



Bay State College

College Catalog
2022-2023

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Bay State College Culture

Mission Statement

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

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

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

History of Bay State College

Bay State College opened in 1946 to serve a single industry, the airlines, by providing students with hands-on skills and paying particular attention to a strong educational foundation. Then as now, the College was known for its small classes, individual attention, and focus on specific careers.

In 1961, Bay State moved to its current location in the Back Bay — in the heart of the city, but close to hospitals, businesses, shopping, fashion and entertainment.

In 1975, Bay State was initially authorized to grant Associate degrees by the Commonwealth of Massachusetts. In 1989, Bay State became accredited by the New England Association of Schools and Colleges (NEASC)*. In 2004, Bay State was authorized by the state and NEASC* to grant Bachelor's degrees in Business, Fashion, and Entertainment Management.

Seventy years after its founding, Bay State still operates under the vision of its founders. The College provides America's leading employers with skilled graduates who are professionally trained and educated for the profession they desire.

**Bay State College is accredited by the New England Commission of Higher Education (NECHE, formerly NEASC).*

Academic Freedom

Bay State College members of the faculty, whether tenured or not, are entitled to academic freedom as set forth in the [1940 Statement of Principles on Academic Freedom and Tenure](#), formulated by the [Association of American Colleges and Universities](#) and the [American Association of University Professors](#).

All members of the faculty, whether tenured or not, are entitled to protection against illegal or unconstitutional discrimination by the institution, or discrimination on a basis not demonstrably related to the faculty member's professional performance, including but not limited to race, sex, religion, national origin, age, disability, marital status, or sexual orientation.

Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.⁴ Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.⁵

College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.⁶

Bay State College Accreditation and Locale

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.

Bay State College is accredited on probation by the New England Commission of Higher Education, effective April 21, 2022, because the Commission finds that the institution does not now meet the Standards on Institutional Resources and Organization and Governance. A statement providing further information about the probationary status is available on the website of the New England Commission of Higher Education (<https://neche.org>).

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.

STATE AUTHORIZATION

Bay State College is authorized to grant degrees by the Commonwealth of Massachusetts, the Massachusetts Department of Higher Education (DHE).

VETERANS AFFAIRS

Bay State College is an approved institution for Veterans' educational benefits. Veterans and dependents are required to comply with VA regulations under sections 21.4135, 21.4235, and 21.4277 with regard to required class attendance and acceptable academic progress. Bay State College also participates in the Yellow Ribbon Program, which provides additional assistance to cover tuition and fees that are not already covered by the Post-9/11 GI Bill®. For specific information on the GI Bill®, and to apply for benefits please visit the United States Department of Veterans Affairs GI Bill® Site at gibill.va.gov.

STATEMENT OF NONDISCRIMINATION

Bay State College prohibits discrimination on the basis of race, color, sex, gender identity, sexual orientation, age, marital status, religion, national or ethnic origin, veteran status, or 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.

DISCLAIMER

Bay State College reserves the right to modify locations and policies and adjust requirements and standards as described in this publication at any time and without prior written notice.

EFFECTIVE CATALOG DATES

The policies and procedures contained in this publication are effective as of August 30, 2021. This information is accurate at the time of printing but is subject to change at the discretion of Bay State College.

CURRICULAR CHANGES

Courses listed in this Catalog are subject to changes initiated by departments or programs. The submitted changes are subject to approval by the Curriculum Committee, the Bay State College Faculty Senate, and the Department of Academic Affairs.

Changes in curricula for the ensuing year are published in the Catalog supplement or in the following academic year's catalog.

BAY STATE COLLEGE LOCALE

All facilities at Bay State College are "smoke- and drug-free."

Bay State College's main campus is located at 31 St. James Avenue in Boston, Massachusetts 02116 in Back Bay, adjacent to Bay Village, about a ten-minute walk to Boston Common. The campus maintaining presence on two floors of the Park Square Building, just south-west of the Boston Logan International Airport, with convenient access from the Massachusetts Turnpike (90) and the 93 Southeast Exp.

Bay State College' Taunton campus is at 101 Industrial Park Road in Taunton, Massachusetts 02780. This campus is located just north-west of Cape Cod, is twenty-minutes from Rhode Island, and relatively close to Connecticut.

Academic Calendar 2022-2023

FALL (16 Week) 2022-2023

Classes Begin - All students

Add/Drop period
Labor Day Observed - No classes
Columbus Day Observed - No Classes
Mid-Semester Progress Reports
October Conferral
Veterans Day Observed - No Classes
Withdrawal Deadline ("W" Grade)
Thanksgiving Break: Classes End at Noon
Thanksgiving Break

Last Day Fall Semester

Winter Break

FALL (16 Week) 2022-2023

8/29/2022

8/29/2022 - 9/2/2022
9/5/2021
10/10/2022
10/21/2022
10/21/2022
11/11/2022
11/18/2022
11/23/2022

11/24/2022 - 11/27/2022

12/12/2022 - 12/16/2022

12/16/2022

12/17/2022 - 1/8/2023

SPRING (16 week) 2022-2023

Classes Begin - All students

Add/Drop Period
Martin Luther King, Jr. Day Observed - No Classes
President's Day - No Classes
Mid-Semester Progress Reports
March Conferral
Spring Break
Withdrawal Deadline ("W" Grade)
Patriots' Day Observed - No Classes
Final Exams

Last Day Spring Semester

SPRING (16 week) 2022-2023

1/9/2023

1/9/2023 - 1/13/2023
1/16/2023
2/20/2023
3/3/2023
3/3/2023
3/4/2023 - 3/12/2023
4/14/2023
4/17/2023

5/1/2023 - 5/5/2023

5/5/2023

SUMMER (14 Week) 2022-2023

Classes Begin

Add/Drop Period
Memorial Day Observed - No classes
Juneteenth Observed - No classes
Midterm Progress Reports Distributed
June Conferral
Independence Day Observed - No classes
Withdrawal Deadline ("W" Grade)
Final Exams

Last Day Summer Semester

SUMMER (14 Week) 2022-2023

5/15/2023

5/15/2023 - 5/19/2023
5/29/2023
6/19/2023
6/26/2023 - 6/30/2023
6/30/2023
7/4/2023
7/28/2023
8/14/2023 - 8/18/2023

8/18/2023

FALL (8 Week) 2022-2023

TERM I

Classes Begin

Add/Drop period
Labor Day Observed - No Classes
Midterm Progress Reports Distributed
Withdrawal Deadline ("W" Grade)
Columbus Day Observed - No Classes
Final Exams

Last Day Fall Term 1

FALL (8 Week) 2022-2023

8/29/2022

8/29/2022 - 9/2/2022
9/5/2022
9/26/2022 - 9/30/2022
10/7/2022
10/10/2022

10/17/2022 - 10/21/2022

10/21/2022

TERM II

Classes Begin

Add/Drop period
Veterans Day Observed - No Classes

TERM II

10/24/2022

10/24/2022 - 10/28/2022
11/11/2022

Midterm Progress Reports Distributed	11/21/2022 - 11/25/2022
Thanksgiving - Classes End at Noon	11/23/2022
Thanksgiving Break	11/24/2022 - 11/27/2022
Withdrawal Deadline ("W" Grade)	12/2/2022
Final Exams	12/12/2021 - 12/16/2022
Last Day Fall Term 2	12/16/2022
Winter Break	12/17/2022 - 1/8/2022

SPRING (8 Week) 2022-2023

TERM I

Classes Begin

Add/Drop Period	1/9/2023 - 1/13/2023
Martin Luther King, Jr. Day Observed - No Classes	1/16/2023
Midterm Progress Reports Distributed	2/6/2023 - 2/10/2023
Withdrawal Deadline ("W" Grade)	2/17/2023
President's Day - No Classes	2/20/2023
Final Exams	2/27/2023 - 3/3/2023
Last Day Spring Term 1	3/3/2023
Spring Break	3/4/2023 - 3/12/2023

TERM II

Classes Begin

Add/Drop Period	3/13/2023 – 3/17/2023
Midterm Progress Reports Distributed	4/10/2023 - 4/14/2023
Patriots' Day Observed - No Classes	4/17/2023
Withdrawal Deadline ("W" Grade)	4/21/2023
Final Exams	5/1/2023 - 5/5/2023
Last Day Spring Term 2	5/5/2023

SUMMER (7 Week) 2022-2023

TERM I

Classes Begin

Add/Drop Period	5/15/2023 - 5/19/2023
Memorial Day Observed - No classes	5/29/2023
Midterm Progress Reports Distributed	5/21/2023 - 6/6/2023
Withdrawal Deadline ("W" Grade)	6/16/2023
Juneteenth Observed - No classes	6/19/2023
Final Exams	6/26/2023 - 6/30/2023
Last Day Summer Term 1	6/30/2023

TERM II

Classes Begin

Add/Drop Period	7/3/2022 - 7/10/2023
Independence Day Observed - No classes	7/4/2023
Midterm Progress Reports Distributed	7/19/2023 - 7/25/2023
Withdrawal Deadline ("W" Grade)	8/4/2023
Final Exams	8/14/2023 - 8/18/2023
Last Day Summer Term 2	8/18/2023

SPRING (8 Week) 2022-2023

TERM I

1/9/2022

1/9/2023 - 1/13/2023
1/16/2023
2/6/2023 - 2/10/2023
2/17/2023
2/20/2023
2/27/2023 - 3/3/2023
3/3/2023
3/4/2023 - 3/12/2023

TERM II

3/13/2023

3/13/2023 – 3/17/2023
4/10/2023 - 4/14/2023
4/17/2023
4/21/2023
5/1/2023 - 5/5/2023
5/5/2023

SUMMER (7 Week) 2022-2023

TERM I

5/15/2023

5/15/2023 - 5/19/2023
5/29/2023
5/21/2023 - 6/6/2023
6/16/2023
6/19/2023
6/26/2023 - 6/30/2023
6/30/2023

TERM II

7/3/2023

7/3/2022 - 7/10/2023
7/4/2023
7/19/2023 - 7/25/2023
8/4/2023
8/14/2023 - 8/18/2023
8/18/2023

Admissions

ADMISSIONS

Bay State College is a private college whose mission is to provide students with a quality education that prepares them for professional careers and increasing levels of higher education. The College admits students who show the interest and capability to successfully fulfill these goals. Applications are accepted on a rolling basis.

GENERAL UNDERGRADUATE ADMISSIONS

Associate Degree program: Applicants must have a minimum GPA of 2.0 or higher

Bachelor's Degree program: Applicants must have a minimum GPA of 2.3 or higher

Bay State College is test optional. Standardized test scores are not required for admissions. However, scores may be reviewed if you feel they will support your application for admission.

Submit your Official Transcripts and Proof of Graduation (College/University Transcripts, High School Transcripts, or GED scores). High School transcripts submitted via fax must include a cover sheet sent directly from the Guidance Office. All other transcripts must be sent in a sealed and stamped envelope or sent as an e-Transcript via an electronic service such as National Student Clearing House. If you have an International Transcript, please refer to our [International Transcript Requirements](#).

Bay State College evaluates all applicants from a holistic viewpoint. Our admissions process is designed to help match your interests, skill-set, and educational goals with the appropriate degree program.

NURSING ADMISSIONS CRITERIA

Admissions Criteria

Admission to the Nursing Associate Degree Program is competitive. To be considered, all applicants to the program must:

- Complete and clear Criminal Offender Record Information (CORI).
- Complete the BSC English placement test with a score of 1500 or higher OR receive a 60 or above on the English section of the TEAS.
- Applicants applying as first-time college students or having attended college with less than 12 credits must have a high school GPA of 3.0 and a Life Science course including a lab of at least a grade of C. Previous education experience, academic performance and background in science-related academic coursework will be evaluated. Submit an official sealed high school/GED transcript.
- Applicants with 12 or more college credits must have a GPA of 2.5 or higher, and a Life Science course including a lab of at least a grade of C. Previous education experience, academic performance and background in science-related academic coursework will be evaluated. Applicants must submit official transcripts from all colleges/universities attended. The combined total of the GPA from previous college courses must be at least a GPA of 2.5 or higher. Applicants with college credit must submit an official sealed college transcript.
- Submit proof of graduation from your high school or (if applicable) college.
- Submit TEAS score results (taken within the past year) of 60% overall with a sub score of 65% on reading comprehension. [Register for the TEAS test here](#). You will need to create an account to register for and complete the exam. Applicants are not required to take the TEAS test at Bay State College; you may register for any location. The name of the test is TEAS Nursing.
 - Applicants earning less than 60% in the science category will be asked to audit A&P I and II.
 - Applicants achieving a 60% or greater in the English sub score will be exempted from the English Placement Test.
 - Please note that only the first two attempts at the TEAS will be considered, and scores are taken from one exam, not the best scores from each attempt.
- Note: The transfer credit policy for sciences and other courses is [found here](#).
- Submit the Proof of Immunization form. Immunizations must be in compliance with the Massachusetts Department of Public Health. COVID/Influenza Immunization required.

Please note: The Office of Enrollment Management reserves the right to request additional supporting material. Bay State College reserves the right to make exceptions on Admissions decisions. Exceptions are at the discretion of the College and are on a case-by-case basis.

Bay State College ADN Program Change Policy - Transfer Nursing Admissions Criteria

Currently enrolled Bay State College students seeking a transfer to the Associate's Degree in Nursing (ADN) must meet the above admissions criteria to be considered for a change of program acceptance into the ADN program. Additionally, students must meet with their current academic advisor to validate that they meet the above admissions criteria and, if so, they must also secure a change of program referral from their current academic advisor to be provided to the Nursing Program Chair. Please note that meeting the admissions criteria and securing a referral from your current academic advisor does not guarantee the change of program will be approved. The Nursing Program Chair makes the final decision on approving the change of program request.

Nursing LPN-RN Admissions Criteria

Admission to the Nursing Associate Degree Program is competitive. To be considered, all applicants to the program must:

- Complete and clear Criminal Offender Record Information (CORI).
- Applicant must hold a valid, unencumbered practical nurse license from a state board of nursing and be eligible for licensure in Massachusetts.
- Applicants must have a 2.5 GPA in previous coursework.
- Applicants must obtain 1500 on the BSC English placement test.
- Applicants must have a minimum score of 76 on the NACE I. The TEAS does not apply to transfer candidates. If they wish to apply to the regular ADN, they must take the RN TEAS. The applicant's PN TEAS results are not acceptable.
- Applicant must have completed A&P I with at least a B average. Applicants may opt to apply to the regular ADN option if they have not completed their sciences.
- Submit the Proof of Immunization form. Immunizations must be in compliance with the Massachusetts Department of Public Health. COVID/Influenza Immunization required.

Please note: The Office of Enrollment Management reserves the right to request additional supporting material. Bay State College reserves the right to make exceptions on Admissions decisions. Exceptions are at the discretion of the College and are on a case-by-case basis.

Nursing (RN-BSN) Acceptance Criteria

To be considered for the admission to the RN to BSN program, applicants must:

- Complete and clear Criminal Offender Record Information (CORI).
- Submit an official, sealed college transcript(s) (with proof of Associate Degree in Nursing or Diploma in Nursing) with a GPA of 2.6 or higher.
- Applicants must submit an [Immunization Form](#). See Division of Health Sciences Health and Immunization Policy.
- Proof of a Registered Nursing (RN) license will be obtained by Bay State staff. Licensed applicant must hold a current unencumbered RN license. If the applicant holds active licenses in more than one state/jurisdiction, all licenses must be unencumbered.

- Applicants who have graduated from a nursing program within three (3) months of application and are not yet licensed, may be admitted if all other admission requirements are met. Licensure is required prior to the start of the third term of the program.

PHYSICAL THERAPIST ASSISTANT (PTA) ADMISSIONS CRITERIA

All applicants to the Physical Therapist Assistant Associate Degree Program must:

- Complete and clear Criminal Offender Record Information (CORI).
- Complete the BSC English and Math assessment test and place into English 102 and Math 104 or higher.
- Submit an official, sealed high school/GED transcript (if you do not have a college degree) with a GPA of 2.7 or higher, and a Life Lab Science with a grade of C or better.
- Submit an official, sealed college transcript/s (if applicable) with a GPA of 2.7 or higher. (12 transfer credits), and a Life Lab Science with a grade of C or better.
- Submit a proof of graduation from your high school or (if applicable) college.
- Note: The transfer credit policy for sciences and other courses is found [here](#).
- Submit the Proof of Immunization form. Immunizations must be in compliance with the Massachusetts Department of Public Health. COVID/Influenza Immunization required.
- Due to the restrictions placed on institutions, due to Covid-19, the following allowance will apply to Fall 2020 applicants:

Due COVID-19 restrictions placed on institutions, the following allowance will apply to Fall 2020 applicants:

Online lab science courses will be considered to fulfill the lab science requirement, as well as considered for transfer credit. During the first week of the semester, the student will be required to take an assessment in Anatomy and Physiology and may be required to audit science courses, based on the result of this exam. All course grade requirements are still applicable for both admissions and transfer credit requirements.

Please note: The Office of Enrollment Management reserves the right to request additional supporting material. Bay State College reserves the right to make exceptions on Admissions decisions. Exceptions are at the discretion of the College and are on a case-by-case basis. Should you have any questions, please contact the Admissions Team at 617-217-9080 or admissions@baystate.edu.

Bay State College PTA Program Change Policy – Transfer Physical Therapist Assistant (PTA) Admissions Criteria

Currently enrolled Bay State College students seeking a transfer to the associates degree in Physical Therapist Assistant (PTA) must meet the above admissions criteria to be considered for a change of program acceptance into the PTA program. Additionally, students must meet with their current academic advisor to validate that they meet the above admissions criteria and if so, they must also secure a change of program referral from their current academic advisor to be provided to the PTA Program Chair. Please note that meeting the admissions criteria and securing a referral from your current academic advisor does not guarantee the change of program will be approved. The PTA Program Chair makes the final decision on approving the change of program request.

INTERNATIONAL STUDENT ADMISSIONS

- Official High School, College or University transcripts, see International Transcript Requirements.
- Official TOEFL Scores: Minimum of 70 (*ibt*); and 6.0 on the IELTS if native language is not English (or language school affiliate equivalent). We also accept the iTEP (Academic-Plus test ONLY) overall score of 4.0 or higher.

Prior to receiving your I-20 Form you must have:

- Financial documentation in the form of current, original bank statements totaling the cost of tuition, including information addressing who will be financially responsible for the student while in the United States. For further explanation of minimum financial requirements, click [here](#).
- A letter of support from the person who intends to help make tuition payments. [Tuition & Fees](#).

International Transcript Requirements

Transcripts from any institution outside of the United States must be evaluated by a 3rd party US evaluation company currently members of the National Association of Credential Services (NACES) or the Association of International Credential Evaluators, Inc (AICE) if:

- The applicant's transcript is being used to verify Proof of Graduation;
- The applicant's transcript(s) are being reviewed for transfer credit eligibility into a Bay State College program. Please visit the [Transfer Students](#) section of our website for more information about international student transfer credit eligibility requirements.

All evaluations must include translation of transcript(s) into English, equivalency of your credentials in terms of a U.S. education, and a converted GPA calculation into U.S. standards

BACKGROUND CHECK POLICY

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).
- An adverse decision 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 to reside in on-campus housing.

Students who are employed by the College in certain departments may be required to complete a background check 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 Dean of Student's Office.

ASSOCIATE-TO-BACCALAUREATE DEGREE ADMISSIONS CRITERIA

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

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

READMISSION TO THE COLLEGE

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 (HEOA Sec. 114) : 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.

DOMESTIC PROOF OF HIGH SCHOOL GRADUATION/EQUIVALENCY

All students not receiving and receiving Title IV financial aid are required to provide verification of high school diploma/equivalency. Verification documents must be submitted to Admissions. Without verification, students may not be allowed to continue enrollment and risk losing all financial aid. Should a student not provide verification by the start of the second semester the student will be dismissed from the college and all Title IV financial aid and any state or institutional financial aid that was distributed on the student's behalf must be refunded to the appropriate source; the student will be responsible for payment to Bay State College for any and all money refunded. For student not receiving Title IV financial aid, the College will ensure that student qualifications and expectations are compatible with institutional objectives. Individuals admitted without verification of high school diploma/equivalency will need to demonstrate through their intellectual and personal qualifications a reasonable potential for success in the programs to which they are admitted. The College will determine the reasonable potential for success on a case-by-case basis and may take into consideration factors such as student interview, transcript(s) and test results.

International Proof of Secondary Equivalency Requirements

Transcripts from any institution outside of the United States must be evaluated by a 3rd party US evaluation company currently members of the National Association of Credential Services (NACES) or the Association of International Credential Evaluators, Inc (AICE) if:

- The applicant's transcript is being used to verify Proof of Graduation of a secondary education showing equivalence to U.S. to a High School Diploma.
- All evaluations must include translation of transcript(s) into English, equivalency of your credentials in terms of a U.S. education, and a converted GPA calculation into U.S. standards

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 in the Student Handbook.

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 Division of Health Sciences Programs

Note: COVID/Influenza Immunization are required for these programs.

All Division of Health Sciences program 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 Division of Health Sciences students should refer to their program's clinical education requirements for specific information on these and other requirements for clinical education. See *Bay State College Division of Health Sciences Student Handbook* for more details.

STUDENTS RIGHT TO CANCEL POLICY

If a student wishes to cancel their contract, and thereby cancel their enrollment in the program of study designated on their agreement, they must provide written notice to the College. The College will refund all tuition and fees paid, excluding any non-refundable monies as outlined in the College Catalog, if the student cancels their Enrollment Agreement on or before the last day of the add/drop period for student's initial term.

Placement Testing, Articulation, and Transfer Credit

PLACEMENT TESTING

I. Placement Testing Policy and Disclosures

Bay State College uses the Wonderlic Advanced Skills Test (WAST) for placing incoming students into appropriate English and Math courses. WAST is an online non-proctored test that assesses English language and math skills. Each section of the test takes up to 30 minutes, or a combined 60 minutes if the student completes both the English and Math sections.

Most 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) and Associate Degree in Physical Therapist Assistant (PTA), 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
- To transfer Anatomy & Physiology I and/or II equivalent, they must pass with a B or higher in both lecture and lab
- 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 CURRICULUM SPECIAL COURSES AND PROGRAMS

Entertainment Management - Audio Production Concentration

1. Students wishing to pursue an Audio Production Concentration within the Entertainment Management Department, either for the associate or bachelor's 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 Dean of Students.

Financial Aid Operations

INTRODUCTION

Bay State College is certified by the U.S. Department of Education as being eligible to participate in the Federal Pell Grant program, the Federal Supplemental Educational Opportunity Grant (FSEOG) program, the Federal Direct Loan program, and the Federal Work Study program. The following sections detail the policies related to financial aid programs. Federal regulations that govern the administration of federal aid programs are subject to change. Notification of any regulatory changes will be provided to all students prior to the effective date of the new or revised policy.

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.

FEDERAL PELL GRANT

A Federal Pell Grant is gift assistance that does not have to be repaid. A Federal Pell Grant is offered to undergraduate students who have not earned a bachelor's or professional degree.

Annually, the US Department of Education determines student eligibility for this grant. For the 2021-22 years, the minimum grant for a full academic year for an eligible student is \$650 and the maximum grant is \$6,495.

The amount of Federal Pell Grant funds you may receive over your lifetime is limited by federal law to be the equivalent of six years (12 semesters) of Federal Pell Grant funding. Since the maximum amount of Federal Pell Grant funding, you can receive each year is equal to 100%, the six-year equivalent is 600%. This change affects all students regardless of when or where they received their first Federal Pell Grant. Students may view their percentage of Federal Pell Grant used by logging on to [StudentAid.gov](#). The "Lifetime Eligibility Used" percentage will be displayed in the "Grants" section under "Pell Grant History". The U.S. Department of Education (ED) determined and keeps track of your Pell Grant Lifetime Eligibility percentage used.

If you have additional questions regarding your Federal Pell Grant eligibility or the remainder you have left, please contact the Office of Financial Aid.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The FSEOG is gift assistance that does not have to be repaid. FSEOG may be offered from limited funds to undergraduate students in their first and final year who have an exceptional financial need as determined by the US Department of Education. Students with an EFC of zero and Pell-eligible recipients may be offered FSEOG. The maximum annual financial aid offer varies based on available funding which varies year to year.

FEDERAL WORK STUDY (FWS)

Federal Work-Study provides subsidized part-time employment for undergraduate students with financial need, giving them an opportunity to earn money to help cover their education expenses, such as tuition and books and transportation, as well as providing them with positions that complement their education programs or career goals, whenever possible. To be eligible for work-study employment, students must be in good academic standing and enrolled or accepted for enrollment. The Office of Financial Aid provides as many work-study positions as funding allows. Please note that students cannot earn federal work-study funds during their scheduled class hours.

FEDERAL SUBSIDIZED DIRECT LOAN

The Federal Subsidized Direct Loan program provides low-interest loans through the William D. Ford Federal Direct Loan program. Eligibility for this need-based loan is determined by the federal formula as calculated by the Free Application for Federal Student Aid (FAFSA) for undergraduate students who are attending at least half time (six credits per SEMESTER).

- The maximum annual loan amount for the first academic year (grade level 01) is \$3,500, less the loan fee and other fees (if applicable).
- The maximum Federal Subsidized Direct Loan for grade level 02 is \$4,500.
- This loan is capped at \$5,500 each for undergraduate grade levels 03, 04, and 05.
- Interest does not accrue during periods of enrollment and grace.
- Payments are not required while enrolled at least half time or during the grace period, which is six months after the student leaves school.
- The minimum payment amount is \$50 per month if the loan can be paid in full in 10 years.
- Federal Subsidized Direct Loans provide many flexible repayment plans, including a plan which takes into consideration the student's ability to make payments.
- Interest rates are determined each spring for the upcoming award year, which runs from July 1 to the following June 30. Each loan has a fixed interest rate for the life of the loan.
- Borrowers who have other outstanding Federal Direct Loans may be eligible to consolidate these into one loan payment.
- Aggregate (lifetime) Federal Subsidized Direct Loan limits are \$23,000 for undergraduate loans.

All Undergraduate Programs

Grade Level Units

1	0 to 30
2	31 to 60
3	61 to 90
4	91 to 120

On July 6, 2012, the Moving Ahead for Progress in the 21st Century Act (MAP-21) (Public Law 112–141) was enacted. MAP-21 added a new provision to the Federal Direct Loan statutory requirements (see HEA section 455(q)) that limits a first-time borrower’s eligibility for Federal Direct Subsidized Loans to a period not to exceed 150 percent of the length of the borrower’s educational program. Under certain conditions, the provision also causes first-time borrowers who have exceeded the 150 percent limit to lose the interest subsidy on their Direct Subsidized Loans. Note: Only first-time borrowers on or after July 1, 2013, are subject to the new provision. Generally, a first-time borrower is one who did not have an outstanding balance of principal or interest on a Direct Loan or on a FFEL Program Loan on July 1, 2013.

The student loan borrower is responsible for knowing the total amount of federal loans borrowed. All information submitted for the purpose of securing a Title IV, HEA loan, will be submitted to the U.S. Department of Education and accessible by authorized agencies, lenders, and institutions. Go to StudentAid.gov to view your aid summary.

FEDERAL UNSUBSIDIZED DIRECT LOAN

The Federal Unsubsidized Direct Loan program provides William D. Ford Federal Direct Loan eligibility for students in addition to their subsidized loans and those who do not qualify for a full or partial Federal Subsidized Direct Loan based on their calculated financial need and who are attending at least half time (6 credits per semester). Additionally:

- All undergraduate eligible students may qualify for a \$2,000 Federal Unsubsidized Direct Loan.
- Independent undergraduate students and certain dependent undergraduate students may borrow additional unsubsidized amounts up to \$4,000 per year for the first and second academic years (grade levels 01 and 02) and \$5,000 per year for undergraduate grade levels 03, 04, and 05.
- Aggregate (lifetime) Federal Direct Loan limits for subsidized and unsubsidized loans combined are \$31,000 for dependent undergraduates and \$57,500 for independent undergraduates (only \$23,000 may be subsidized).
- Interest rates are determined each spring for the upcoming award year, which runs from July 1 to the following June 30. Each loan has a fixed interest rate for the life of the loan.

Interest accrued during in-school and deferment periods is not subsidized for these loans, and the borrower is responsible to pay the interest. However, these interest payments can be added to the principal and repaid when the loan enters repayment. Students who are interested in making interest payments while in school should contact the Federal Direct Loan servicer. Repayment semesters are the same as the Federal Subsidized Direct Loan except as noted above for in-school and deferment periods.

Creditworthiness is not a requirement to obtain a Federal Direct Stafford Loan (subsidized or unsubsidized). Under this program, students may borrow up to their maximum annual loan limit every award year. Loan funds can be used to cover direct education costs such as tuition and fees, room, and board, as well as indirect costs such as travel to and from school, books, and other education-related expenses. Federal Direct Loans borrowed while enrolled at another institute may impact a student’s loan eligibility at Bay State College. Before any funds are disbursed, students must read important disclosure information regarding their student loan(s). The disclosure statement provides information about the Direct Subsidized Loan and/or Direct Unsubsidized Loan that Bay State College plans to disburse (pay out) by crediting the student’s school account, paying the student directly, or both. There is also a Plain Language Disclosure that will explain the semesters of the loan(s).

Students are encouraged to keep a copy of all disclosures for their records. All information submitted for the purpose of securing a federal student loan will be submitted to the U.S. Department of Education and accessible by authorized agencies, lenders, and institutions. The student loan borrower is responsible for knowing the total amount of federal loans borrowed. A summary of an individual’s federal loan debt is available via the StudentAid.gov.

FEDERAL DIRECT PARENT PLUS LOAN

The Federal Direct Parent PLUS Loan is a credit-based loan available to parents who wish to apply for additional assistance for their undergraduate dependent’s education. The Federal Direct Parent PLUS Loans are made through the Federal Direct PLUS Loan program. The amount of the Federal Direct Parent PLUS Loan cannot exceed the student’s cost of attendance less other financial aid. The parent may begin making interest and principal payments 60 days after the loan is fully disbursed or may contact the Federal Direct Loan servicer to defer payments until six months after the student ceases eligible enrollment. Federal Direct Parent PLUS Loan eligibility requires that the student be attending at least half time (6 credits per semester). Interest rates are determined each spring for the upcoming award year, which runs from July 1 to the following June 30. Each loan has a fixed interest rate for the life of the loan.

The student loan borrower is responsible for knowing the total amount of federal loans borrowed. All information submitted for the purpose of securing a Title IV, HEA loan, will be submitted to the U.S. Department of Education and accessible by authorized agencies, lenders, and institutions. Go to StudentAid.gov to view your aid summary.

STATE AWARDS

Bay State College is approved to participate in programs funded through the Massachusetts Student Aid Commission (MSAC). These grants are offered on the basis of academic achievement and financial need and can only be used at an approved Massachusetts college or university. Both programs, Mass Grant, and Part-Time Mass Grant, are renewable for up to 4 years of undergraduate study. A student must submit a FAFSA by March 2 of each applicant year to be considered for Massachusetts grants.

- Mass Grants are offered to eligible financially needy students for tuition and fees.
- College to apply these funds directly to any institutional charges on the Mass grant Subsistence Authorization Form.
- Students selected for Transfer Entitlement Verification may be asked to provide proof of High School Graduation and Massachusetts residency prior to disbursement of funds.
- The disbursed amount of a Mass tuition award in the Mass A and B programs cannot exceed the amount of tuition charged to the student per payment period/semester.

To be considered for a new Mass, a student must submit a GPA Verification Form that has been certified by a high school or college official no later than March 2 of each application year.

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.

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

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). TTY users may call 1-800-730-8913. Information is also available online at www.studentaid.ed.gov.

ENTRANCE COUNSELING

First-time borrowers are required to complete Federal Direct Loan Entrance Counseling prior to receiving the first disbursement of a Federal Direct Loan. Counseling is completed online at StudentAid.gov and will help the student understand his/her rights and obligations as a student loan borrower. Loan counseling must be completed before the student can receive loan funds.

EXIT COUNSELING

Federal regulations require that students complete Exit Counseling to help them to understand the responsibilities and repayment obligation for their student loans. The US Department of Education has compiled the [Exit Counseling Guide](#) to provide a general overview of information to successfully repay the Direct Subsidized and Direct Unsubsidized Loans. For more detailed information about any of the topics covered in this guide, students should review their Master Promissory Note (MPN). Exit Counseling is also available online at StudentAid.gov or in the Office of Financial Aid. This process should be completed:

- Before graduation

- Before transferring to another institution
- Before withdrawal and leaves of absence
- If enrolled less than half time

Students should regularly check with StudentAid.gov to manage their student loan portfolio. This database shows the status of loans during repayment, the servicer of the loans, interest rates, and Outstanding Principal Balance (OPB). This database is accessible 24 hours a day and requires access with the student's FSA ID.

FEDERAL STUDENT LOAN REPAYMENT PLANS

Federal Direct PLUS and Stafford Loans offer several [repayment plan options](#). Some of the options carry a lower monthly payment than standard repayment but choosing these other options extends the semester of the loan and increases the total amount of interest paid during the life of the loan.

[Loan Simulator](#) is a new tool that William D. Ford Federal Direct Loan (Direct Loan) and Federal Family Education Loan (FFEL) program borrowers can use to obtain preliminary repayment plan eligibility information and estimated repayment amounts. This easy-to-use tool offers borrowers the opportunity to obtain preliminary repayment information across all of the repayment plans. Its advantage over repayment plan-specific calculators is that it provides side-by-side results for all plans and information about the total cost of a loan over time.

LOAN DEFERMENTS

Under certain circumstances, an enrolled borrower is entitled to have the repayment of a loan deferred. During deferment, the borrower is not required to pay loan principal and interest on subsidized loans does not accrue. After the in-school deferment, the borrower may be entitled to one grace period of 6 consecutive months. The date that the deferment starts may affect the length of the grace period.

Students who have a valid social security number on file at Bay State College will have their enrollment here reported and updated monthly with the National Student Clearinghouse (NSC). The NSC communicates electronically with the federal and non-federal loan servicers to ensure that students who remain enrolled maintain the in-school deferments for which they are eligible.

Bay State College Policy: Students who seek to defer repayment of their prior student loans and do not want to rely on the electronic exchange with the NSC must fill out forms to have their enrollment status verified. Students must get the forms from their lender(s) and send them directly to:

Bay State College
Office of the Registrar
31 St. James Avenue
Boston, MA 02116

At the top of the form, students should include their enrollment start date and the semester for which they are requesting an in-school deferment.

Note: Any deferment paperwork sent to Bay State College and Office of the Registrar for enrollment verification is forwarded to the National Student Clearinghouse on a weekly basis.

STUDENT FINANCIAL AID RIGHTS AND RESPONSIBILITIES

Student Rights

- Students may decline all or any part of a financial aid offer. This must be done in writing or through the student portal.
- Students may cancel a federal loan disbursement within 14 days of the date of disbursement notification and assume responsibility for any resulting tuition account balance.
- Students will be notified in writing of any changes to financial aid eligibility and/or offers.
- Students may request a review of a financial aid application due to special or unusual circumstances that would change the family's ability to pay and/or the cost of attendance. All such requests should be submitted in writing. The Request for Review of Special Circumstances Form is available from the Office of Financial Aid. Supporting documentation is required.
- Under the Family Education Rights and Privacy Act (FERPA), Bay State College will not release specific information about a financial aid offer to third parties without the student's permission.
- Students have the right to contact the Federal Student Financial Aid (FSA) Ombudsman to resolve issues related to student loans. More information on problem resolution and the FSA Ombudsman is provided later in this section.
- Students may contact the Director of Financial Aid with any unresolved financial aid concerns.

Student Responsibilities

- Students must be admitted by the Office of Admissions to a course of study leading to a degree or certificate.
- Students must promptly attend scheduled financial aid appointments.
- Students must provide all documentation as requested by the Office of Financial Aid to complete the file. All requested verification or confirmation documents (such as signed copies of tax returns or proof of citizenship) must be provided before Bay State College will finalize the financial aid offers.
 - Failure to provide timely documentation may jeopardize the student's ability to start the next semester (unless cash payment is made) or may result in access to limited financial aid funds.
 - While the intent is to complete all documentation in time to receive financial aid disbursements for the immediate semester, all federally required documentation must be completed no later than the last date of attendance for that academic year. The student must report to the Office of Financial Aid any additional resources, scholarships, tuition waivers, and funding from outside agencies, etc., that may also apply.
- Students must accept or change the offered loan amounts through their student portal.
- Students must maintain Satisfactory Academic Progress (SAP) as described in this publication.
- Students must immediately inform Bay State College of any address changes.
- Students must complete loan entrance counseling as requested, and loan exit counseling upon graduation, withdrawal, or enrollment in fewer than half time credits for a semester, if student is a federal loan recipient.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Student Eligibility Requirements

To receive aid from any of the federal student aid programs administered by the Office of Financial Aid, a student must meet all the following criteria:

- Be a US citizen or eligible non-citizen
- Have a high-school diploma or a GED certificate, or pass an approved ability-to-benefit (ATB) test
- Enroll in an eligible program as a regular student seeking a degree
- Register (or have registered) with the Selective Service if a male between the ages of 18 and 25
- Have a valid social security number

- Meet satisfactory academic progress standards
- Not be in default on a federal student loan nor owe money on a federal student grant
- Not exceed the lifetime aggregate or annual loan limits without documentation that the debt has been reaffirmed

A conviction for any offense, during a period of enrollment for which a student is receiving Title IV financial aid, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV grant, loan, or work assistance.

VERIFICATION POLICY

In accordance with U.S. Department of Education regulations, Bay State College is required to verify the accuracy of financial aid application information on selected students. Bay State College strongly suggests that all students who are eligible and who filed a federal tax return use the IRS Data Retrieval tool when filling out their FAFSA on the Web. Using the IRS Data Retrieval Tool may expedite the verification and financial aid offer process. Additional information for the verification process may include but is not limited to the following: 1040 tax returns (signed) and all schedules/ IRS tax return transcripts, W-2s, IRS verification of non-filing, official proof of High School Completion Status, identification documents, and a signed Statement of Educational Purpose. If you are selected for verification, the documents that you will need to submit to the Office of Financial Aid will be scheduled on your myFinAid portal. If students are required to submit their tax information, Bay State College will accept a signed 1040 tax return. If you did not retain a copy of your 1040 tax return, you can obtain an official IRS Tax Return Transcript, free of charge, through: (1) Get your tax record at www.irs.gov; (2) You're your tax record by MAIL at www.irs.gov; (3) automated telephone request 1-800-908-9946; or (4) paper request IRS Form 4506T-EZ www.irs.gov/pub/irs-pdf/f4506tez.pdf. Students can obtain an IRS Verification of Non-Filing Letter by paper request IRS Form 4506T www.irs.gov/pub/irs-pdf/f4506t.pdf. Once the required documents are received in the Office of Financial Aid, the normal processing time is 7–14 business days. Participation in the verification process is not optional. If students do not complete the verification process by the end of the enrollment period, they will not be able to receive federal financial assistance for that award year.

Upon reviewing the verification documentation, Bay State College will submit corrections to the Central Processing System (CPS) if any information on the FAFSA is determined to be incorrect. Students will be notified by their Bay State College email account if they must make a correction to their FAFSA or, as a result of completing the verification process, their expected family contribution (EFC) changes and results in a change to their financial aid offer amount. A student whose FAFSA information is selected for verification by the Department of Education must complete the verification process before the Office of Financial Aid can make any changes to their cost of attendance (COA) or to the values of the data items required to calculate their EFC.

Please be aware that if students intentionally misreport information and/or alter documentation for the purpose of increasing aid eligibility or fraudulently obtaining federal funds, they will be reported to the U.S. Department of Education Office of the Inspector General or to local law enforcement officials.

ATTENDED ANOTHER SCHOOL/OVERLAPPING FINANCIAL AID

Federal aid received at another institution can impact the amount of federal aid that a student may receive at Bay State College. As required by federal regulations, Bay State College participates in the federal transfer monitoring process whereby the U.S. Department of Education may take up to 90 days into the start of a student's first semester to notify Bay State College that the student has federal aid received at another institution that overlaps into his or her enrollment dates at Bay State College.

The Office of Financial Aid may not be able to make an initial financial aid offer to a student or may have to cancel aid that has already been offered if we receive information that the student has applied for and/or received federal aid at another institution for an overlapping period. For example, if the loan period at a student's prior institution ends even one day after his or her starting semester/semester at Bay State College the student has an overlapping period, and we must deduct aid received at the other institution from the student's annual eligibility at Bay State College. If the loan information is not already updated on the U.S. Department of Education's Common Origination & Disbursement (COD) website, the student may be asked by this office to have the student's prior institution complete an Overlapping Financial Aid Form to confirm the last date of attendance and disbursed loan amounts at the prior institution.

MILITARY EDUCATION BENEFITS

Bay State College is approved to train veterans and other eligible persons under Title 38, United States Code. Bay State College follows Veteran's Administration (VA) regulations and related military regulations in administering student financial and academic affairs for veteran and military students. Eligible veterans and dependents as defined by the VA can be accepted for education. Eligible veterans and dependents may file an application either with Bay State College or the VA.

Veterans are subject to the same rules and regulations that govern other students. Absences and tardiness will be reported to the VA in accordance with current VA directives. The tuition and refund policies of the school are detailed later in this publication. Rules governing VA benefits/veterans and Title IV funding from the Department of Education may not be the same. Please see your VA Certifier for more details.

Bay State College maintains a written record of previous education and training of the veteran or eligible person, grants appropriate credit for equivalent coursework, clearly indicates the credit granted for transfer credits on the student record, shortens the training period proportionately, and notifies the student. Current VA directives prohibit the payment of benefits for any period of training designated as "make-up time."

Bay State College honors the following education benefits for active-duty service members, reservists, veterans of the armed forces, spouses, and their dependents:

- **The Montgomery GI Bill® (MGIB)** reimburses tuition costs through an educational assistance allowance.
- **The Post-9/11 GI Bill®** applies direct funds to cover a portion of costs for tuition, fees, and books.
- **Edith Nourse Rogers STEM Scholarship** provides up to nine months of additional Post-9/11 GI Bill® benefits (to a maximum of \$30,000) to qualifying Veterans and Fry Scholars seeking an undergraduate STEM degree.
- **Active Military Tuition Assistance** gives a portion of funds to cover costs of tuition and fees. This program is sponsored by the specific branch of the military you serve.
- **The Tuition Assistance Top-Up Program** provides supplemental funds for tuition costs that are not covered under the Tuition Assistance program.
- **The VA Vocational Rehabilitation and Employment Program** offers benefits to veterans with service-connected disabilities.
- **The Dependents Educational Assistance Program (DEA)** offers benefits to dependents of service members who are permanently disabled due to a service-related condition or who died while on active duty.
- **The Reserve Educational Assistance Program (REAP)** provides benefits to members of the Reserve called to active duty in response to a war or natural disaster.

*Only one tuition-reduction benefit may be applied to tuition at a time. For more detailed information regarding benefit programs please contact the Office of Financial Aid or visit <https://www.gibill.va.gov>

- GI Bill® is a registered trademark of the US Department of Veteran's Affairs (VA).

YELLOW RIBBON

For the 2021-22 school year, Bay State College has committed to an unlimited dollar amount and an unlimited number of students in the Yellow Ribbon program. The Yellow Ribbon program is designed to assist students whose tuition and fee costs exceed the annual Post 9/11 GI Bill® limit. The VA will match Bay State College's contribution dollar for dollar per student.

Only Veterans entitled to the maximum benefit rate, as determined by service requirements, or their designated transferees may receive this funding. Active-duty service members and their spouses are not eligible for this program. Child transferees of active-duty service members may be eligible if the service member is qualified at the 100 percent rate.

INSTITUTIONAL SCHOLARSHIPS AND AWARDS

All scholarships require students to be in full-time status. Renewals require good academic standing.

Institutional aid is applied after external aid and may not exceed the total financial need. Institutional awards may be stacked for domestic students if they do not exceed a student's financial need, with the exception of some esports scholar awards.

International students are not eligible to stack Institutional awards. Awards for International students need to be awarded after Academic Acceptance to inform the I-20 process.

Bay State College provides merit and need-based scholarships and discounts. Please visit [Bay State Scholarships-Grants](#) to see a full active list.

PRIVATE EDUCATION LOANS

The Office of Financial Aid will assist borrowers with applications for credit-based private education loan programs utilized by Bay State College students and their families. Under no circumstances does Bay State College or the Office of Financial Aid recommend one lending institution over another. It is the sole responsibility of students and their families to research and choose the loan product that best suits their needs. Students and their families may also consider other consumer loan options available through their current lending institutions. We strongly encourage students and their families to ensure that all federal educational aid program eligibility has been exhausted before considering private education loans, as these are generally more expensive and have less generous repayment semesters.

CHOOSING A PRIVATE EDUCATION LOAN

When choosing a private education loan, students should compare the loan semesters offered by several lenders to choose the best fit for their situation. A resource for finding an active private education loan program is [FastChoice](#). When choosing a lender, the student should make sure that Bay State College is eligible for their loan programs.

COMPARING PRIVATE EDUCATION LOANS AND FEDERAL LOANS

Private education loans may have significant disadvantages when compared with federal education loans. We strongly encourage you to first borrow any federal loans for which you are eligible. Visit [StudentAid.gov](#) to review the difference between federal and private education loans.

TRUTH IN LENDING ACT (TILA)

Under the federal TILA, the lender must provide the student with the following documents: [Self-Certification Form](#): The student must complete this form and return it to the lender before receiving the first disbursement of loan funds.

Private Education Loan Right-to-Cancel Period: After signing the promissory note, the private lender will deliver a disclosure statement to confirm the semesters and conditions of the private loan. At the time that this disclosure is delivered, the "right-to-cancel" period begins. The student may cancel a private education loan, without penalty, until midnight of the third business day following the date on which the student receives the disclosure. The student may cancel the loan by contacting the lender. The lender cannot release the first disbursement of the loan funds until the end of the right-to-cancel period.

RESIDENCY IN STATES OTHER THAN MASSACHUSETTS

Students with residency in states other than Massachusetts may contact their state education agency for additional information. Telephone numbers and links to state agency websites can be found at: <https://www2.ed.gov/about/contacts/state/index.html>

STIPENDS/CREDIT BALANCES

Stipends are student refund checks issued to students showing a credit balance on their account ledger after financial aid has been posted. Post-census stipends generally become available after the add/drop period to ensure that all charges have been posted correctly to the student account. Any changes the student makes to their registered units, whether before the end of the add/drop period or through appeals after the close of census can affect the amount of aid they receive. This can include the loss of funding and the creation of a balance the student will owe the school.

STUDY AT ANOTHER INSTITUTION OR STUDY ABROAD

Enrollment in certain programs of study at another school or study abroad approved for credit by Bay State College may be considered enrollment at the university for the purpose of applying for assistance under the Federal Title IV financial aid programs. However, students may not be eligible for some institutional funds during a semester of study abroad.

For students to access federal financial aid, a consortium agreement is required between the schools whereby the home school disburses federal aid for courses taken at a host school. The host school agrees not to disburse federal aid and to monitor the student's enrollment for the home school. Consortium agreements may be made between Bay State College (home school) and a host school if the student has been approved by Bay State College to take coursework at the host institution that will fully transfer toward the Bay State College degree program. Bay State College degree seeking students must submit a copy of the Bay State College "Permission to Take a Course at Another Institution" form and a "Consortium Agreement" form signed by the host school's financial aid office to Bay State College's Office of Financial Aid.

Students must also meet all other federal eligibility requirements. If the student is approved for a consortium agreement by Bay State College, Bay State College will disburse federal aid to the Bay State College student account and the Bursar's Office will issue the refund to the student. The student is responsible for meeting payment deadlines set by the host school. Bay State College does not pay the host school on behalf of the student unless special arrangements are made in advance, and Bay State College does not alter the financial aid disbursement schedule to meet deadlines set by the host school.

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:

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 who fail to meet satisfactory academic progress (SAP) standards and have documented extenuating circumstances beyond their control may submit an SAP appeal.

Conditions that would be considered during an appeal:

- Death of a family member – parent, guardian, spouse, sibling, or child during the academic year.
- Serious illness or injury of student which led to a complete or partial withdrawal from course(s). The serious illness or injury of a family member (parent, guardian, spouse, sibling, or child) that required the student to be the primary caregiver and prevented the student from passing course(s).
- Documented Extreme personal hardship or trauma in your life that impaired your emotional and/or physical health.
- Compulsory military duty.

Appeals that will NOT be considered:

- Appeals submitted after the established deadlines
 - Encountering a situation that could have been anticipated
 - Change of major or addition of a major or minor are not viewed as extenuating circumstances, since the standard is quite generous in the time frame allowed to complete a degree
 - Dissatisfaction with course material, instructor, instructional method, and/or class intensity.
 - Lack of motivation
 - Participation in extracurricular activities.
 - Academic/unit overload
- Documentation is required to 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.
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Office of Student Accounts

STUDENT ACCOUNTS

The Office of Student Accounts provides a range of services to students, faculty, and staff of Bay State College. These services include answering questions regarding billing and collecting tuition, housing, and all applicable fees; and disbursing federal, private, institutional aid, stipends, and refund checks.

In addition, the Office of Student Accounts offers a tuition payment plan option for students who cannot make full payment. The Office processes all payments for students and staff related to tuition, housing, and payment plans. The staff regularly interacts with other offices to resolve discrepancies with accounts.

It is the mission of the office to strive for excellence in providing services to its constituents. The Office of Student Accounts is charged with safeguarding the college's assets for which we are responsible, adhering to all applicable policies and procedures mandated by the federal, state, and local governments, the trustees of Bay State College, and/or the administration of Bay State College. In addition, the specific responsibilities of the office are to provide timely and accurate information to students/faculty and staff regarding account balances and disbursements and to collect all tuition and housing fees.

2022-2023 TUITION & FEES

Tuition charges are assessed on a cost per credit hour basis and the program of study, providing students with maximum flexibility based on individual financial and academic needs. **Credits vary based on the program of study. Please refer to the program graduation guides on each [Program](#) web page for individual program requirements. Program curriculum is subject to change.** Transferred credits and/or remedial courses may impact the total number of credits required to complete most programs.

Academic Year Tuition Costs below are based on a full-time course load of 30 credits per year, unless otherwise noted.

Associate Degree	Cost Per Credit	Academic Year Tuition Costs
Business Administration, Criminal Justice, Entertainment Management, Fashion Merchandising, & Health Studies	\$950	\$29,600
Nursing (ADN), Nursing (LPN-RN), Physical Therapist Assistant	\$950	†
Bachelor's Degree	Cost Per Credit	Academic Year Tuition Costs
Criminal Justice, Entertainment Management, Fashion Merchandising, Information Technology, & Management	\$950	\$29,600
Nursing (RN to BSN)*	\$550	*

*Total credits dependent upon pre-requisite requirements.

† Credit requirements vary by semester for Nursing, PTA, and OTA programs.

Management degree courses are \$950/credit.

Bay State College has created a new Digital Equity Initiative which saves you the cost of having to purchase textbooks since materials are now available online. We also have identified vendors who will provide students with appropriate laptops at discounted prices. [Click here](#) to learn more.

2022-2023 ANNUAL BOOK COST SAVINGS

Bay State College continually strives to make your college education more affordable. Through Project Zero, as well as Bay State's new Digital Equity Initiative, faculty and staff work to make available outstanding online course materials that you can access at little to no cost. Please find your program and the first-year savings below.

Program Name	Spring 2022 Savings
Nursing	\$200-\$300
Physical Therapist Assistant	\$150-\$200
Criminal Justice	\$500-\$700
Information Technology	\$600-\$700
Management	\$600-\$700
Fashion Merchandising	\$300-\$400

Access to a well-equipped laptop computer and the internet is critical to your academic success. We encourage you to use these savings, among other things, to help ensure that your computer and internet service are properly maintained. If you would like assistance with a laptop purchase, the College has [vendors](#) who can provide you discounts. Limited scholarships are also available.

Evening Division Students

For the 2022-2023 Academic Year, tuition is charged for Evening Students at the rate of \$689 per credit hour.

Online Division Students

For the 2022-2023 Academic Year, tuition is charged for Online Students at the rate of \$689 per credit hour.

Non-Degree Students

For the 2022-2023 Academic Year, tuition is charged for non-Degree students at the cost/credit rate of the course division (Day, Evening, Online) they are enrolling in. Non-Degree students taking more than one course per semester are subject to the course division's program fee.

Summer Session

The majority of Summer Day courses receive special summer tuition pricing of \$550 per credit hour. For more information [Click here](#).

BREAKDOWN OF FEES

Fees for All Students

- Tuition Deposit: \$300, payable upon receipt of the acceptance letter. This **non-refundable** deposit is applied to tuition charges once classes commence.
- Technology Fee: \$300 annually
- Late Payment Fee: \$25 monthly each occurrence if account is on a monthly tuition installment payment plan. \$100.00 per month if account is not on a tuition installment monthly payment plan.
- International Fee: \$100 annually, non-refundable
- Books and Supplies: The cost of books and supplies varies depending on the courses taken each semester.

Program Fees for Day Students

- Physical Therapist Assistant Program Fee: \$1600, charged each academic year to all students enrolled in the Physical Therapist Assistant program. This fee is nonrefundable.
- Nursing (ADN & LPN-RN) Program Fee: \$2200, charged each academic year to all students enrolled in the Nursing program. This fee is nonrefundable.
- Entertainment Management Audio Production/Music Industry Concentration Comprehensive Fee: \$725, charged each academic year. This fee is nonrefundable.
- Program Fee for all other programs (including non-degree students): \$700, charged annually to all Day students not in above programs. This fee is nonrefundable.

Fees for Evening Students

- Program Fee for all other programs (including non-degree students): \$180 fee per semester. This fee is nonrefundable.

- Health Studies Program Fee: \$700, charged annually to all students enrolled in the program. This fee is nonrefundable.

Fees for Online Students

- Program Fee: \$180 fee assessed each semester to all students. This fee is nonrefundable.

Other Fees

- Insufficient Funds (NSF): \$30
- Security Card Replacement (ID): \$25, subject to increase with SmartCard implementation
- Library Late Fee: \$25
- Library Book Replacement Cost: Market value
- Official Transcript Fee: \$12.50-\$22.50
- Graduation Fee: \$50
- Stipend check reissue fee \$15.00
- Payment plan set up fee: \$50 to \$200.00 Varies depending on term length.
- CORI: \$50-\$100
- CPR Course Material: \$50
- Online Lab Course Material: \$120 (approx.)
- TEAS (Test of Academic Skills), Nursing program only: \$60-\$75
- CRI 405, Mobile digital Forensics Certificate \$500
- Below are the health insurance costs for 2022-2023 academic year.
 - Annual Enrollment: September 1, 2022 to August 31, 2023 is \$7,226.00
 - Spring Enrollment: January 9th, 2023 to August 31, 2023 is \$4,518.00
 - Summer Enrollment: May 15th, 2023 to August 31, 2023 is \$2,412.00

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 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.

Resident Hall Deposit: \$300

Each incoming student wishing to live in our residence halls must submit a completed Residence Agreement and a \$300 nonrefundable Deposit to reserve the space. Upon occupancy, this initial deposit will be applied towards the student's \$300 Security Deposit.

Room and Board: \$13,300

The Room and Board fee charge covers all housing expenses. Rooms are doubles, triples and larger. Meal plan consists of swipes per semester that include breakfast, lunch, and dinner. This fee is nonrefundable. (Limited single rooms available for an additional \$3,000 per academic year, additional meal plans are available for an extra charge, summer housing is offered at a reduced rate.)

Residence Hall Payment Policy

Residence costs are based on a full academic year. Students are responsible for the full year's room and board cost upon withdrawal. Costs may be prorated based on move in date. Students must withdraw from the residence halls when not enrolled at the college.

PAYMENTS

Bay State College accepts payments in cash, by check, money order or credit card (Visa, MasterCard, or Discover (online only)). Tuition charges are billed at the beginning of each semester.

Payments can be made in person, over the phone, or online by clicking [here](#).

TUITION REIMBURSEMENT

Tuition reimbursement from your company requires upfront payment by the student to Bay State. Submit your company's tuition reimbursement policy, and complete and submit our [Tuition Reimbursement Policy Agreement and Promissory Note](#).

TUITION DUE DATE

Unless otherwise informed, tuition and fees are due at the time of registration. Students whose tuition and fees are not paid at least 1 week prior to the published start date of a term, will be subjected to a late payment fee. Additionally, if tuition and fees are not paid at least 1 week prior to start date for the term, or the student fails to have in place a satisfactory payment arrangement such as a payment plan or pending financial aid to satisfy balance due 1 week prior to the start of the term, said registration is subjected to cancellation.

ADDING/DROPPING COURSES

Adding and/or dropping courses can impact your financial aid eligibility. Before you add or drop any courses, make sure you contact the Solution Center.

GRADUATION PARTICIPATION

Students are required to obtain financial clearance from the Bursar office to participate in graduation ceremony and to facilitate the subsequent release of diploma. Graduation clearance to allow students to participate in graduation ceremony or to receive diploma, will not be issued, to students who fail to satisfy their outstanding balance or have adequate payment arrangements in place to satisfy same by the time of submission of request for graduation clearance.

ACCOUNT HOLDS

Enrolled students whose account balances are not satisfied in full or covered under a satisfactory payment arrangement by the due date each term, will be subjected to a Bursar hold that would prevent said students from registering for future terms until the balance is satisfied in full or have adequate payment arrangements in place. Inactive students such as withdrawn or graduated students who have an outstanding balance at time of separation from the college, shall have their accounts subjected

to a bursar hold until balances are satisfied in full. Bursar holds for inactive students shall prevent release of diploma and transcripts where applicable and shall prevent reentry to the college until the balance is satisfied or adequate arrangements are made.

COLLECTIONS

Inactive students who fail to make satisfactory arrangements for their outstanding balance shall have said balances referred to external collection agencies or attorney for appropriate collection action up to and including legal action were deemed necessary. External collections shall incur an additional collection fee of 33% if said external referral becomes necessary. Additional attorney, legal fees and interest shall be due for account where legal action to recover balances owed becomes necessary.

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.

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. If 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 to make a payment. Students relying on funds through their respective governments should plan accordingly to comply with the payment due dates listed above.

INSTITUTIONAL REFUND POLICY

Students who need to withdraw from Bay State College must complete an Official Withdrawal with their academic advisor. 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 (below), based on the official date of withdrawal. The refund percentage is applied to tuition only. Fees are nonrefundable.

International Students: Tuition and fees are due in full prior to the start of each semester.

Withdrawal from the College- Day Division

In accordance with weeks of a semester.

Refund Schedule	% Refundable
Prior to week 1	100%
Week 1	100%
Week 2	75%
Week 3	50%
Week 4	25%
No Refunds after week 4	

Withdrawal from the College- Evening & Online Divisions and all Summer Sessions

In accordance with weeks of a semester/term, based on when students start.

Refund Schedule	% Refundable
Prior to week 1	100%
Week 1	100%
Week 2	75%
Week 3	50%
No Refunds after week 3	

The refund schedule is based on the full semester. Students enrolled in eight-week terms include both term 1 and term 2 when calculating refunds. For example, a student who completes term 1 and drops term 2 during the second week, is not entitled to a refund.

FINANCIAL AID IMPLICATIONS OF WITHDRAWING FROM THE COLLEGE

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 and Bay State College will share responsibility for returning these funds. Once the student has completed more than 60% of the semester, no adjustment to the financial aid award is necessary. Students are strongly encouraged to meet with the Financial Aid Office staff prior to withdrawal to determine the financial impact of their withdrawal from Bay State College. Federal, State, and institutional funds will be adjusted according to the regulations governing these programs.

TUITION REIMBURSEMENT

To accommodate individual tuition reimbursement programs, students participating in their company's reimbursement program can defer tuition payments, that are normally due before the start of classes. Students must notify the Student Accounts Office of their reimbursement program and will be offered an extended tuition due date.

If the company does not issue a reimbursement, the student will be responsible for full payment of the balance due. Late payment fees may also apply, and future registrations may be on hold. [Tuition Reimbursement Policy Agreement and Promissory Note](#)

Academic Programs and Services

UNDERGRADUATE DEGREE PROGRAMS

Associate of Applied Science

Business Administration (AAS), 60 credits
Fashion Merchandising (AAS), 60 credits
Entertainment Management (AAS), 60 credits

Concentrations available:
Audio Production
Music Industry

Associate of Science

Criminal Justice (AS), 60 credits
Health Studies (AS), 60 credits
Nursing (AS), 73 credits
Physical Therapist Assistant (AS), 71 credits

Bachelor of Science

Fashion Merchandising (BS), 120 credits
Nursing (BS), 122 credits
Criminal Justice (BS), 121 credits

Entertainment Management (BS), 120 credits

Information Technology (BS), 122 credits

Management (BS), 121 credits

Concentrations available:
Digital Forensics and Cyber Security
Domestic and International Security
Concentrations available:
Audio Production
Music Industry
Concentrations available:
Business Analytics
Web and Mobile Development
Concentrations available:
Cloud Security Risk Management
Finance
Healthcare Management
Human Resource Management
Marketing

DISTANT EDUCATION ONLINE PROGRAMS

Business Administration (AAS), 60 credits
Criminal Justice (AS), 60 credits
Criminal Justice (BS), 121 credits

Information Technology (BS), 122 credits

Management (BS), 121 credits

Nursing (BS), 122 credits

Concentrations available:
Digital Forensics and Cyber Security
Domestic and International Security
Concentrations available:
Business Analytics
Web and Mobile Development
Concentrations available:
Cloud Security Risk Management
Finance
Healthcare Management
Human Resource Management
Marketing

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.

DIVISION OF HEALTH SCIENCES STUDENT HANDBOOK AND POLICY MANUAL

All programs within the Division of Health Sciences are provided a Student Handbook that supplements all BSC College Catalog requirements on the program level. Students are to refer to their program specific standards and requirements, please site the Handbook on the BayState.edu site or Dean/Chair for additional assistance.

Academic Policy, Regulations, and Standards

Overview of Academics

ACADEMIC YEAR

The academic year includes two semesters: fall and spring. The academic year is at least thirty-two weeks in length, during which time full-time students are expected to complete a minimum of twenty-four semester hours. The Summer Session is scheduled between academic years and allows students to accelerate or remediate their academic progress through full- or part-time enrollment.

ACCELERATED TERMS

Attending term courses, the student has an opportunity to attend accelerated courses scheduled in at least eight weeks in length. While this accelerated model is designed to allow degree completion in a shorter period of time, there is an increased expectation for independent learning outside of the classroom, while still completing the full required contact time. Students should anticipate a minimum commitment of fourteen to twenty-one hours per week for each course, in addition to class time. Attendance in both terms per semester is mandatory.

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:

0-29 units = Freshman 1st year

30-59 = Sophomore 2nd year

60-89 = Junior 3rd year

90 or more credits = 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.

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*.

OVERLOAD - 12-Credit Course limit registration condition

Academic load over 12 credits a semester can be defined as an overload or accelerated learning, anything over 12 credits. 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's degrees.

RESIDENCE REQUIREMENT

Students entering an associate degree program may transfer no more than 30 credits, students entering a bachelor's 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. A minimum of 9 of the last 15 credits toward a degree must be earned at Bay State College.

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 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.

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 Student Handbook 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 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 CROSS DIVISIONAL PROGRAMS

Bay State College offers certain degree programs online at the bachelor's and associate 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 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 taking courses outside of their division (e.g., Day Division students 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 Catalog apply to non-degree students as well.

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. The minimum passing grade for remedial courses is a C- and students are required to successfully complete their developmental prerequisite courses prior to starting the college-level course in 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 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.

ACADEMIC STANDARDS

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:

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

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.

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.

CLINICAL COURSES

Clinical experiences are the student's opportunity to demonstrate the acquisition of knowledge skills and attitudes learned and practiced in the classroom, laboratory, and simulation settings. Clinical experiences direct students to refine their abilities to gather patient data, make sense of that data, provide appropriate care, based on the data, and then evaluate both the patient's and their own actions. The process of developing clinical judgment is emphasized, in the clinical setting across the curriculum.

- **Proof of COVID/Influenza Immunization is required for clinical course enrollment.**
- Clinical hours are dependent on program and course requirements. See *Bay State College Division of Health Sciences Student Handbook* for more details.
- During an academic semester, one unit of credit is awarded for no less than one hour (60 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately sixteen weeks.

REQUIRED CLINICAL EDUCATION

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 *Bay State College Division of Health Sciences Student Handbook* for more details.)

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 *Bay State College Division of Health Sciences Student Handbook*.

HYBRID COURSES

Hybrid courses require weekly instructional in-person contact time and students are required to complete online asynchronous that equals no less than the course required overall contact time. All scheduled sessions are mandatory. In addition, students are required to work independently on assignments for at least two hours a week for no less than thirty total hours per one unit of credit.

ONLINE COURSES

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.

Synchronous

Synchronous sessions are direct contact time with an instructor conducted online during a scheduled date and time. These sessions take place in real time and attendance is required. Synchronous sessions will last three hours thirty minutes per week, no less than the course required contact time. In addition, students are required to work independently on assignments for at least two hours a week for no less than thirty total hours per one unit of credit.

Asynchronous

Asynchronous sessions are self-guided and represent three hours and thirty minutes per week of class time, no less than the course required contact time. You can log on at any time during the week and regular posting is required. All asynchronous assignments for the week are to be completed based on the required deadlines per activity and is required for attendance purposes. In addition, students are required to work independently on assignments for at least two hours a week for no less than thirty total hours per one unit of credit.

TOPIC COURSE

A topic course focuses on various areas of interest within the field while maintaining the course outcomes and general description. As specific topics change students are eligible to take these courses more than once, not exceeding three times, and not exceeding the program requirements. Topic courses are not identified as a repeat, and each topic is considered within the credits attempted and CGPA, unless a topic specific course has been taken again and identified as a repeat.

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).

Grade	Numerical Value	Quality Pts per Credit Unit
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, Drop Grade Included in credits attempted/SAP	
WF	Withdrawal (after last day of withdrawal), Drop Grade Included in credits attempted/GPA/SAP	

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.

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 or Financial Aid at 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.

WITHDRAWAL FROM A COURSE

NEED TO ADD – No withdrawal from course during finals week. WF period from end of W period to day before finals week.

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 withdrawing 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 withdrawal 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 withdrawal 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.

LEAVE OF ABSENCE

Students taking a leave of absence from BSC for one or more semester(s) to a maximum of 180 calendar days, and no more than one leave in a 12-month period, must complete the formal approval process. An LOA application should be obtained from the Registrar's Office and the process completed before leaving the College.

Students requesting for LOA due to medical reasons should contact the Mental Health Counselor/Disability Support Specialist to start this process. All students will be required for their request to be approved by a representative from the Financial Aid Office prior to filing for a leave of absence and leaving the College.

All students are to review the Financial Aid Title IV Leave of Absence policy located within the Financial Aid section of the Catalog prior to initiating an LOA application.

Purpose

A leave of absence allows a BSC student to return to his or her studies after the approved leave without reapplying to the College. A reason for a leave of absence and the length of time granted for a leave varies based on student need, but not exceeding the parameters listed above. Bay State College policy is designed to meet these varying needs and provide opportunities for students to discuss implications and responsibilities pertaining to a leave of absence with both Advisor and FA staff.

Application Procedure

All students interested in applying for a leave of absence should complete an application form available from the Registrar's Office. The form asks for the duration of the leave, the plans for the period of the leave, and a written statement on why the leave is requested. Final approval for the leave is given only when the completed application is submitted to the Registrar's Office. The application form and the written statement will be kept as part of the student's record. It is strongly recommended that the student consult with an academic advisor to be sure that the leave will not create any serious complications to their academic program.

Students requesting for LOA due to medical reasons should contact the Mental Health Counselor/Disability Support Specialist to start this process.

Time of Absence

A leave of absence may extend up to 180 calendar days, and no more than one leave in a 12-month period. Requests for a leave of absence should normally be made at the end of the semester.

Failure to Return after a Leave

A student who does not return at the end of a leave is considered withdrawn from the College. If a student later wishes to return to the College, will need to contact the Admissions Department to start the readmission process. Former students who are readmitted after falling to return from LOA matriculate under the versions and catalog in effect at the time of readmission.

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, 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
- Discussion posts

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

- 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.

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 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's 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 STANDING

ACADEMIC PROGRESS STANDARDS

Students are in good academic standing when they maintain a minimum semester and 2.0 cumulative grade point averages (GPAs) on all attempted Bay State College coursework. No student can graduate with a cumulative GPA below 2.0.

Students who have documentation of a disability or a serious injury or illness should contact the Mental Health Counselor/Disability Support Service by calling 617.217.9212 or emailing mdelano@baystate.edu to review that documentation.

**Financial Aid recipients are required to meet additional requirements for Satisfactory Academic Standing (SAP). Refer to the Financial Aid section for more details.

Academic Warning

The academic progress of each Bay State College student is reviewed at the end of each semester. To be in good academic standing, a student must maintain a required semester term grade point average (GPA) by the completion of each semester of study. Students who fail to meet the minimum semester term grade point average (GPA) for satisfactory academic standing but earn/maintain a cumulative grade point average above the minimum satisfactory cumulative 2.0-grade point average (CUMGPA) will be placed formally on Academic Warning.

STANDARDS OF PROGRESS (Quantitative)

Cumulative Attempted Credits	Required Semester Term GPA
0-15 credits	1.25
16-30 credits	1.50
31-45 credits	1.75
46 credits and above	2.0

A notification will be sent from the Registrar's Office to the student. The student will be required to consult with their academic advisor and complete an Academic Plan. The student must meet all conditions included in the Academic Warning notification.

Academic Probation

After one semester (Fall, Spring, or Summer), students who fail to meet the minimum cumulative 2.0-grade point average (CUMGPA) for satisfactory academic standing will be placed formally on Academic Probation. A notification will be sent from the Registrar's Office to the student. This notification will stipulate the conditions for continued enrollment.

The student will be required to:

1. Schedule an appointment with the Academic Advisor
2. Complete an Academic Plan
3. Complete a request form for an Academic Peer Mentor
4. Use the free support services available/Tutoring Center

The student must meet all conditions included in the Academic Probation notification. Failure to do so will result in future holds on course registrations. Students who fail to meet the cumulative grade point average of 2.0 for a consecutive semester will be placed on Academic Suspension.

Academic Probation for Students Receiving VA Benefits A student receiving veterans benefits whose cumulative grade point average (CUMGPA) remains below 2.0 for more than two semesters will not be eligible for certification for VA benefits. Contact CSO at veterans@baystate.edu.

International students must also satisfy minimum academic progress standards for international students and should consult with a Designated School Official (jshepard@baystate.edu or (617) 217-9218) in Student Affairs.

Academic Suspension

After two consecutive semesters (including Fall, Spring, or Summer), students who fail to raise their cumulative grade point average (CUMGPA) will be academically suspended from the College. A notification will be sent from the Registrar's Office to the student. This notification will stipulate the conditions necessary for the student to Appeal for reinstatement to Bay State College. A hold will be placed on future course registrations and the suspension will be recorded on the student's transcript.

Completion Time Limits

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

Procedures for Appealing Academic Suspension

Students failing to meet Satisfactory Academic Standing who believe they have extenuating circumstances that have impacted their ability to participate/perform academically have the right to appeal the decision. Students must provide an appeal letter of explanation and provide extenuating circumstances documentation by the published deadline to the Academic Standing Integrity Committee (ASIC) at appeals@baystate.edu. These documents must apply to the dates of enrollment under appeal. The College reserves the right to request additional information to determine eligibility. The decision of the ASIC is final.

Conditions that would be considered during an appeal:

- Death of a family member – parent, guardian, spouse, sibling, or child during the academic year.
- Serious illness or injury of student which led to a complete or partial withdrawal from course(s). The serious illness or injury of a family member (parent, guardian, spouse, sibling, or child) that required the student to be the primary caregiver and prevented the student from passing course(s).
- Documented Extreme personal hardship or trauma in your life that impaired your emotional and/or physical health.
- Compulsory military duty.

Appeals that will NOT be considered:

- Appeals submitted after the established deadlines
- Encountering a situation that could have been anticipated
- Change of major or addition of a major or minor are not viewed as extenuating circumstances, since the standard is quite generous in the time frame allowed to complete a degree
- Dissatisfaction with course material, instructor, instructional method, and/or class intensity.
- Lack of motivation
- Participation in extracurricular activities.
- Academic/unit overload

The ASIC will review the appeal, and if approved, the Academic Advisor or Department/Program Chair will provide the student with an Academic Plan. If the appeal is granted, the student will be reinstated in a probationary status for an additional consecutive semester(s). While on Probation the student will be required to meet their Academic Plan, granted Appeal, or will be found in violation of their appeal and will be subsequently suspended. The Academic Plan may require a reduced course load, retaking of failed courses, and/or meeting grade requirements.

If the student does not meet satisfactory academic progress standards by the end of the time frame allotted, the student will be subsequently suspended from the College and the suspension will be recorded on the student's transcript.

Students who have documentation of a disability or a serious injury or illness should contact the Mental Health Counselor/Disability Support Service by calling 617.217.9212 or emailing mdelano@baystate.edu to review that documentation.

Academic Standards for Nursing and Allied Health Programs

In addition to the requirements described above, there are specific requirements on 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 is available from the Program Chairs of each program.

*****Each Health Science program will be added to the catalog in this section of Academic Standards and Progression**

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 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 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*.

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. Former students who are reentered matriculate under the degree requirements effective at the time of reentry. All reentries will be required to complete a Program Disclosure and Enrollment Agreement for the student to contractually consent the change in program version from their prior enrollment. It is advisable to allow for additional processing time. 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.

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 processing time.

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*.

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.

*See *2021-22 Student Handbook* for more information.

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 online Application for Graduation*. 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.
- All holds must be cleared, this includes Admission holds, and student file is completed.
- 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 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.

Walking Candidates

In order to walk in the Commencement 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 that are completing their degree requirements at the end of the summer term/semester, are eligible to participate in Commencement.

A diploma or official transcript will not be awarded until all credits are completed. Since students who walk in the annual 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.

Commencement Exercises

Bay State College awards degrees at the end of each term/semester. One annual Commencement Ceremony for all graduates is held in the spring.

If attending the Commencement 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 exercise, 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 Commencement 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, and 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 conferral.

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

ACADEMIC REGULATIONS

VETERAN AFFAIRS RECORDS RETENTION POLICY

VA student records must be kept for 3 years following the ending date of the last period certified to VA. Records need to be kept longer than 3 years only if a written request to keep the records longer is received from the Department of Veterans Affairs or the General Accounting Office 30 or more days before the end of the 3-year period.

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 Veterans' educational benefits should contact the School Certifying Official. For specific information on the GI Bill®, and to apply for benefits please visit the United States Department of Veterans Affairs GI Bill® Site at gibill.va.gov.

Any student that receives some type of Department of Defense or Veterans Affairs Educational Benefits is required to complete a Request for Certification of VA Educational Benefits (Form B) and an educational plan. Dependents of service members receiving benefits, including tuition assistance, are also included.

The educational plan must be completed within 60 days of attendance at Bay State College and 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.

More information and the Request for Certification of VA Educational Benefits (Form B) is available on the College's website. To complete an educational plan, students should speak with their Academic Advisor at Bay State College or contact Veterans@BayState.edu.

In accordance with Section 103 of the Veterans Benefits and Transition Act of 2018:

Bay State College permits any covered individual* to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website –eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

*A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

Bay State College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Bay State College may require additional payment or impose fee for the amount that is not covered by the veteran or other eligible beneficiary's VA educational benefits (Example: Housing, Meal Plan, Waivable Fees, or beneficiary is less than 100% eligible.)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

STUDENT RIGHTS AND DISCLOSURES

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: Students must hand deliver, fax or email 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

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 and transfer-out rates for the 2015 cohort year:

Overall Graduation Rate

Graduation Rate	17%
Total number of students in the Adjusted Cohort	117
Total number of completers within 150% of normal time	20

Graduation Rate for students pursuing a Bachelor's Degree

Graduation Rate for Bachelor's Cohort	11%
Total number of students in the Adjusted Cohort	55
Total number of bachelor's degree completers within 150% of normal time	6

Students can access additional information at the College Navigator or IPEDs websites.

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/financial-aid/health-insurance/>.
- Return a completed Immunization Form per the immunization requirements listed in this Handbook. Is this going to be changed?

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 <https://www.sec.state.ma.us/ovr/> or the United States Election Assistance Commission at www.eac.gov. International students may not be eligible to register to vote.

PARTICIPATING IN OFFSITE EVENTS

Students participating in off-site 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 to get permission.

Governance and Administration

OWNERSHIP STATEMENT

Bay State College is owned by Ambow Education Holding Ltd. The college is based in Boston, MA and located at 31 St. James Avenue, Boston, MA 02116.

DEPARTMENT LISTINGS

ADMISSIONS

Carolyn McInnis
Dean of Admissions

Aidan Isberg
Assistant Director of Admissions

Caroline Maciel
International Admissions Representative

Drake Newsome
Admissions Representative

Libby Bullinger
Admissions Representative

Samantha Rhuda
Admissions Representative

FACILITIES & GROUNDS

Jose Depina
Maintenance

Jorge Feliz
Maintenance

FINANCIAL SERVICES

Kevin Derrivan
CFO of Ambow Ed Inc.

Irene Moore
Director of Financial Aid

Tonya Birdwell
Financial Aid Counselor

Latitia Cooley
Financial Aid Counselor

Stephani Green
Senior Financial Aid Counselor

Linda Lee
Staff Accountant

Eskedar Meshesha
Senior Accountant

Amy Tsang
Director of Finance

Mary White
Accountant

HUMAN RESOURCES

Lauren Selman
HR Generalist/Payroll & Benefits

INFORMATION TECHNOLOGY

Jeffrey Myers
Chief Information Officer

Michael Nahmias
Integration Specialist

David Tavares
Programmer Report Developer

MARKETING & COMMUNICATION

Betsy Butterworth
Director of Marketing & Communication

Carrie Muench
Marketing Specialist

Marissa Landino
Marketing Specialist

STUDENT SERVICES

Jeremy Shepard
Dean of Students & Director of Institutional Effectiveness

Megan Delano
Mental Health Counselor & Disability Support Services

Shannon Goo
Registrar

Juliann Curley
Associate Registrar

Bryan Hummel
Head Coach of Esports

Dustin Martin
Assistant Director of Residence Life & Student Success

Robert Passmore
Military & Affiliated Benefits Coordinator

David White
Director of Solution Center

