signed approval from the Office of Online and Continuing Education. International students require prior approval from the PDSO or DSO in order to fully enroll in the Evening or Online Division. Information regarding online course restrictions for international students can be found in the *International Student Handbook*.

## **ACADEMIC STANDARDS**

### **SATISFACTORY ACADEMIC PROGRESS- SAP**

Bay State College has established the following policies and procedures to fulfill the requirements outlined in the reauthorization of the Higher Education Act (HEA) as revised for the 2011-12 academic year. The Satisfactory Academic Progress (SAP) policies and procedures of Bay State College are reviewed and updated when changes at the Federal level require review to ensure compliance with Federal regulations. This policy applies to all Bay State College students. Any Bay State College students applying for Title IV Federal and other types of assistance must meet the criteria stated below regardless of whether or not they previously received any financial assistance.

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

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

At the end of each academic semester, students are evaluated to determine the rate of course completion, which is calculated by dividing the cumulative number of credits successfully completed by the cumulative number of credits attempted. To remain in good standing a student must complete two-thirds of his/her cumulative attempted credits. Grades that are considered in the credits attempted and completed calculation of maximum credits include: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, IF, P, W, WF. Repeated courses are included in the evaluation. Courses completed at other institutions that have been accepted for transfer credit at Bay State College are included in this calculation as both credits earned and credits attempted.

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

#### **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. Satisfactory Academic Progress is determined based on a student's GPA for the current enrollment record, not the student's overall cumulative GPA. Official final course grades are recorded in the Portal; grades posted in Canvas or other course websites are not considered official final grades. Students, with their Academic Advisors, monitor their cumulative GPAs to ensure that progress toward degree completion requirements is being met as follows on the following page:

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

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

### SAP Met

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

### Warning Status

A student placed on Warning status, based on the qualitative and quantitative requirements outlined in the above chart, will be allowed to retain funding (Title IV, veterans', state, institutional) for the academic

semester during which the status is assigned. The student has this same time period to meet satisfactory academic progress standards.

#### Suspension

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

#### Probation

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

#### **Appeal Process - SAP**

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

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

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

In addition to the requirements described above, there are specific requirements pertaining to minimum grades and GPA requirements, course progression, completion terms, laboratory sessions, professional attire, liability insurance, vaccines, CPR certification, behavior, and internships for students in these programs. Information on specific requirements and standards are available from the Program Chairs of each program.

### **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:

##### **I. 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.

## II. Cheating

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

## III. 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.

## IV. 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.

## V. 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.

## VI. Forgery

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

## VII. Representation of Original Work

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

### **Nursing, PTA and Health Sciences Programmatic Academic Integrity Policy**

Students at Bay State College are fully responsible for ensuring the academic integrity of their coursework. Honesty, integrity and ethical behavior are essential attributes of the professional nurse. Patient safety depends on the nurse behaving with honesty and integrity in an ethical manner. The faculty of the School of Nursing and Health Sciences (SONHS) takes very seriously behaviors demonstrating a lack of these attributes in any student enrolled in the SONHS. Students found to be in violation of the College's Academic Integrity Policy **may be dismissed** from their program **for a first offense**. The minimum penalty will be failure of the course in which the violation of academic integrity occurred.

Defenses of not understanding the policy and not being aware of the policy will not be entertained. All students are required to sign a statement confirming that they have read and understood the policy at the beginning of the first semester at the College.

The following is a list of forms of academic dishonesty: plagiarism, cheating, fabrication, collusion, academic misconduct, and forgery.

#### Definitions:

- 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. This includes papers, presentations, discussion questions, case studies, homework assignments, and any other form of assignment.
- Cheating is defined as being dishonest or deceptive in order to gain academic advantage. This includes, but is not limited to, unauthorized assistance on an exam or quiz, in the classroom or online, from a human, print, or electronic resource; stealing or receiving or using stolen examinations, papers, computer assignments, research, and/or library materials; and the copying of computer software. It also includes misrepresenting work as original when the work has previously been submitted in part or in whole for another assignment in any previous course.
- Fabrication is the intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- 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 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 is defined as signing another person's name to examinations, papers, or attendance lists.
- Original work is work that has been created for a singular assignment. All students are expected to create original work for each assignment in each course, regardless of whether that course is being repeated. Any student wishing to use parts of a previously submitted assignment for that or another course at the College must receive approval from the course instructor prior to resubmitting the assignment in part or in its entirety. Students who resubmit an assignment that has previously been submitted in any class, and do not have permission from the current course instructor to do so, will be in violation of the College's policy on Cheating.

The SONHS faculty will address violations of the College's Academic Integrity Policy in the following manner:

1. The instructor of the course in which the alleged violation occurred will email the student that a violation has been reported/observed and will schedule a meeting to discuss specifics with the student and *another faculty member*.
2. The student may choose to supply a written explanation of the behavior and circumstances to be considered by the faculty. This email must be sent to the Chair of their academic program, except for students in the nursing associate degree program who will send the email the Assistant Dean of the SONHS, within two (2) business days.
3. The student will be notified of the decision via an email sent to their baystate.edu account by the Chair of their academic program or if appropriate, the Assistant Dean of SONHS.
4. If a student wishes to pursue an appeal of the faculty's decision, they must email the Dean of the School of Nursing and Health Sciences within two business days. The Dean will review the minutes of the faculty meeting and the student's statement. The student will be notified of the Dean's decision via their baystate.edu account. The decision of the Dean is the final appeal, except in the event of a dismissal from the academic program, in which case an appeal to the Chief Academic Officer may be requested by email within two business days of the Dean's notification of decision.

## REPORTING VIOLATIONS

### Individual Offenses

To ensure consistent application of the Academic Integrity Policy, instructors are expected to address violations of this policy with students, issue an appropriate sanction, and report violations to the Assistant



Dean of Students. Instructors should fill out the Academic Integrity Violation Form and forward it to the Assistant Dean of Students who will keep the forms on file. Forms completed for Nursing and PTA students should also be forwarded to the Dean of Nursing and Health Sciences for further review based on the specific policies within those academic programs.

Sanctions for Violations of the Academic Integrity Policy:

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

Depending on the severity of the offense, the College reserves the right to refer the violation to the Dean of Students' Office to be processed through the Code of Conduct (see pages 45-64 for additional information).

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

Specific academic programs may have separate guidelines, sanctions, and appeal processes for violations of academic integrity. Please refer to individual program handbooks for more information about these standards.

### **Multiple Offenses**

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

Any student who wishes to appeal a decision of the Academic Standing and Integrity Committee may do so in writing within two days of receiving written notice of the Committee's decision. Letters of appeal should be submitted to the Vice President of Academic Affairs. The decision of the Vice President of Academic Affairs will be final. Please note that this does not apply to students who have already appealed to the Academic Standing and Integrity Committee after an instructor's decision; appeals can only be made to the Vice President of Academic Affairs if it is the first appeal for a particular decision.

## **STANDARDS FOR FORMAL WRITTEN WORK**

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

### **Standard English, Grammar, Style**

- Papers should be written in formal, standard English. They should be free of nonstandard constructions

(such as double negatives) and of informal usage (such as "The experiment went OK").

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

#### **Library Research and Documentation**

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

#### **Mechanics and Appearance**

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

### **SUSPENSION OR DISMISSAL**

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

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

### **DISCLOSURE POLICY**

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

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

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

### **REENTRY TO THE COLLEGE**

A student who has voluntarily withdrawn from the College while in good academic standing or has been administratively withdrawn and is seeking to re-enter within 2 years, or less, of their last date of attendance are eligible to submit a Student Reentry Form to request reentry status. Using this form the student must be cleared academically, financially, and any disciplinarily prior to being approved for active status and cleared

to register for classes.

Students looking to be accepted for reentry must initiate the Student Reentry Form at least 4 weeks prior to the semester they are to return. Once approved students will be notified by the Registrar's Office their eligibility to register. If they are not approved, the department which denied them will directly notify the student.

Former students who are reentered matriculate under the degree requirements in effect from their last enrollment, unless requesting a change of program. Students requesting reentry into a different program must submit a Change of Program Form, as required per the Change to Program policy. A reentry status with a change of program requires approval of both requests before the student is eligible for active status and cleared for registration. It is advisable to allow for additional time for processing.

**Nursing/PTA/Health Studies Disclosure:** A Nursing, Physical Therapy Assistant, or Health Studies student who has not been continuously enrolled exceeding 18 months will have their previously completed core courses evaluated for validity upon reentry to Bay State. Any questions regarding this disclosure are to be forwarded to the Nursing and Health Sciences department.

Students requesting to return to the college beyond the 2 years as described must be readmitted to the college, please see Readmissions to the College.

## READMISSION TO THE COLLEGE

Students ineligible for Reentry to the college due to exceeding the 2 years from their last date attended are eligible to apply for readmission to the college by contacting the Admissions Office. Readmitted students will be required to reapply, be cleared academically, financially, and successfully complete admissions requirements prior to registering for classes.

All readmitted students must abide by Admissions requirements at the time of their readmission to the college. Former students who are readmitted matriculate under the degree requirements in effect at the time of readmission.

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

## ASSOCIATE-TO-BACCALAUREATE DEGREE ADMISSION

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

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

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

## **GRADUATION AND AWARDS**

### DEAN'S LIST AND PRESIDENT'S LIST

Students who achieve a term Grade Point Average (GPA) between 3.40 and 3.69, in a given semester, will be

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

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

## DEGREE COMPLETION

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

- A student reentering within two years or less will follow the curriculum at the time he or she originally entered the College. However, if a student is changing programs, he or she will follow the current curriculum for the chosen program and student must complete one full semester (or two terms) in the new program before they can graduate.
- If a student is readmitted exceeding 2 years of absence from the College, he or she will matriculate in the current curriculum of their chosen program.

**NOTE:** Science, technical, and other courses more than five years old must be retaken if such courses are central to the current knowledge and/or skills base of a program of study. Nursing/PTA/Health Studies programs core courses exceeding 18 months are to be evaluated for their validity by the department. Other courses not considered central to the current knowledge and/or skills base of a program of study will be valid regardless of the year completed.

## GRADUATION

### Academic and Non-Academic Requirements

To fulfill the graduation requirements in any program of study offered at Bay State College, students are expected to complete the following:

- Meet all academic requirements\*. Students must have a final cumulative GPA of a 2.00 or higher, have successfully completed all required courses in their major, and have earned the number of credits prescribed for the program in which they are enrolled.
- Complete the Intent to Graduate/Walk Application\*. Along with the application, students must include a degree application fee. Names should be printed on the application exactly as they should appear on diplomas and in the Commencement brochure. Diplomas are mailed 4-6 weeks after conferral, so students should provide an up-to-date address as well.
- Contact the Office of the Bursar to confirm good financial standing with the College\*. All student accounts must be settled. This includes the payment of any outstanding balances such as tuition, room and board, library fines, etc.
- Complete the Career Services Exit Survey and electronically sign the Career Services Agreement. Students will be emailed links to both of these documents approximately one month prior to the graduation date.
- Schedule an appointment with the Default Prevention Specialist to complete Exit Loan Counseling. Federal regulations require Bay State College to offer exit interviews for students who received any loans during their time at the College.
- Contact the Office of Admissions to ensure all required immunization documentation is on file.
- International students should schedule a meeting with the Designated School Official regarding their

F-1 status.

- Walking candidates should meet with their Academic Advisor to complete a Walker Action Plan.

\*Students who fail to meet this requirement will not be able to participate in graduation exercises and will have their diploma/official transcript held until completed.

### **Pending Graduates**

- A minimum of 60 earned credit hours is required for the Associate Degree, a minimum of 120 earned credit hours is required for the Bachelor's Degree, and a minimum of 29 earned credit hours is required for the Certificate.
- A student who has withdrawn from the College may transfer no more than six (6) credits back to Bay State, with the approval of the Program Chair and Registrar in order to graduate from the Bay State College program in which they were previously enrolled. All Degree Completion rules listed in this Handbook apply.
- A minimum of 73 semester hours is required for the Associate in Science Degree in the Nursing Program. Students must pass all Nursing professional courses with a minimum of B- or better.
- A minimum of 71 semester hours is required for the Associate in Science Degree in the Physical Therapist Assistant Program. Students must pass all PTA professional courses with a minimum of C+ or better.
- A minimum of 67 semester hours is required for the Associate of Science Degree in the Occupational Therapy Assistant Program. Students must pass all OTA professional courses with a minimum of C+ or better.

### **Walking Candidates**

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

- Have 2 courses or less to complete at the end of the Spring term/semester; and
- Must be an active student.

\*Due to differences in scheduling, students enrolled in the Associate Degree Nursing program are eligible to walk with 3 courses or less to complete at the end of the Spring term/semester.

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

### **Graduation Exercises**

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

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

Students will have the opportunity to have regalia mailed directly to their preferred mailing address or mailed to Bay State College for on-campus pickup in Boston and Taunton.

If a student chooses to decorate the cap for the Commencement Exercises, please keep in mind that it:

- Must not contain any advertisements, symbols, abbreviations, initials, words, slogans, patches, or pictures that refer to drugs or controlled substances, tobacco, alcohol, weapons, or that are of a sexual nature;
- Must not be obscene, profane, vulgar, or lewd;
- May not threaten the safety or welfare of any person; and

- Are only decorated on the surface with flat decorations (3-D creations are prohibited).

## COMMENCEMENT AWARDS

The following awards and distinctions are given out and recognized at the annual Awards Ceremony. Recipients of these awards and distinctions are notated in the annual Commencement Ceremony brochure. Only those students who have completed all of their degree requirements prior to the ceremony are eligible to receive the Valedictorian Award.

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 Associate Degree and the Bachelor Degree 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. Students who are enrolled in the RN-BSN program or a Certificate program are not eligible for this award.

In recognition of students who have achieved and maintained superlative academic stature, Bay State College presents those graduating students with a cumulative GPA of 3.4 or higher with the Honors Award. At the annual Awards Ceremony and Commencement Ceremony, published honors will be based on a student's GPA as of the prior Fall semester. However, honors listed on the official academic transcript will be based on the student's final GPA at the point of graduation.

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

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

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

## INTERNATIONAL STUDENTS

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

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

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

All F-1 international students must report to the Designated School Official (DSO) within one week of the

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

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

## VETERAN/MILITARY STUDENTS

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

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

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

To complete an educational plan, students should speak with the VA Academic Advisor at Bay State College, at [Veterans@BayState.edu](mailto:Veterans@BayState.edu).

## ACCOMMODATIONS

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

- A. To be eligible for accommodations at Bay State College, what criteria do I need to meet?
- You must be officially accepted to the College\*
  - You must provide the required documentation: Day/Evening Division students must hand-deliver documentation to the DSS Coordinator. Online Division students must fax documentation to the DSS Coordinator.

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

- B. As a student with a disability, what are my responsibilities?
- To meet and maintain the College's academic standards
  - To identify yourself to the DSS Coordinator
  - To deliver required documentation to the DSS Coordinator at least two weeks prior to intended use of accommodations
  - To maintain compliance with the College's documentation requirements
  - To bear the cost of the evaluation(s) necessary to produce all documentation required by the College
  - To schedule a meeting with the DSS Coordinator every semester to activate accommodations

- To actively participate in the search for accommodations and auxiliary aids
  - To follow established procedures for delivering Accommodations Plans to instructors
  - To communicate with instructors about how accommodations will be implemented in each classroom
  - To notify instructors and the Center for Learning and Academic Success (CLAS) at least two days prior to the intended use of accommodations
- C. What are the College's responsibilities to a student with a disability?
- To review documentation and activate reasonable accommodations in a timely manner
  - To provide reasonable accommodations once they are activated (accommodations will not be provided retroactively)
  - To request additional documentation if that which is provided is inadequate or outdated (this may result in delayed activation of accommodations)
  - To share information regarding a student's accommodations only with those individuals involved in the assessment and implementation of their accommodations
  - To make every effort to reasonably accommodate students with disabilities unless unreasonable notice, undue hardship, or fundamental alteration of a program is corroborated
  - To, when feasible, assist temporarily injured and impaired students although not required by applicable law
  - To provide students with information about area medical facilities, but to abstain from providing medical care or dispensing medication
  - To retain students' disability-related documentation for five (5) years after their last date of enrollment before destroying it
- D. What are the College's documentation requirements?
- All documentation must be on letterhead, dated, signed, and include the diagnosing professional's name, title, organization, and license or certification.
  - All documentation should be reflective of the current student experience and will be reviewed for such appropriateness.
  - Specific documentation requirements apply based on the nature of one's disability and individual circumstance.
  - Individualized Education Plans (IEP) will not be accepted as the primary source of documentation.
  - Documentation prepared by a family member will not be accepted as the primary source of documentation.
- E. Based on my disability, what are the College's specific documentation requirements?
- Learning Disabilities and/or Attention Deficit/Hyperactivity Disorders:
- A psycho-educational or neuropsychological evaluation completed within the past three years to include:
- A clearly stated diagnosis of a learning disability and/or AD/HD
  - Scores from any psychological and/or educational testing
  - Recommendations for accommodations
- Physical/Medical/Neurological Disorders:
- Documentation completed within the past three years to include:
- A description of the nature of the disability and/or a clearly-stated diagnosis



- Scores from any psychological and/or educational testing
- Recommendations for accommodations

Psychiatric/Emotional/Behavioral Disorders:

Documentation completed within the past six months submitted to include:

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

Temporary Disabilities:

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

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

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

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

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

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

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

2. To request an amendment to a record that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student wishing to amend a record should submit a written request to the Office of the Registrar detailing the record that they would like amended and the information that is incorrect or misleading. The College will review the request and respond to the student in writing. If it is determined that the record should not be amended, the student will have the option of a hearing to appeal the decision. Details regarding the appeal process will be provided in the written reply.

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

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

4. To file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

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

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

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

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

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

Thirty-eight percent of the Fall 2012 Cohort of full-time, first-time Other Degree/Certificate-Seeking undergraduate students completed their program within 150% of normal time to completion by August 31, 2016.

Forty-six percent of the Fall 2012 Cohort of full-time, first-time Baccalaureate Degree-Seeking undergraduate students completed their program within 150% of normal time to completion by August 31, 2019.

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

- What financial assistance is available, including information on all federal, state, and institutional financial aid programs?
- What are the deadlines for submitting applications for each of the financial aid programs available?
- What is the cost of attending and what is the refund policy?
- What criteria does the school use to select financial aid recipients?
- How does the school determine the student's financial need? This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in the student's budget.
- What resources (such as parental contribution, other financial aid, the student's assets, etc.) are considered in the calculation of the student's need?
- How much of the student's financial need, as determined by the institution, has been met?
- To explain the various programs in the student aid package. If a student believes he or she has been treated unfairly, may he or she request reconsideration of the award that has been made?
- What portion of the financial aid received must be repaid, and what portion is grant aid? If the aid is a loan, what is the interest rate, total amount to be repaid, payback procedures, length of time to repay

the loan, and when is repayment to begin?

- How does the school determine whether the student is making satisfactory progress, and what happens if progress is not satisfactory?

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

- Review and consider all information about a school's program before enrollment.
- Pay special attention to the application for financial aid. Complete it accurately and submit it on time to the right place. Errors may result in long delays in receipt of financial aid; intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which application has been submitted.
- Read, understand, and retain copies of all forms signed.
- Accept responsibility for all agreements signed.
- Notify the Registrar's Office and any lender of changes in name, address, phone number, or school status.
- Perform in a satisfactory manner the work that is agreed upon in accepting a Federal Work Study award.
- Know and comply with the deadlines for application or reapplication for aid.
- Know and comply with the College's refund procedure.
- Inform the Registrar's Office in writing that information is to be released to outside parties.
- Complete the Health Insurance Waiver/Enrollment Form online at <https://www.baystate.edu/campus-life/student-affairs/counseling-health-wellness/health-insurance/>.
- Return a completed Immunization Form per the immunization requirements listed in this Handbook.

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

#### FILING INQUIRY/COMPLAINT

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

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

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

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

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

#### VOTER REGISTRATION

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

## PARTICIPATING IN OFFSITE EVENTS

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

## RECORDING OF CLASSES

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

## BACKGROUND CHECK POLICY

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

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

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

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

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

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

## TRANSCRIPT REQUESTS

Students can order copies of an official transcript in one of two ways:

### **Online Ordering**

Official transcripts can be ordered through the National Student Clearinghouse at [www.getmytranscript.org](http://www.getmytranscript.org). This service offers a fast, simple and secure way to order copies of official transcripts online. Students are guided through the easy step-by-step process and can track the status of orders online. For assistance or

additional information, the National Student Clearinghouse can be reached at transcripts@studentclearinghouse.org or (703) 742-4200.

**By Mail/In Person Ordering**

Students who are unable to order an official transcript online can do so in person, by fax, or by mail. Students should complete the Official Transcript Release Form found on the Office of the Registrar's website.

Students must address any holds on their account before a transcript will be issued.

**DUPLICATE DIPLOMA REQUESTS**

Graduates may request a duplicate diploma by filling out the Duplicate Diploma Request Form, found on the Office of the Registrar's website, and submitting it to the Office of the Registrar. The replacement cost is \$25.00 per diploma. This fee is payable by check or money order, cash (in person), or credit card.

Please note that Bay State College is not responsible for diplomas which are lost in the mailing process. Appropriate fees will be assessed for duplicate diplomas requested for those which are lost in the mailing process.

The College will make every attempt to provide a replacement diploma with the applicable President/Vice President signatures from the student's specific graduation year. If these are not available, current signatures will be used.

Students who request that the duplicate diploma display a different name than the one printed on the original diploma and in school records must send a completed Change of Address/Contact Information Form with the Duplicate Diploma Request Form. The Change of Address/Contact Information Form, available on the Registrar's Office website, must be accompanied by official documentation of the student's new legal name (i.e. driver's license, marriage certificate, court order, passport).

# STUDENT SERVICES

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

## REGISTRAR

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

## CENTER FOR LEARNING AND ACADEMIC SUCCESS (CLAS)

In-person tutoring & COVID-19

Due to the rapidly evolving nature of COVID-19, CLAS may need to limit and/or eliminate in-person tutoring this academic year. To determine the safety of in-person tutoring, the Director of the Learning Commons will adhere to both local board of health guidelines as well as the guidance of peer institutions. **All COVID-related policies and procedures CLAS adopts during the pandemic will be communicated via the CLAS website at [www.baystate.edu/clas](http://www.baystate.edu/clas), as well as via signage throughout 31 St. James. Online tutoring via NetTutor will remain available to all students during the pandemic.**

Located in the Learning Commons at 31 St. James Avenue, 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 academic success workshops. The goal of CLAS is to support students to become self-confident, independent, and successful learners. Working with faculty, professional, and peer tutors, students are offered can receive assistance in academic skill-building and a variety of academic subjects. Additionally, CLAS offers free online tutoring to all students via NetTutor, a link to which is available from within every course in the LMS (Canvas). For the current tutoring schedule and information about NetTutor, please visit [www.baystate.edu/clas](http://www.baystate.edu/clas).

## DISABILITY SUPPORT SERVICES

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

Resources are available to assist students with documented disabilities. Students can receive information or apply for accommodations by contacting the DSS Coordinator.

Contact: Megan Delano, M.A., Mental Health Counselor/Disability Support Services Coordinator, 31 St. James Avenue, (617) 217-9212, [mdelano@baystate.edu](mailto:mdelano@baystate.edu).

## Service Animals

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

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

## DEPARTMENT OF STUDENT AFFAIRS

The Department of Student Affairs handles several components of student life on campus and is made up of nine areas: The Dean of Students' Office, The Office of Residence Life and Student Success, The Office of Student Involvement & Leadership, The Office of Career Services, Mental Health Counseling, Disability Support Services, International Student Services, Facilities and The Esports' Team.

### **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 of Students works to improve the quality of student life.

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

#### Code of Conduct

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

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

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

#### Missing Student Policy

Bay State College defines a "missing student" as an individual who has not had any contact with any member of the College community (including staff, faculty, and friends on campus) and has also not had any contact with a parent/guardian/spouse for a period of 24 hours. The student also must not have disclosed his or her location to either entity prior to leaving campus. As soon as a member of the College community or parent/guardian believes that a student is missing, he or she should notify the Department of Student Affairs by calling (617) 217-9222. The situation will then be reported to a designee from the Student Affairs team who

will take the following steps:

- The designee will call the student's cell phone number that is held on file.
- If the missing student has not been seen within the last 24 hours, the designee will consult class attendance and access control records to determine if the student has been on campus. The designee will also contact the student's professors and Academic Advisor to determine if the student has been seen in class or on campus.
- If the student has not been to classes or entered the building with a BSC student ID, the designee will contact the parent/guardian/spouse or designated contact person to determine if they have been in contact with the student or know the student's location. The parent/guardian or contact person will not be contacted if he or she is the reporting individual.
- If, after contacting all parties, the designee is still unable to determine the whereabouts of the student, the Boston or Taunton Police Department will be contacted and the student will be formally reported missing. The Police Department will take control of the situation from this point forward.
- If, at any time, the designee is able to determine the whereabouts of the student, he or she will notify the reporting individual and the police (if applicable) that the student is no longer missing.

Any individual listed on the student's record (parent, guardian, spouse) will be the default contact person in the event that a student is reported missing. Each student also has the option to identify an alternative contact person to be notified; this can be done in the Registrar's Office. This person would then be contacted in place of the parent/guardian/spouse. This contact information will be confidential and only accessible to authorized campus officials; it will only be disclosed to law enforcement in furtherance of the missing person investigation.

It is important to note that if a student is under 18 years of age and not emancipated, the parent/guardian will be notified by the institution in addition to any alternative contact person (if it differs).

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

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

#### **The Office of Student Involvement & Leadership**

The Office of Student Involvement & Leadership offers numerous events throughout the year to bring together students with common interests and goals. Some of the activities are geared toward academics, while others are more social and community events. Students can find information about upcoming events and activities in a variety of ways, including bulletin boards, the *Bay State Beat*, the Bay State College website and social media.

Every Tuesday and Thursday during the academic year, the period from 12:15 p.m. to 1:40 p.m. is designated as "Prime Time." During this period, no classes are scheduled in order for students to attend tutorials, participate in workshops, and meet with their instructors. In addition, a variety of activities such as club meetings and advising sessions are held at this time.

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

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



### Posting Policy

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

The Office of Student Involvement & Leadership will approve and stamp up to ten (10) flyers per organization per week to be hung on designated bulletin boards around campus. Flyers must be removed two weeks after the date of approval or the day after the event, whichever comes first. Flyers should not be posted on windows, doors, or painted surfaces. No more than one (1) table tent can appear on a table at the same time.

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

### **Mental Health Counseling & Disability Support Services**

Bay State College students have access to free, short-term, individual counseling with an on-site Mental Health Counselor. Sessions are completely confidential and may be available on a walk-in or appointment basis. The mission of the counseling center is to support the overall well-being of both students and the community as a whole. Students may seek support through counseling for a variety of reasons, although not limited to, including academic difficulties, stress management, difficulties transitioning to college, etc. Students may also reach out to the counselor to seek outside resources for long-term support when appropriate. Counseling resources are also available on the Bay State College Portal.

The Mental Health Counselor also serves as the College's Disability Support Services Coordinator. For more information regarding these services, please refer to pages 39-40 of this Handbook.

Contact: Megan Delano, M.A., Mental Health Counselor/Disability Support Services Coordinator, 31 St. James Avenue, (617) 217-9212, [mdelano@baystate.edu](mailto:mdelano@baystate.edu).

### **International Student Services**

The Dean of Students serves as the College's Primary Designated School Officials. The PDSO advises international students on any institutional and federal regulations to ensure compliance. The PDSO also works to help international students adjust to life as a college student in this country.

### **Esports**

The Esports program is now in its second season of competition. This program will be competing in titles such as League of legends, Fortnite, Valorant, Super Smash Brothers and Madden. This program features a dedicated arena space for the players featuring 15 top of the line gaming PCs and a full-time coaching staff dedicated to improving the students as players and professionals.

Bay State College was the first college in Massachusetts to join the National Association of Collegiate Esports (NACE) offering various tournament style gameplay with the ultimate prize of awarding scholarships to the top teams.

More information about this program can be found in the Esports Handbook. If interested in competing on our Esports team, please reach out to our head coach Bryan Hummel at [Bhummel@baystate.edu](mailto:Bhummel@baystate.edu) for more information.

### **Career Services**

Bay State College offers a variety of career development opportunities and job search resources for both

students and alumni. Resources are available online and in print on topics specific to career preparation, including resume and cover letter writing, interview techniques, networking, communication skills, utilizing social media, and job and internship search strategies. Students may request unlimited in-person meetings with the Career Services staff. In addition, the Office hosts Career Fairs, recruiting events, and job fairs for part-time work. Staff members work closely with Academic Affairs to source appropriate leads to meet the needs of both students and alumni. For hours of operation or to schedule an appointment, contact the Career Services Office at [careers@baystate.edu](mailto:careers@baystate.edu) or visit [www.baystate.edu/exploring-careers/](http://www.baystate.edu/exploring-careers/).

## FACILITIES

The Facilities staff is responsible for providing a clean and comfortable living and learning and environment for all members of the Bay State College community. Work orders may be submitted 24 hours a day, 7 days a week via email at [facilities@baystate.edu](mailto:facilities@baystate.edu).

# STUDENT CONDUCT

## STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

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

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

## STUDENT CODE OF CONDUCT

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

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

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

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

### **Academic Integrity**

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

### **Alcohol**

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

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

#### Use of Alcohol on Campus

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

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

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

#### Use of Alcohol off Campus

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

If these students are involved in unlawful behavior or creating a disturbance off campus and the College is notified, they will be subject to action through the conduct system. Additionally, College officials will fully

cooperate with external law enforcement agencies when such situations arise.

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

#### Social Host Liability Law

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

#### Public and/or Acute Intoxication

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

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

#### Effects and Signs of Use

Alcohol has the following effects:

- Central Nervous System: depresses, does not stimulate, the action of all parts of the central nervous system. It depresses normal mental activity and normal muscle function. Short-term effects of an average amount: relaxation, breakdown of inhibitions, euphoria, decreased alertness. Short-term effects of large amounts: nausea, stupor, hangover, unconsciousness, death.
- Heart and Blood Vessels: decreased normal function, leading to heart diseases such as cardiomyopathy and disorders of the blood vessels and kidneys, such as high blood pressure. Bleeding from the esophagus and stomach frequently accompany liver disease caused by chronic alcoholism.
- Unborn Fetus (teratogenicity): alcoholism in the mother carrying a fetus causes fetal alcohol syndrome (FAS), which includes the production of mental deficiency, facial abnormalities, slow growth, and other major and minor malformations in the newborn.
- Addiction: compulsive use of alcohol. Persons addicted to alcohol have severe withdrawal symptoms when alcohol is unavailable. Even with successful treatment, addiction to alcohol (and other drugs that cause addiction) has a high tendency to relapse. (Memories of euphoric feelings plus family, social, emotional, psychological, and genetic history are all important factors in producing the addiction.)
- Liver Disease: usually cirrhosis; also deleterious effects on the unborn child of an alcoholic mother.
- Loss of Sexual Function: impotence, erectile dysfunction, loss of libido.
- Increased Incidence of Cancer: mouth, pharynx, larynx, esophagus, liver, and lung.
- Changes in Blood: makes clotting less efficient.

- Heart Disease: decreased normal function leading to possible damage and disease.
- Stomach and Intestinal Problems: increased production of stomach acid.
- Interference with Expected or Normal Actions of Many Medications: drugs such as sedatives, painkillers, narcotics, antihistamines, anticonvulsants, anticoagulants, and others.

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

#### Services and Information

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

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

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

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

#### **Civility**

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

#### **Compliance**

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

#### **Dangerous Weapons**

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

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

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

#### **Drugs**

##### Drug-Free School Policy

This institution embraces the spirit of the public law that requires schools to provide a drug-free campus and workplace. The school will abide by the law as outlined in the accompanying policy. As part of our institutional philosophy, we are dedicated to the advancement and well-being of the population we serve. As such, all students and employees are encouraged to abstain from the use of illegal drugs and the irresponsible

use of alcohol. Additionally, the College abides by federal law, which prohibits the possession/consumption of marijuana, even if the individual involved is in possession of a medical marijuana license.

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

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

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

We have also designated a contact person who is available to hear concerns regarding drug and alcohol use and offer referrals, advice, and information on drug and alcohol education and services in the community.

The contact is Megan Delano, Mental Health Counselor, 31 St. James Avenue, (617) 217-9212, mdelano@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: Megan Delano, Mental Health Counselor, 31 St. James Avenue, (617) 217-9212 or email [mdelano@baystate.edu](mailto:mdelano@baystate.edu).

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

- ALCOHOLICS ANONYMOUS (support group for alcoholics): (617) 426-9444
- 1-800-ALCOHOL (active alcohol referral line): (800) 252-6465
- DRUG & ALCOHOL HOTLINE (Massachusetts hotline): (800) 327-5050
- NATIONAL DRUG & ALCOHOL TREATMENT REFERRAL SERVICE (the national service of the Substance Abuse and Mental Health Services Administration): (800) 662-HELP (4357).

## Drug Penalties

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

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



## **Fire Safety**

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

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

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

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

## **Good Neighbor/Good Citizenship**

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

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

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

## **Guests**

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

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

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

## **Harassment**

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

Harassment is defined as inappropriate or unwanted contact with a student, whether verbal (including telephone and computer), physical, or emotional. Incidents of harassment will be investigated by the Department of Student Affairs and, if a student is found responsible, he or she may be banned from the

particular building or floor, be removed from campus housing and/or the College, be charged by the criminal system, and be subject to further college sanctions.

### Bullying

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

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

### **Hate Crimes**

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

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

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

### **Hazing**

In 1985, the Massachusetts House of Representatives passed legislation that prohibits any form of hazing on campuses throughout the Commonwealth. The College, as well as the Commonwealth of Massachusetts, forbids the hazing or harassment of any student on or off the campus. Any student who organizes or participates in hazing will be subject to dismissal from the College.

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

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person, or that subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

269:18. Failure to report hazing.

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

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

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

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

### **Health and Welfare**

In the interest of promoting a safe and healthy environment for all students and staff, Bay State College reserves the right to restrict students with certain physical and/or mental health issues from attending classes and/or living in the residence hall 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 Bay State College Student ID Card upon entering Bay State College. Students are required to carry this picture ID at all times while on campus and may be asked to produce identification by faculty or staff at any time. Failure to do so may result in denial of entry into College facilities and may result in disciplinary action for the student.

It is considered misrepresentation to alter, deface, or falsify IDs or in any way obtain or conspire to obtain

fake identification for the purpose of presenting oneself as 21 years of age or older. Manufacturing fraudulent IDs is a very serious offense and will result in suspension or dismissal from the College, as well as possible criminal prosecution.

### **Misconduct**

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

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

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

### **Physical Violence**

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

### **Residence Halls**

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

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

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

### **Restraining Orders**

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

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

### **Restricted Areas**

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

### **Sexual Violence and Title IX**

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

The Department of Education has amended the Title IX definition and the manner of supporting students and adjudicating cases that went into effect on August 14, 2020. The full interim policy can be found on the website [here](#).

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

punishable by both civil and criminal legal action.

On-campus counseling is available with the College's Mental Health Counselor, Megan Delano, MSW, LICSW located on the second floor of 31 St. James Avenue. She can be reached at (617) 217-9212 or [mdelano@baystate.edu](mailto:mdelano@baystate.edu). Any student who reports an incident of sexual violence is entitled to a change in residence (if living on campus) and/or adjustment of academic class schedule (if schedule allows).

## Title IX

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

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

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

The Dean of Students' Office is located on the second floor of 31 St. James Avenue. The Dean can be reached at [jshepard@baystate.edu](mailto:jshepard@baystate.edu) or (617) 217-9218.

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

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

The Title IX deputies are:

- Kristin Hayes, Associate Director of Student Experience  
31 St. James Avenue  
(617) 217-9228 or [khayes@baystate.edu](mailto:khayes@baystate.edu)
- Dustin Martin, Assistant Director of Residence Life & Student Success  
31 St. James Avenue  
(617) 217-9231 or [dmartin@baystate.edu](mailto:dmartin@baystate.edu)

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

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

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

## Types of Sexual Violence Offenses

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

### ***Sexual Assault***

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

mouth contact.

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

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

### ***Sexual Misconduct***

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

### ***Sexual Harassment***

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

### ***Sexual Exploitation***

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

### ***Stalking***

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

Cyberstalking is an extension of the physical form of stalking and is unacceptable at any level. Using electronic media such as the Internet, social networking sites, cell phones, or other similar devices or

mediums to pursue, track, harass, monitor, or make unwanted contact with another person is a violation of this policy.

### ***Relationship Violence***

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

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

### **Additional Clarifying Rules**

- A person who is the victim of sexual violence is not required to physically or otherwise resist a sexual aggressor.
- Intentional use of alcohol or other drugs does not excuse a violation of the Sexual Violence Policy.
- Attempts to commit acts of sexual violence are also prohibited under this policy, as is aiding in the commission of sexual violence as an accomplice.
- Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly, and all sexual activity must cease.
- An "intent to rape" is not required under the Sexual Assault definition, as sexual assault is not an intent-based concept. The requisite intent for sexual assault is demonstrated by engaging in the act of intercourse intentionally.

### **Retaliation Policy**

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

### **False Reports**

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

### **Smoking**

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

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

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

### **Solicitation**

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

### **Student Demonstrations**

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

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

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

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

Anyone participating in a demonstration must be willing to produce his/her Bay State College Student 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**

### **Email Policy**

This policy covers the access to and use of the Bay State College (BSC) email system for students.

### **Account Creation & Termination**

Bay State College (BSC) provides email services to students and alumni. Use of BSC email services must be consistent with BSC's educational goals and comply with local, state and federal laws and college policies.

### **STUDENTS:**

Email services are provided to students as a condition of their enrollment at BSC. While the primary purpose of this service is to support learning and for communications by and between the College and themselves, students are permitted to use the BSC email services for personal use.

Email services are provided only while a student is enrolled in the College (has an active status) or transitions to Alumni status. A non-alumni student's email services will be terminated 30 days following



the change to any non-active status or immediately upon student dismissal. Once a student's email services are terminated, students may no longer access the contents of their mailboxes.

#### ALUMNI:

Bay State College provides students with an alumni email address once they have successfully graduated from the College. The email address will remain active indefinitely for as long as it conforms to this and other college policies.

### **Email Acceptable Use**

BSC Email Services fall under the guidelines of the [Password Policy](#), including strict enforcement of the one user : one account policy.

Any and all communications, actions, and activities conducted using BSC email services will be held to the same standard expected of in person interactions by students and alumni. Users who are found in violation risk account suspension by the BSC IT department, and/or the recommendation of disciplinary action to the Dean of Students' Office.

Additional examples of prohibited uses of email include:

- Intentional and unauthorized access to other people's email;
- Sending of messages that constitute violations of the College Code of Conduct
- Sending "spam", chain letters, or any other type of unauthorized widespread distribution of unsolicited mail;
- Use of email for partisan political or lobbying activities;
- Creation and use of a false or alias email address in order to impersonate another or send fraudulent communications;
- Use of email to transmit materials in a manner which violates copyright laws.

Personally Protected Information (PII) is prohibited without exception from all email communications. Also avoid sending confidential information when possible. Examples of PII include:

- Social Security Numbers
- Credit Card Numbers
- Passwords

### **Ownership & Privacy**

The Bay State College (BSC) Information Technology (IT) Department respects the individual nature of email, and as such users of BSC email services have a reasonable expectation of privacy of the contents within their email accounts.

For all users, exceptions will be granted based on legal action (such as a court order), issues that involve the health and/or safety of an individual or group, or college investigations of harassment or major college policy violations.

No information will be shared without a specific and reasonable request in writing by Human Resources, the Office of General Counsel, or (for students only) the Dean of Students.

## IT Password Policy

Since end user passwords are the most frequently used method by hackers to gain unauthorized access to computer systems, you play an important part in helping secure our computer systems and data. Bay State College utilizes single sign-on wherever possible to reduce the number of individual username and passwords that you need to remember, but additional steps are required to ensure the safety of our systems and data.

To this end, passwords must follow strict requirements and expire after 180 days to one (1) year. Users agree to never share passwords, to follow the one user/one account policy, to protect your passwords, to use unique passwords, and to use strong passwords.

For more info, please visit the IT Policies & Procedures section at <https://baystate.sharepoint.com/sites/BSC-IT/>.

## IT Privacy Policy:

The privacy of your personal information is important to us. BSC IT commits to collect the minimum amount of personal information required to support both you and the College, and commits to responsibly safeguard that information.

Throughout the normal course of a day, BSC IT staff may be exposed to varying degrees of personal information about you. This may include personal information you may have stored on BSC IT systems. As such, BSC IT makes the following privacy commitment to you:

We will NEVER intentionally share your personal information (internal or external), unless specifically requested in writing by Human Resources or the Office of General Counsel.

For more info, please visit the IT Policies & Procedures section at <https://baystate.sharepoint.com/sites/BSC-IT/>.

## Theft

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

## Threats

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

## Violations of Criminal Law

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

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

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

# THE CONDUCT SYSTEM

## PHILOSOPHY OF THE CONDUCT SYSTEM

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

## THE CONDUCT PROCESS

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

### **The Complaint**

A student will become involved with the conduct system as a result of alleged violations of the Code of Conduct. A formal complaint is written by a student, College official, security guard, or local police department and is submitted to the 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. Any violations of the Academic Integrity Policy will be referred to the Academic Standing and Integrity Committee.

### **Notification of Meeting**

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

### **Hearing**

In most instances, a College official will hold a hearing with the accused student. The hearing officer will be assigned through the Dean of Students' Office.

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

The Assistant Dean of Students or designee also has the authority to convene an emergency hearing without the student being present. These situations would include, but are not limited to, the following: the incident occurring at the end of an academic semester, the student has been incarcerated or hospitalized after any such incident, or, in the Assistant Dean's or designee's opinion, the student's presence on campus for a hearing could in some way jeopardize the safety and well-being of any other member of the College community.

## **Administrative Hearing Board**

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

The Administrative Hearing Board is composed of a mix of faculty, staff, and administrators and the 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 Chairperson. The Chairperson will review these recommendations and will impose sanctions on the student.

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

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

## **Title IX Hearing**

The full interim hearing protocol can be found on the website [here](#).

## **Notification of Decision**

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

## **APPEALS**

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

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

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

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

- The name, address, and telephone number of the student.
- A clear statement explaining the nature and circumstances of the appeal, citing the new evidence and/or the explanation with specifics of the alleged lack of fairness in the prior hearing.
- The names, addresses, telephone numbers, and written statements of new witnesses. Written

statements should include the general nature of their testimony and their assent to appear at an appeal hearing. These statements should be factual in nature and relate to the incident in question. Character witnesses or statements regarding other incidents involving this student will not be accepted.

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

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

Assistant Director of Residence Life & Student Success  
Hearing Board

**Appeal to the:**

Dean of Students  
Dean of Students

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

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

## RECORDS

All documentation involving an incident will be kept on file in the Dean of Students' Office and/or the Office of Residence Life & Student Success. 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 conduct system at Bay State College is that of education of all participants through the conduct process. Sanctions are not meant to be punitive in nature, but rather to assist the student's development into a mature and responsible citizen within our community and society at large.

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

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

### College Sanctions

Sanctions classified as a college sanction include:

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

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

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

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

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

### **Residential Sanctions**

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

# 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. If a student is not satisfied with this initial response, he or she will be referred to the Director of the department(s) involved to attempt the informal resolution.

## STUDENT ADVOCACY BOARD

### Overview

The Student Advocacy Board provides students with an opportunity to present their concerns to an impartial group of faculty and staff members after making all other attempts to resolve these concerns at the departmental level.

A student may petition the Board based on either a procedural error of fairness by the College or an inconsistent interpretation of College policy. When petitioning the Board, students will be required to demonstrate that they have worked with the named department(s) to resolve the concern before coming to the Board for assistance.

Examples of circumstances in which a student may petition the Advocacy Board include:

- Discrimination against the student
- Insufficient Disability Support Services provided to the student
- Student Accounts and/or Financial Aid concerns
- Academic Advising errors
- Student Record errors or concerns

Concerns regarding the following policies and/or procedures will not be considered by this Board:

- Student Code of Conduct
- Academic Program Dismissal/Administrative Withdrawal from a specific Academic Program
- Title IX
- Change of Grade
- Academic Integrity
- Administrative Withdrawal, Suspension, or Dismissal from the College

Please refer to these individual policies as listed in this Handbook for information regarding how these concerns are resolved.

### Informal Resolution

Prior to petitioning the Advocacy Board, students will be required to follow all departmental procedures for resolving any concerns. This may vary by department but typically will involve working with the designated staff member and his or her supervisor, as well as the head of the department (if not already involved).

If, after making all attempts at an informal resolution, the student feels that the matter still has not been resolved to a satisfactory level, the student may petition the Advocacy Board.

### Petition Form

To request the Board's consideration, a student must complete a Petition Form, available via the College's website at [www.baystate.edu/campus-life/student-services/student-advocacy-board-petition-form/](http://www.baystate.edu/campus-life/student-services/student-advocacy-board-petition-form/). In this form, the student will outline details of the concern and also provide any relevant supporting documentation.

The student must also demonstrate that they have followed all appropriate procedures to informally resolve the concern before petitioning the Board. Petitions must be submitted within five (5) business days of the conclusion of any informal resolution attempts.

### **Review and Consideration**

Once the Petition Form is received, the Board Chair will contact the student within two (2) business days to acknowledge its receipt and discuss next steps. During this initial contact, the Chair may ask for clarification and/or additional materials to support the petition. Examples of this may include additional documentation and names of any parties involved.

The Chair will then review the provided documentation for thoroughness and consistency and interview any named parties to develop a complete picture of the student's concern. This will be completed within five (5) business days of the initial conversation with the student.

The Chair will assemble a Board meeting to review the student's concern with ten (10) business days of receipt of the petition. The Board will consist of a minimum of three (3) but no more than five (5) members; members must not be associated with the individual student's concern that is under review. In advance of the meeting, Board members will be presented with a file containing the student's Petition Form, supporting documentation, summaries of interviews with key parties, and any other pertinent information for review in consideration of the student's concern.

The student will be notified in advance of the date and time of the Board meeting, as well as the names and titles of the Board members who will be reviewing their concern. The student will have two (2) business days to request, in writing, that a Board member be removed and the reason for this request; it is at the discretion of the Chair if that person should be recused and the Chair will communicate this decision to the student in advance of the meeting.

During the meeting, Board members will review the information presented in accordance with the College's stated policies and procedures. The student will have the opportunity to attend the Board meeting to present their concerns in person, but will not be required to do so. The student will have the opportunity to bring one (1) person to this meeting to serve as an adviser. The adviser may not be a parent/guardian or an attorney. The role of the adviser is to provide support and consultation directly to the student; however, the adviser may not be an active participant in the meeting. The student must notify the Board Chair in advance of the meeting if an adviser will be present.

After this review, the Board will determine 1) if there was a procedural error of fairness by the College or 2) if there was an inconsistent interpretation of College policy. If it is determined that further action is required to resolve the student's concern, the Board will also make recommendations to the Chair as to how this can be done. The Chair will communicate the final results to the student within two (2) business days of the Board meeting.

### **Appeal**

The student may appeal the decision of the Advocacy Board to the Dean of Students. If accepted, an appeal will result in an administrative review of the decision and recommendations; only in rare circumstances will an appeal result in a full inquiry into the matter at hand.

Appeals to the Dean must be submitted in writing with five (5) business days of the notification of the Board's decision to the student. The Dean will review the original petition and may discuss the matter with the Board Chair or members of the Advocacy Board that were involved in the decision. The Dean will make a final determination to either affirm the Board's original decision and recommendations or to overturn the decision and/or provide new recommendations. The student will be notified of this decision within two (2) business days of receipt of the appeal.

The decision of the Dean is final; no appeals can be made to the President or to the Board of Trustees.



## REPORTING OF INCIDENTS AND CRIMES

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

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

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

# INSURANCE & IMMUNIZATION

## HEALTH INSURANCE

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

## LIABILITY INSURANCE

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

## IMMUNIZATIONS

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

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

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

Nursing, Health Studies, Medical Assisting, and PTA students must be compliant with all Massachusetts Department of Public Health (MDPH) Adult Occupational Immunization Recommendations and Requirements. Prior to working at any clinical or internship site, all PTA students are required to document that they are free of contagious disease, including tuberculosis (TB). The minimum standard for the PTA program is that TB screening must be performed within one year prior to the end of each clinical experience. Other immunizations or proof of immunity to other contagious diseases may be required. The costs of all vaccinations and TB testing are the responsibility of the student. All Nursing, Physical Therapist Assistant, and Health Study students should refer to their program's clinical education requirements for specific information on these and other requirements for clinical education.

# STUDENT FINANCIAL SERVICES

## STUDENT BUSINESS CENTER

The Student Business Center is a centralized area to provide students with access to the Registrar, Student Accounts and Financial Aid Services. The Office provides convenient day and evening hours.

## STUDENT ACCOUNTS OFFICE

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

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

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

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

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

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

## COST OF ATTENDANCE AND FINANCIAL ASSISTANCE

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

To determine eligibility, a student should complete the Free Application for Federal Student Aid (FAFSA), available at <https://studentaid.gov/h/apply-for-aid/fafsa>.

The financial information reported on the FAFSA determines the student's Expected Family Contribution (EFC). Your Expected Family Contribution (EFC) is an index number that colleges use to determine how much financial aid you're eligible to receive. Your EFC is calculated according to a formula established by law and the information from your [Free Application for Federal Student Aid \(FAFSA\)](#).

The EFC factors in your family's taxed and untaxed income, assets, and benefits (such as unemployment or Social Security). Your family size and the number of family members who will attend college during the year are also considered.

Your EFC isn't the amount of money your family will have to pay for college, and it isn't the amount of federal student aid you'll receive.

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

All Financial Aid Awards are subject to change based on Federal, State and Institutional guidelines and cannot be used for courses that are not a part of a student's program flow sheet. For more information, including a list of all available funding sources and a breakdown of tuition and fees, please visit the College's website or Student Portal.

#### Grade Level Determination

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

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

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

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

#### Annual Student Loan Acknowledgement

The Annual Student Loan Acknowledgement is an online session that will allow students and parents to see how much they have borrowed, preview what their monthly payments might be, and explain concepts such as capitalization and the difference between federal and private loans. If this is your first time accepting a federal student loan, you are acknowledging that you understand your responsibility to repay your loan.

## INTERNATIONAL STUDENT PAYMENTS

Tuition, fees and any housing charges (if applicable) are due in full two weeks prior to the start of each semester. A student's advising and registration will be placed on hold until payment has been received. International students should speak with the Financial Aid Office regarding their eligibility to receive discounted tuition rates.

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

exceeds \$500, it will be held on the student's account until he or she is no longer active at the College.

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

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

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

## RESIDENCE HALL CHARGES

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

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

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

## CREDIT BALANCES

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

## CREDIT BALANCE REFUNDS/STIPENDS

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

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

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

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

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

## INSTITUTIONAL REFUND POLICY

### Withdrawal from the College

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

#### SEMESTER-BASED\*

<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	

#### TERM-BASED\*

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

\* Withdrawing from the College after the established Drop date for that term will result in a zero percent refund. Please speak to the Bursar's Office prior to withdrawing from the College. The refund schedule is based on the full semester for students enrolled in both terms within a semester. When students are enrolled in both terms in a given semester, the refund policy only applies to Term 1. A student who attends in Term I and subsequently withdraws from Term II is not eligible for any reduction of tuition for Term II. In instances where a student takes any course that runs the entire length of the semester, the Semester-Based Refund Policy applies.

### 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 Bursar's Office to discuss financial obligations to the College before withdrawing from a class.

## SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID

Satisfactory Academic Progress (SAP) is reviewed each semester as described in this Handbook. If a student does not meet SAP, he or she will be placed on Warning status for the following semester. The student will

continue to maintain financial aid eligibility and to receive financial aid funding for the Warning semester. A student may only receive aid for one Warning semester. Exceptions to this may be granted on appeal. At the end of the Warning semester, the student's SAP will be reviewed again and must be brought up to an appropriate level or the student's eligibility for aid is terminated.

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

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

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

## TREATMENT OF STUDENT FEDERAL AID WHEN A STUDENT WITHDRAWS

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

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

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

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

The College needs permission from the student to use the post-withdrawal grant disbursement for all other school charges. If the student does not grant permission when signing the authorization form, the funds will be returned to the student within 14 days of the post-withdrawal disbursement. However, it may be in the student's best interest to allow the College to keep the funds to reduce his or her account balance with the College. There are some Title IV funds that may be scheduled that cannot be disbursed to the student once he or she withdraws due to other eligibility requirements. For example, if a student is a first-time, first-year undergraduate and has not completed the first 30 days of his or her program before withdrawing, the student will not receive any Direct Loan funds that would have been received had he or she remained enrolled past the 30th day.

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

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

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

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

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

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

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



the Student Portal where the Handbook is located. Printed copies are available from the Student Business Center.

If a student has any questions about his/her Title IV program funds, he or she should contact the Office of Financial Aid. Students can also call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TYY users may call 1-800-730-8913. Information is also available online at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## FINANCIAL AID DISBURSEMENT

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

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

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

## TUITION REIMBURSEMENT

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

## EXIT INTERVIEW

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

## STUDENT LOAN COUNSELING SERVICES

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

# GENERAL INFORMATION

## CONTACT INFORMATION CHANGE

In the event of a change in contact information (name, address, phone number, email address), students are required to update this information via the Change of Address and Contact Information form available at <https://www.baystate.edu/campus-life/registrar-office/>. Documentation (i.e. copy of marriage certificate, driver's license, etc.) may need to be provided to support a change. 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 Designated School Official within seven days of a change of address, phone number, name or major.

## MEDICAL CARE

Students with medical conditions are encouraged to contact the Disability Support Services Coordinator. For more information, please see the "Accommodations" section of this Handbook on pages 37-39. Please note that staff, faculty, and administration will not provide medical care or dispense medication to students. Information regarding local hospitals and medical centers is available on the Bay State College website.

## SCHOOL CANCELLATION

When classes have been cancelled because of inclement weather or other emergency conditions students will be notified through the College's Emergency Notification System which can be accessed on the Student Portal.

### **Day Division Cancellation Policy**

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

### **Evening Division Cancellation Policy**

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

### **Online Programs Cancellation Policy**

Online courses typically will not be cancelled due to weather or any other campus closing. Courses may be cancelled due to situations such as natural disasters, interrupted services, or catastrophic events. Students are expected to complete online assignments as scheduled unless otherwise instructed (see Attendance Policy).

## STUDENT ID CARDS

Bay State College Student ID Cards may be obtained free-of-charge during the first week of each term/semester for all incoming students studying on-site. Students must use their ID to gain entry to the academic buildings as well as the residence hall. In addition, students are required to carry their ID at all times while on campus and may be asked to produce identification by faculty and staff at any campus building at any time. Replacement cards are available in the Student Business Center for a fee.

## STUDENT EMAIL ACCOUNTS AND PORTAL ACCESS

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

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

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

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

## STUDENT VERIFICATION POLICY

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

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

## TRANSPORTATION

### T-PASS PROGRAM

Bay State College offers a semester pass program through the MBTA with a nonrefundable payment due at the time of purchase. Any Bay state College student is eligible to buy a semester pass at a reduced rate. For more information on specific pass types, visit the [MBTA website](#).

### PARKING GARAGE DISCOUNTS

There is no on-campus parking available, but Bay State College does offer discounted parking at two local parking garages, Motor Mart Garage and 200 Stuart Street. The college offers short-term, daily parking rates at both garages to all students.

- \$16.00 Daily Rate if entering the garage between 3:00 AM through 3:00 PM | M-F
- \$9.00 Daily Rate if entering the garage between 3:00 PM through 3:00 AM | M-F

\*Please be advised that parking for 12+ hours in either parking garage, may result in an increased rate.

For more information on transportation options, please visit our [website](#) or contact Kristin Hayes, Associate Director of Student Experience at (617)-217-9228 or [khayes@baystate.edu](mailto:khayes@baystate.edu).