

# Quincy College Policy Manual

Original October 1999  
Revised March 2006  
Revised October 2009

# **QUINCY COLLEGE POLICY MANUAL**

## **Table of Contents**

<b>Number</b>		<b>Page</b>
<b>Section I:</b>	<b>General College Policies</b>	<b>6</b>
1 – 01	Mission	6
1 – 02	Values	7
1 – 03	Promises	8
1 – 04	Goals	9
1 – 05	Accreditation Statement	10
<b>Section II:</b>	<b>Governance</b>	<b>11</b>
2 – 01	1981 Statute Creating a Special Account	11
2 – 02	1994 Statute Establishing a New Board of Governors	12
2 – 03	By-laws of the Board of Governors	16
2 – 04	Governance Process	19
2 – 05	Code of Ethics	20
2 – 06	Civility	22
2 – 07	Senate By-laws	23
2 – 08	Program Review	33
<b>Section III:</b>	<b>College Environment</b>	<b>38</b>
3 – 01	Student Rights and Responsibilities	38
3 – 02	Equal Opportunity and Non-Discrimination Policy	40
3 – 03	Sexual Harassment Policy and Harassment-Free Workplace	41
3 – 03A	Policy on Racial Harassment	44
3 – 04	Drug-Free Workplace Policy	45
3 – 05	Smoking Policy	46
3 – 06	Persona Non Grata Policy	47
<b>Section IV:</b>	<b>Admissions Policies</b>	<b>48</b>
4 – 01	Open Enrollment Policy	48
4 – 02	General Studies Admission	49
4 – 02B	Clinical Laboratory Science Admission	50
4 – 03	Associate Degree in Nursing Allied Health Admission	51
4 – 03A	C.O.R.I. Policy (for Students)	53
4 – 03B	General Allied Health Admissions	54
4 – 04	International Student Admission	57
4 – 05	Advanced Standing	58
4 – 05A	Transfer Credit Policy	59
4 – 05A (i)	Advanced Placement	61
4 – 05B	Experiential Learning Credits	62
4 – 06	Early Admission	63
4 – 07	Readmission to Quincy College	64
4 – 08	Academic Placements	65
<b>Section V:</b>	<b>Academic Policies</b>	<b>66</b>
5 – 00	Matriculation Policy	66
5 – 01	Degree Requirements	67
5 – 02	Certificate Requirements	68
5 – 03	Variance to Program Requirements	69
5 – 04	Academic Standing	70

5 – 05	Attendance and Performance	71
5 – 05A	Auditing a Class	72
5 – 06	Grading Policies	73
5 – 07	Grading System	74
5 – 07A	Incomplete Grades	75
5 – 07B	Withdrawal	76
5 – 07C	Repeating Courses	77
5 – 07D	Make-Up Examinations	78
5 – 07E	Holds Policy	79
5 – 07F	Academic Probation Policy	80
5 – 08	Dean's List	81
5 – 09	Honors Convivium	82
5 – 10	Graduate with Honors	83
5 – 11	Add/Drop Process	84
5 – 12	Course Selection	85
5 – 13	Independent Study	86
5 – 14	Final Grade Appeal Process	87
5 – 15	Academic Integrity Policy	89
5 – 16	Academic Amnesty	91
5 – 17	Academic Record Changes	92
5 – 18	Verification of Student Identity for Distance Education	93
<b>Section VI:</b>	<b>Student Life</b>	<b>94</b>
6 – 01	Orientation	94
6 – 02	Phi Theta Kappa Honor Society	95
6 – 03	Policy on Student Organization	96
6 – 04	Parking Regulations	98
6 – 05	Security Policies	101
6 – 06	Veterans' Benefits	103
6 – 07	Services to Students with Disabilities	104
6 – 08	Health Insurance	105
6 – 09	Lockers	106
6 – 10	Identification Card Policy	107
6 – 11	Student Participation in Governance	108
6 – 12	Hazing Policy	109
6 – 13	Search and Seizure	111
6 – 14	Student Grievance Procedure	112
6 – 15	Students Record	114
6 – 15A	Retention and Disposal of Records	115
6 – 16	Disciplinary Process for a Social or Other Violations	116
6 – 17	Voter Registration	119
<b>Section VII:</b>	<b>Student Accounts</b>	<b>120</b>
7 – 01	Tuition and Fee Schedule	120
7 – 02	Tuition Deposits	121
7 – 03	Payment Deferral	122
7 – 04	Past Due Accounts	123
7 – 05	Withdrawal/Refund Schedule	124
7 – 06	Collections Policies and Procedures	125
7 – 07	Third Party Billing	126
<b>Section VIII:</b>	<b>Student Financial Aid</b>	<b>127</b>
8 – 01	Principles and Practices	127
8 – 01A	Financial Aid Process	128
8 – 02	Types of Assistance	132
8 – 03A	Application Procedures	134

8 – 03B	Rules, Regulation, Rights, and Responsibility	134
8 – 03C	General Eligibility Requirements	134
8 – 03D	Verification	134
8 – 04	Awarding of Aid	134
8 – 05	Award Adjustments	135
8 – 06	Cost of Attendance	137
8 – 07	Disbursement of Financial Aid	137
8 – 08	Deferment Fee	138
8 – 09	Satisfactory Academic Progress	139
8 – 10	Pro-Rata and Federal Refund Schedules	141
8 – 11	Emergency Loan Fund	142

**Section IX: College Business 143**

9 – 01	Purchasing Policy	143
9 – 02	Tuition Remission	144
9 – 03	Employment of Relatives	145
9 – 04	Travel/Professional Development Policy (Non-Foundation)	146
9 – 04A	Recruitment Expenses	148
9 – 05	Community Use of Facilities	149
9 – 06	Internet Acceptable Use Policy	150
9 – 07	College Logo, Signage, Name, and Trademark	152
9 – 08	Sales and Solicitation	153
9 – 09	Dissemination of Information	154
9 – 10	Use of College Technology and Assets	155
9 – 10A	Email Acceptable Use Policy	157
9 – 11	Code of Ethics and Conflict of Interests	161
9 – 13	Policy Regarding Research on Human Subjects	162

**Section X: Personnel Policies and Procedures 163**

10 – 01	Reasonable Accommodations for Persons with Disabilities	163
10 – 02	Health Insurance Portability and Accountability Act (HIPAA) Policy and Notice of Privacy Practices	164
10 – 03	Code of Conduct and Professionalism	167
10 – 04	Criminal Offender Record Information (CORI) Checks (Staff)	171
10 – 05	Work Attire/Dress Code Policy	172
10 – 06	Employment Verification and Public Information	173
10 – 07	Personnel Records	174
10 – 08	OSHA and the Right to Know	175
10 – 09	Workers Compensation Policy and Notice of Coverage	176
10 – 10	Annual Security Report	177
10 – 11	Nature of Employment	178
10 – 12	Attendance, Hours of Work and Punctuality	179
10 – 13	School and Class Cancellations	180
10 – 14	Employment Eligibility and Selection	181
10 – 15	Internal Posting Policy and Vacancy Announcements	183
10 – 16	Volunteers	184
10 – 17	Position Classification and Categories	185
10 – 18	Introductory Period and Provisional Employment	186
10 – 19	Personnel Changes	187
10 – 20	Employee Professional Development	188
10 – 21	Performance Appraisal Process	189
10 – 22	Progressive Discipline Process	191
10 – 23	Grievance Procedures	192
10 – 24	Employee Separation	194
10 – 25	Salary Administration	195
10 – 26	Payment of Wages Policy	197
10 – 27	Time Sheets	198

10 – 28	Benefits Summary	199
10 – 29	Insurance Coverage Plans	200
10 – 30	Notice of Continued Health Insurance Coverage (COBRA)	201
10 – 31	Retirement and Annuity Plans	203
10 – 32	Paid Time Off Benefits (PTO)	204
10 – 33	Employee Assistance Program (EAP)	206
10 – 34	Family and Medical Leave (FMLA)	207
10 – 35	Leave of Absence Other Than Family and Medical Leave	209
10 – 36	Bereavement Leave	210
10 – 37	Other Leaves of Absence	211
Appendix A	Forms, Acknowledgements, and Notifications	212
<b>Section XI: Campus Security Policies</b>		<b>213</b>
11 – 01	Timely Warning	213
11 – 02	Reporting The Annual Disclosure of Crime Statistics	214
11 – 03	Reporting of Criminal Offenses	215
11 – 04	Access to Campus Facilities	216
11 – 05	Law Enforcement Authority and Interagency Relationships	217
11 – 06	Procedures for Reporting a Crime or Emergency	218
11 – 07	Alcohol and Substance Abuse Policies	219
11 – 08	Security Awareness and Crime Prevention Programs	220
11 – 09	Maintenance and Security of Campus Facilities	221
11 – 10	Sexual Assault Information	222
<b>Index</b>		<b>223</b>

## **SECTION I: GENERAL COLLEGE POLICIES**

### **Policy 1 – 01: MISSION**

As an open access institution which encourages academic achievement, diversity, economic opportunity and life long learning, Quincy College facilitates valuable learning relationships with students whose educational and professional futures might otherwise remain unrealized.

## **Policy 1 – 02: VALUES**

At Quincy College, we are committed to the following values:

- Student learning and achievement
- Excellence in teaching
- Mutual respect, responsibility, and collaboration
- Individual and institutional integrity
- Diversity of people and perspectives

### **Policy 1 – 03: PROMISES**

During the next decade, our College will be at the forefront of meeting the challenge of a new century. We will endeavor to prepare graduates who are:

- Knowledgeable members of the workforce
- Productive members of the workforce
- Valued by baccalaureate institutions as candidates for transfer
- Contributors of our society with an appreciation for community service, economic and cultural development, and civic responsibility
- Dedicated to life-long learning and personal growth

## **Policy 1 – 04: GOALS**

The goals of Quincy College are:

- To create an educational environment that stimulates an enthusiasm for learning, critical thinking, cultural awareness, personal initiative, and civic responsibility;
- To encourage and enable students to realize their full potential and to achieve their personal, educational, and career goals;
- To offer programs that foster successful student transition to four-year colleges and/or careers;
- To offer certificate programs that develop and enhance the essential skills and knowledge necessary to be contributing members of the workforce;
- To provide essential resources and services in support of the academic programs;
- To facilitate service learning opportunities and internships which connect the community with the academic programs;
- To offer educational and training programs to meet the needs of employers;
- To encourage community education through non-credit programs; and
- To provide a forum for reasoned public discourse on intellectual, cultural, and social issues.

## **Policy 1 – 05: ACCREDITATION STATEMENT**

Quincy College is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools throughout collegiate institutions offering post-graduate education.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purpose through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or of the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

## **SECTION II: GOVERNANCE**

### **Policy 2 - 01: 1981 STATUTE CREATING SPECIAL ACCOUNT**

Chapter  
THE COMMONWEALTH OF MASSACHUSETTS

In the Year One Thousand, Nine Hundred Eighty-one

AN ACT ESTABLISHING A SPECIAL ACCOUNT FOR THE QUINCY JUNIOR COLLEGE.

Be it enacted by the Senate and the House of Representatives in General Court assembled, and by the authority of same, as follows:

#### **Section 1.**

Notwithstanding the provisions of section fifty-three of chapter forty-four of the General Laws or any provision of law to the contrary, the City of Quincy is hereby authorized to establish a special account for Quincy Junior College to be known as the "Quincy Junior College Operations Account". Into such special account shall be deposited all tuition fees for enrollment of students in said college, all incidental fees for the enrollment of students in said college and all monies received by said city from the commonwealth as school aid or other financial assistance allocable to said college. Such special account shall be maintained by the city treasurer of said city in a banking institution in said city and expenditures from such special account shall be made by the president of Quincy Junior College with the approval of the Superintendent of the Quincy Public Schools under the direction of the school committee, or with the approval of the Superintendent of the Quincy Public Schools under the direction of the school committee of the said city without appropriation and used solely for the operation, maintenance, and provision of capital equipment for said college.

Appropriation from time to time may be made by said city into said special account and the purpose of providing additional financial assistance for said college and donations from private sources may be received and deposited into such special account. Said city treasurer shall be authorized to invest the monies in said special account and the interest accruing shall benefit Quincy Junior College. Such special account shall be maintained in accordance with generally accepted accounting principles and shall be audited annually by a certified public accountant. Monies received from student activity fees, so-called, which are used by the student government of said college shall not be included in said special account.

#### **Section 2.**

Said city treasurer, upon the written request of the President of Quincy Junior College with the approval of the Superintendent of the Quincy Public Schools and the approval of the school committee or upon the written request of the Superintendent of the Quincy Public Schools and with the approval of the Quincy College Policy Manual school committee may advance funds from the General Fund of the city in any fiscal year in anticipation of the receipt of revenue of said Quincy Junior College for that same fiscal year. Such advances outstanding at any one time in any fiscal year shall not exceed, in the aggregate, twenty-five per cent of the annual expenses of the then current fiscal year as certified by the said Superintendent, or such larger amount as may be approved by the mayor and the City Council. All such sums so advanced shall be deposited into said account established under section one and the said Superintendent shall, prior to the end of each fiscal year repay such advances to the General Fund together with an amount equal to the interest as determined by the treasurer of said city to be allocable to any debt incurred during that fiscal year by said city in anticipation of revenue in order to make such advances.

#### **Section 3.**

The Superintendent of the Quincy Public Schools shall jointly, with the president of Quincy Junior College, file with the mayor, the City Council, the school committee and the treasurer of said city and the bureau of accounts, a written report relative to such special account established in section one within one hundred and twenty days after the books are closed for each fiscal year. Such report shall include a financial statement relating to the operation, maintenance, capital equipment, and properties of said college. The City Council of said city may review and comment upon such report and may file such review with the state auditor.

#### **Section 4.**

This act shall take effect on July first, nineteen hundred eighty-one.

## **Policy 2 - 02: 1994 STATUTE ESTABLISHING A NEW BOARD OF GOVERNORS**

In the Year One Thousand, Nine Hundred Ninety-four

AN ACT ESTABLISHING A NEW BOARD OF GOVERNORS FOR QUINCY COLLEGE.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

### **Section 1.**

Notwithstanding the provisions of any general or special law to the contrary, the City of Quincy is hereby authorized to establish, in the place of the Quincy School Committee, a board of governors to oversee and govern Quincy College as a municipal junior college and a department of the city of Quincy. The Quincy College Board of Governors shall appoint a president to act as chief operating officer. Such board shall manage and operate Quincy College pursuant to the terms of this act, chapter three hundred thirteen of the acts of nineteen hundred eighty one and pursuant to chapter seventy-one of the General Laws, under the jurisdiction of the Department of Education and pursuant to section thirty of chapter sixty-nine of the General Laws, under the jurisdiction of the Higher Education Coordinating Council. The Board of Governors shall exercise all powers heretofore or hereafter exercised by the school committee pursuant to chapter seventy-one of the General Laws as from time to time amended. The president of Quincy College shall exercise all powers heretofore or hereafter exercised by the superintendent or principals pursuant to chapter seventy-one of the General Laws as from time to time amended.

### **Section 2.**

The Quincy College Board of Governors shall consist of thirteen members appointed by a governor's appointing council in the following manner:

At least one governor shall be an alumna or alumnus of the college. No more than four governors shall reside outside Quincy, excluding any residential requirement for one alumna or alumnus. The initial Board of Governors shall include one members of the school committee chosen by the vice chair of the school committee, and one city councilor chosen by the council president, each to serve a two-year term. At the end of their term they may be reappointed; provided, however, that their ex-officio status shall terminate on August thirty-first, nineteen hundred ninety-six.

Nothing shall prevent any other elected or appointed official of the City of Quincy from serving on the board; provided, however, that no employee of Quincy College may serve as a governor. The initial governor's appointing council shall consist of two members of the school committee selected by the vice chair or the school committee, two city councilors selected by the council president and one member of the current Quincy College board of trustees, chosen by the chair of said board. This governor's appointing council will appoint the remaining eleven governors who shall constitute the new governing Board of Governors of Quincy College and who shall commence their term on September first nineteen hundred ninety-four. After September first, nineteen hundred ninety-four, all governors will be appointed by a governor's appointing council made up to two member of the school committee selected by the chair of the school committee, two city councilors selected by the council president and two governors by the chair of the board of governors.

The initial board of governors shall consist of five governors, including the two ex-officio members, and shall be appointed to two-year terms. Four shall be appointed to four-year terms and four shall be appointed to six-year terms. The length of such terms shall be as follows: five governors from September first, nineteen hundred ninety-four to August thirty-first, nineteen hundred ninety-six, four governors from September first, nineteen hundred ninety-four to August thirty-first, nineteen hundred ninety-eight, four governors from September first, nineteen hundred ninety-four to August thirty-first, two thousand.

Except for the two ex-officio members, the length of the term each governor is appointed to shall be determined by lottery. Commencing on September first, nineteen hundred ninety-six, all reappointed or new trustees shall serve six-year terms. Any trustees may be reappointed once; provided, however, that no one may serve more than two consecutive terms, regardless of the length of his or her term. No governor shall be appointed who is an employee of Quincy College or who, as a result of his or her appointment, would violate the provisions of chapter two hundred sixty-eight A of the General Laws. Each non-elected governor shall file a statement of financial interest for the preceding calendar year with the city clerk's office in the City of Quincy within thirty days of his appointment and each year thereafter on or before May first that such person is a governor and on or before May first of the year after such person ceases to be a governor. No governor shall be allowed to continue in his or her duties unless said statement of financial interest has been filed with the city clerk's office as required. The statement of financial interest filed pursuant to the provisions of this section shall be on a form similar to that prescribed by the state ethics commission pursuant to section five of

chapter two hundred sixty-eight A of the General Laws.

**Section 3.**

Annually, the President of the College and the Mayor of the City of Quincy shall negotiate an amount of compensation to be paid by the College to the City of Quincy for services rendered by any municipal department of the city.

**Section 4.**

Annually, the President of the College and the Superintendent of Schools for the City of Quincy shall negotiate an amount of compensation to be paid by the College to the City of Quincy for services rendered by the school department of the city.

**Section 5.**

The City of Quincy shall indemnify and save harmless governors and employees, elected or appointed as set forth in chapter two hundred fifty-eight of the General Laws.

**Section 6.**

Notwithstanding the provisions of any general or special law to the contrary, all administrators, faculty, professional and non-professional employees of the Quincy School Committee who are staff members of Quincy College on the effective date of this act, except those employees appointed pursuant to chapter thirty-one of the General Laws, shall become employees of the Quincy Board of Governors without loss of any existing seniority, professional status, retirement rights, benefits or creditable service without interruption of coverage for group life and health insurance benefits and without reduction in compensation or change in year of service for placement on the salary schedule. All rights of said employees under existing collective bargaining agreements shall be maintained pursuant to section eleven of this act.

**Section 7.**

No teacher, librarian, associate dean, assistant, coordinator, or director of the Development Education Center, employed by the college on or after the effective date of this act, who has held such position or combination of positions for three consecutive years, shall be suspended without pay or discharged without just cause. Any such employee may challenge such suspension or discharge through the grievance and arbitration procedures contained in his or her collective bargaining agreement, if any. In the absence of a collective bargaining agreement grievance and arbitration procedure, such employee may challenge such suspension or discharge by serving written notice upon the chairperson of the board of governors within thirty days of receiving notice of such suspension or discharge. Within ten days after such notice has been served, the employee and the governors shall jointly petition the American Arbitration Association to appoint an arbitrator to resolve the dispute. Said association shall forward to the parties a list of three arbitrators. Each party shall have the right to strike one of the three arbitrators' names if they are unable to agree on a single arbitrator from among the three. The arbitration procedures shall be conducted in accordance with the rules of the American Arbitration Association. The fee for the arbitration shall be split equally between the two parties involved. Any arbitration award thus rendered shall be in accordance with the provisions of chapter one hundred fifty C of the General Laws.

**Section 8.**

The professional certification provision of section thirty-eight G of the chapter seventy-one of the General Laws shall not apply to Quincy College employees.

**Section 9.**

Notwithstanding the provisions of any general or special law to the contrary, upon the effective date of this act, any employee appointed by the Quincy School Committee pursuant to chapter thirty-one of the General Laws and currently working in such a chapter thirty-one position at Quincy College shall remain an employee of the Quincy School Committee. The College shall pay the Quincy School Committee an amount to be negotiated between the Quincy School Committee and Quincy College, not to exceed the full cost of salary and benefits for each said employee.

The positions at Quincy College staffed by such employees shall continue in effect and the services performed by the employees in those positions shall continue to be provided for by the Quincy School Committee for as long as the Quincy School Committee deems it feasible to provide such services. The employees who fill such positions shall do so without loss of any existing seniority, civil service status, retirement rights, benefits, or creditable service, without interruption of coverage or change in years of services for placement on the salary schedule.

Any grievance initiated by or on behalf of said employee shall be processed according to the then current collective bargaining

agreement between the Quincy School Committee and the exclusive representative of said employee. The decision of the committee, or an arbitrator, on such grievance shall be binding on the governors who shall give said decision full force and effect.

**Section 10.**

Notwithstanding the provisions of any general or special law to the contrary, any employee of the Quincy School Committee who is a member of the teachers' retirement system and who becomes an employee of Quincy College pursuant to section five on the effective date of this act shall, for the purposes of chapter thirty –one of the General Laws, retain all rights and responsibilities or membership in said system. Notwithstanding the provisions of any general or special law to the contrary, any person who becomes an employee of Quincy College after the effective date of this act shall be eligible for membership in the teachers' retirement system; provided, however, that said person is employed on the basis of not less than half-time service as a professional teacher, administrator, including the president of Quincy College, psychologist, counselor, social worker, or guidance and placement professional, or said person is, on the effective date of this act, a member of the teacher's retirement system.

**Section 11.**

The governors and their employees shall be subject to the provisions of chapter one hundred fifty E of the General Laws. For purposes of said chapter one hundred fifty E, the City of Quincy shall be deemed the public employer of the governors' employees.

The City of Quincy may designate a representative, including any governors, to act in its interest in labor relations matters with its employees. After the effective date of this act, employees represented by their respective bargaining associations, units, organizations or affiliates shall continue to be represented by those associations, units, organizations, or affiliates for collective bargaining purposes pursuant to said chapter one hundred fifty E until such time as they elect otherwise or another unit is certified to represent the employees in accordance with the provisions of said chapter one hundred fifty E. Upon the effective date of this act, collective bargaining rights and obligations theretofore existing between the Quincy School Committee and the respective bargaining associations, units, organizations, or affiliates, including rights and obligations set forth in any collective bargaining agreement, shall be assumed by and imposed upon the City of Quincy and the governors of Quincy College. Any collective bargaining agreement in force on the effective date of this act, covering employees represented by the respective bargaining associations, units, organizations, or affiliates shall remain in effect until a successor agreement is executed and ratified by the parties. If the collective bargaining agreement of any of the respective bargaining associations, units, organizations, or affiliates has expired before the effective date of this act and no successor agreement has been negotiated, the terms and conditions of said expired agreement shall remain in full force and effective until the parties have executed and ratified an initial successor agreement.

**Section 12.**

On or before April first of each and every year, the President of Quincy College shall submit to the Quincy College Board of Governors an annual itemized budget for Quincy College. Said budget shall contain estimates of college revenues and recommendations for proposed expenditures for the ensuing fiscal year.

The Board of Governors shall hold a public hearing on the annual budget as submitted by the College President at which time all interested persons shall be given an opportunity to be heard on the proposed expenditures or any items thereof. The approved budget shall govern the expenditures of Quincy College during the fiscal year. No expenditures shall be incurred in excess of those shown in the approved budget; provided, however, that the budget, from time to time, may be amended by the preparation and submission of a proposed supplementary budget by the College President to the Quincy College Board of Governors for said board's approval, rejection or amendment. No transfers from one line item to another line item shall be made in said budget without the approval of the Quincy College Board of Governors.

**Section 13.**

Section one of chapter 313 of the acts of 1981 is hereby amended by striking out, in line items four, five, and fourteen, each time it appears, the word "Junior".

**Section 14.**

Said section one of chapter 313 is hereby further amended by striking out, in lines fourteen and fifteen, and in lines sixteen and seventeen, the words "Superintendent of the Quincy Public Schools" and inserting in place thereof, in each instance, the following words: "College President".

**SECTION 15.**

Said section one of said chapter 313 is hereby further amended by striking out, in lines fifteen and sixteen, the words "School Committee" and inserting in place thereof the following words: "Quincy College Board of Governors".

**Section 16.**

Said section one of said chapter 313 is hereby further amended by striking out, in lines seventeen and eighteen, the words, "schools committee of said city"; and inserting in place thereof the following words: "Quincy College Board of Governors"

**Section 17.**

Said section one of said chapter 313 is hereby further amended by striking out the third paragraph and inserting in place thereof the following paragraph:

"Said city treasurer shall be authorized to invest the monies in said account and the interest accruing shall inure to the benefit of Quincy College; provided, however, that if such account, after the payment of the annual expenses of the College, shall be in excess of one million dollars, said excess funds shall no longer be maintained by the city treasurer and the College President shall be authorized, upon recommendation of the Board of Trustees and upon approval of the Mayor of the City of Quincy designate such excess funds for deposit on an interest bearing account designated by a finance committee which shall include the President of Quincy College, two trustees, the city auditor and the city treasurer as members. Such special account shall be maintained by the members. Such special account shall be maintained in accordance with generally accepted accounting principles and shall be audited annually by a certified public accountant."

**Section 18.**

Said section one of chapter 313 is hereby amended by adding the following paragraph: "Nothing in this act shall be construed to exempt Quincy College from the provisions of any general or special law applicable to any other department of the City of Quincy with regard to fiscal management, except as specifically provided herein, including but not limited to the provisions of section thirty four of chapter seventy-one of the General Laws."

**Section 19.**

Section two of said chapter 313 is hereby repealed.

**Section 20.**

Section three of said chapter 313 is hereby amended by striking out, in line one, the words "Superintendent of the Quincy Public Schools" and inserting in place thereof the following words: "College President".

**Section 21.**

Said section three of chapter 313 is hereby further amended by striking out, in line two, the word "Junior".

**Section 22.**

Said section three of said chapter 313 is hereby further amended by striking out, in line three, the words "School Committee" and inserting in place thereof the following words: "Quincy College Board of Governors".

**Section 23.**

This act shall take effect upon its passage.

House of Representatives, June 21, 1994.

## **Policy 2 - 03: BY LAWS OF THE BOARD OF GOVERNORS**

### ARTICLE I: ORGANIZATION AND OFFICERS OF THE BOARD OF GOVERNORS

#### **Section 1. Composition and Functions of the Board**

The composition, functions, duties, powers, responsibilities of the Board of Governors, its committees, or subcommittees, shall be as provided and authorized by the laws of the Commonwealth as in effect from time to time, subject to such rules, regulations, policies, or guidelines as the Board of Higher Education may, from time to time, adopt, amend or repeal for the management, control, administration, or regulation of the system of public higher education, or any part thereof.

#### **Section 2. Officers of the Board**

The elected officers of the board of Governors shall be a Chair, Vice-Chair, Second Vice-Chair, and Secretary, who shall be the President. Each officer shall have the duties, functions, powers, and the responsibilities of his/her office as prescribed by the laws of the Commonwealth, these Bylaws, and parliamentary custom. The Board shall appoint an Assistant Secretary at its annual meeting. The terms of the Chair, Vice-Chair, and Second Vice-Chair shall be for two years. No member may serve consecutive full terms in the same office. However, any member elected to an office to fill an unexpired term of an office is, upon expiration of that term, eligible for election to a full term in that office.

In the event of a vacancy in any office prior to the expiration of its full term, the member elected to fill that vacancy shall serve only for the balance of that term unless, as set forth above, said member is elected to a new, full term in that office. The Chair, Vice-Chair, and Second Vice Chair shall be elected by and from the Board of Governors at its annual meeting every other year, upon nomination by the Board of Nominating Committee, and they shall hold office until the annual meeting two years hence or until their respective successors are elected and qualified.

The President of the College shall also be an officer of the Board of Governors, ex officio, and shall have such duties, functions, powers, and responsibilities as the Board of Governors from time to time prescribe consistent with the laws of the Commonwealth.

#### **Section 3. The Chair of the Board of Governors**

The Chair of the Board of Governors shall have the following powers and duties:

- a. To preside at all meetings of the Board of Governors at which he/she is present. In his/her absence, the Vice-Chair will preside, or in his/her absence, the Second Vice-Chair will preside, or any other member selected by motion and vote.
- b. To call special meetings of the Board of Governors
- c. To establish special standing committees, with the approval of the Board
- d. To, from time to time, appoint members of the Board of Governors to the Board Nominating Committee and to special standing committees of the Board of Governors.
- e. To serve, ex officio, on all committees of the Board of Governors, and as a voting member on any or all committees of the Board of Governors should the Chair elect to appoint him/herself as such.

#### **Section 4. The Secretary Shall Have the Following Duties**

- a. The Secretary shall sign all legal documents as authorized by the Board
- b. The Assistant Secretary shall keep record of all meetings, post all legal notices, and perform such other duties as may be prescribed.

### ARTICLE II: MEETINGS OF THE BOARD

#### **Section 1. Annual and Regular Meetings**

The annual meeting of the Board of Governors shall be held on the fourth Wednesday in September. Regular meetings shall be held at such times as may be determined by the Board, but no less than four times annually. All meetings shall be held within the Commonwealth.

#### **Section 2. Special Meetings**

Such meetings of the Board of Governors may be held at any time and place within the Commonwealth when called by the Chair of the Board of Governors or by three Governors in writing given to the Secretary, or Assistant Secretary, specifying the purpose(s) of said meeting. The time and place of such meeting shall be fixed by the Chair of the Board of Governors in consultation with the Secretary. Written notice of such meetings shall be sent to each Governor by mail at least five business days prior to the date

fixed for said meeting, which notice shall state the time, place, and purpose(s) for which it has been called, except in the case of a special meeting called to address an emergency defined in General Laws, Chapter 39, Section 23A, in which case no minimum notice requirements shall apply.

### **Section 3. Notice of Regular Meetings**

Written notice, or in hand, of each regular meeting of the Board of Governors shall be sent to each Governor by mail, or in hand, at least five business days prior to the date fixed for said meeting, which notice shall state the time and place thereof.

### **Section 4. Agenda of Regular Board Meetings**

A written agenda of matters, including minutes of prior meetings, to be considered at each regular meeting of the Board of Governors shall be sent to each Governor by mail, or in hand, at least five business days prior to the date fixed for said meetings. Items to be included in the agenda for a regular meeting shall be submitted to the Secretary in writing by the Chair of the Board of Governors or by the President of the College.

Matters not on the agenda may be considered by the Board at any regular meeting upon a unanimous vote of those members present for such consideration. Unless otherwise determined by the Chair of the Board of Governors, the following shall be the order of business at meetings of the Board of Governors.

- I. Open Forum
- II. Approval of Minutes
- III. President's Report
- IV. Old Business
- V. New Business
- VI. Additional Business
- VII. Communications
- VIII. Reports of Committees
- IX. Hearings
- X. Executive Session
- XI. Establishment of Next Meeting Date
- XII. Adjournment

### **Section 5. Quorum**

A majority of the appointed members of the Board of Governors present at a meeting is a quorum, but no act is valid unless voted at a meeting of the Board of Governors by a majority vote of the appointed members present of the Board. Less than a quorum may adjourn to a future date.

### **Section 6. Conduct of Meetings**

Conduct of meetings of the Board of Governors shall be in accordance with the State Open Meeting Law (as governed by General Laws, Chapter 39, Section 23A and 23B). By a majority vote of the Governors present, the Board may enter into Executive Session, as governed by said Section 23B. (Unless otherwise specified, the latest edition of Robert's Rules of Order shall govern the Board insofar as the rules are compatible with the laws of the Commonwealth).

### **Section 7. Citizen Participation**

Citizens who wish to present any matter of concern to the College shall make written request to the Secretary of the Board of Governors at least 48 hours prior to the meeting. The Chair shall allot a visitor, during Open Forum, not more than five minutes unless the time is increased or decreased by a majority vote of the Board.

## **ARTICLE III: COMMITTEES OF THE BOARD OF GOVERNORS**

### **Section 1. Nominating Committee**

There shall be a Nominating Committee of the Board of Governors, whose members shall consist of such Governors as may be appointed by the Chair of the Board of Governors and who shall serve until the next annual meeting. The Nominating Committee shall nominate candidates for election as officers of the Board and shall submit its nominations in writing to the Secretary not later than the second Wednesday of September.

## ARTICLE IV: MISCELLANEOUS PROVISIONS

### **Section 1: Amendment, Revision or Repeal of Bylaws**

These Bylaws may be amended, revised or repealed by a vote of a majority of the entire number of Governors at any meeting of the Board of Governors; provided, however, that the text of any amendment, revision or repeal as originally proposed shall be sent to the Governors at least thirty days before the meeting. The provisions of this article may be waived by a unanimous vote of the entire Board.

### **Section 2: Delegation of Authority**

The Board of Governors may delegate, from time to time, to the President of the College, any of the powers and responsibilities of the Board of Governors necessary for the operation of the College.

## **Policy 2 - 04: GOVERNANCE PROCESS**

The Quincy College Board of Governors embraces a view towards governance that is strategic, future-oriented, proactive, and deliberative. The view encourages diversity in viewpoints, reinforces the centrality of Board policy making and empowers the President with clear direction.

Specifically the Board will:

- Operate in all ways mindful to its trusteeship obligation to its community.
- Take action only in official Board meetings called, scheduled, and conducted according to statutory requirements.
- Lead and inspire the organization through the careful establishment of the broadest organizational policies reflecting the community's values. The Board's major focus will be on the intended long-term impact of the College on the community.
- Accept collective responsibility for excellence in governance. The Board will use the expertise of individual trustees to enhance the work of the Board as a whole.
- Monitor and discuss the Board's process and performance regularly for continuous improvement.
- Seek input from various sources including staff, students, alumni, employers, and other community members.
- Make decisions, to the extent possible, on a consensus basis.

### *Chairperson's Role –*

The Chairperson is elected by the Board of Governors. As the elected leader of the Board, the Chair shall maintain the integrity of the Board's process and represent the Board to outside parties. The Chair is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in, rare specifically authorized instances.

- The Chair shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
- Discussion at Board meetings will be on the issues, which, according to Board policy, belong to the Board to decide.
- Deliberation will be fair, open and thorough, but also efficient, timely, orderly and to the point.
- The Chair will attempt to arrive at a consensus by the Board members on Board decisions. The Chair will stimulate discussion among Board members.
- The Chair is authorized to use any reasonable interpretation of the provisions in Governance Process and Board-Staff Relationship policies in carrying out the role of the Chair.

### *Board Members Role-*

The Board Governors functions as a collective body. The success of the Board depends on each individual Board member exercising responsibility through positive actions in the following areas:

- Being effective at Board meetings through appropriate preparation, regular attendance, active participation in Board discussions and willingness to volunteer for ad hoc committee or other Board tasks.
- Understanding and supporting the Board governance concept and Board policies. Being knowledgeable concerning the Strategic Plan for accomplishing its goals concerning organizations, facilities, budget, and key processes.
- Engaging in Board and self-development activities designed to promote Board effectiveness through attendance at state, regional, and national board association meeting and by utilizing resources available in the College.
- Attending College events.
- Representing the College to the community.
- Representing the community to the College.
- Being active in legislative advocacy.

## **Policy 2 – 05: CODE OF ETHICS**

Preamble – The chief executive officer (CEO's) of community, technical and junior colleges set the ethical tone for their institutions through both their personal conduct and their institutional leadership. Therefore, each CEO should adhere to the highest ethical standards and promote the moral development of the college community. To achieve these goals, CEO's should support moral reflection, dialogue and principled conduct among themselves, their board of directors, administrators, faculty, staff, students, and the community at large. While no code of ethics alone can guarantee ethical behavior, the values set forth in this code are intended to guide CEO's in carrying out these duties.

Values – To promote individual development and the common good, CEO's should strive to promote basic values about how people should conduct themselves when dealing with others in an academic institution serving the educational needs of the community. These values should represent a shared ideal, which should permeate the institution and become for CEO's a primary responsibility to uphold and honor. These values should include:

1. Trust and respect for all persons within and without the college.
2. Honesty in actions and utterances.
3. Fairness and justice in treatment of all
4. A pervasive sense of integrity and promise keeping.
5. A commitment:
  - a. to intellectual and moral development,
  - b. to quality,
  - c. to individual empowerment,
  - d. to the community college philosophy, and
  - e. to college above self.
6. Openness in communication.
7. Belief in diversity within an environment of collegiality and professionalism.

### *Responsibilities to Board Members:*

1. To insure that all board members have equal access to complete information in a timely manner.
2. To avoid not only conflict of interest, but also the appearance of it.
3. To represent accurately positions of the Board in public statements.
4. To foster teamwork and common purpose.
5. To carry out Board policies in a conscientious and timely manner.

### *Responsibilities to Administration, Faculty and Staff:*

1. To encourage the highest standards of excellence in teaching and the advancement and application of knowledge.
2. To respect both the personal integrity and professionalism of administrators, faculty and staff.
3. To promote a college environment that fosters mutual support and open communication among all administrators, faculty and staff.
4. To raise consciousness concerning ethical responsibilities and encourage acceptance of these responsibilities.
5. To seek and respect the advice of administration, faculty and staff in matters pertaining to college life and governance.
6. To treat all employees fairly and equitably, to preserve confidentiality, to provide appropriate due process, and to allow adequate time for corrective actions.

### *Responsibilities to Students:*

1. To ensure that all students are treated with respect and to promote acceptance of diversity within the college community.
2. To provide quality education and equal access to educational opportunities for all students.
3. To provide accurate and complete descriptions of available academic programs and to provide sufficient resources to ensure viable programs.
4. To seek and respect contribution of students to college decisions.
5. To ensure that there is no unlawful discrimination, harassment or exploitation in any aspect of student life.

## **Quincy College Policy Manual**

Original: October 1999

Revised: April 2006

*Responsibilities to Other Educational Institutions:*

1. To keep informed about developments at all levels of education, particularly with respect to community, technical and junior colleges.
2. To be honest in reporting college operations and needs.
3. To honor agreements and to maintain confidential information.
4. To respect the integrity of programs offered by other institutions and to promote collaborations.

*Responsibilities to Business, Civic Groups and the Community at Large:*

1. To ensure that the college responsibly meets the changing needs in its state and communities.
2. To promise only what is realistic and keep promises that have been made.
3. To ensure that all interested parties have an opportunity to express their views regarding college policies.
4. To ensure equal opportunities for all groups to take part in college programs.
5. To avoid conflict of interest in contracts, services and sharing of information.
6. To honor all laws pertaining to the college.

*Rights of Chief Executive Officers:*

A CEO should have the right:

1. To work in a professional and supportive environment.
2. To a clear, written statement of the philosophy and goals of the college, to participate fully in setting subsequent goals and policies.
3. To a clear, written statement of conditions of employment, board procedures for professional review, and a job description outlining duties and responsibilities.
4. Within the scope of authority and policy, to exercise judgment and perform duties without disruption or harassment.
5. To freedom of conscience and the right to refuse to engage in actions which violate professional standards of ethical or legal conduct.

## **Policy 2 – 06: CIVILITY**

Quincy College was founded on the belief that learning is a lifelong activity, and that education can improve the quality of life for individuals and society.

The College values freedom of expression and recognizes the constitutional and statutory rights of students and staff. It is the intent of the College to promote and foster an atmosphere and environment conducive to the academic mission of the institution.

Quincy College is a community of individuals. As such, we should always strive to recognize the dignity and worth of each member of our community, regardless of status (student, administrator, support staff or faculty member). We should treat every other individual, irrespective of status, rank, title or position, with dignity and respect.

## **Policy 2 - 07: Quincy College Senate By-laws**

### ARTICLE I STATEMENT OF PURPOSE

As one of the internal governance bodies, the Quincy College Senate reviews, advises, and makes recommendations to the President on all substantial academic, institutional, and student life issues.

### ARTICLE II DEFINITIONS

#### **Section 1. Constituencies**

Constituencies of the Quincy College community include academic division faculty, adjunct Faculty, adjunct professor faculty, deans, directors, the financial constituency, the enrollment constituency, the institutional constituency, the student services constituency, and the students.

- 1.1 Academic division faculty is defined as any person teaching at Quincy College, has been assigned to an academic division, and is covered by the QEA (Quincy Educational Association). Academic Divisions are defined as:
  - 1.1.1 Liberal Arts
  - 1.1.2 Sciences
  - 1.1.3 Business and Public Service
  - 1.1.4 Allied Health
- 1.2 Adjunct faculty is defined as any person who is teaching at least two courses each semester at Quincy College for credits and is not covered by the QEA (Quincy Educational Association) contract.
- 1.3 Adjunct professor faculty is defined as an adjunct faculty who has been teaching at Quincy College for at least 10 years. and is not covered by the QEA (Quincy Educational Association).
- 1.4 Deans include all those who hold a title of Dean in any variation thereof.
- 1.5 Directors include all those who hold the title of Director or any variation thereof.
- 1.6 Staff are defined as employees who are not faculty, deans, or directors. Staff constituencies are defined as:
  - 1.6.1 The financial constituency includes employees who work in the business and financial aid offices.
  - 1.6.2 The enrollment constituency includes employees who work in admissions, enrollment, and admissions testing.
  - 1.6.3 The institutional constituency consists of employees who work in all other departments including but not limited to: marketing, media, human resources office, facilities, and technology; those who provide administrative assistance, support and clerical help; and research analysts, coordinator of science labs, and mailroom staff.
  - 1.6.4 The student services constituency includes employees in advising; working as life balance coaches; working in Nicastro Learning Center and supported education; working with international students; working in the library, working in the community and workforce development office; and program coordinators.
- 1.7 Student is defined as any person who is in good academic standing and is selected by the Student Senate on the QC Senate and its Standing Committees.

#### **Section 2. Academic Year**

The academic year is defined as fall and spring semester.

#### **Quincy College Policy Manual**

Original: October 1999

Revised: March 2006

Revised: May 2009

### **Section 3. DAPI Process**

The DAPI process helps the college to be sure that the needs of all constituencies in our community are met.

- 3.1 The DAPI process consists of D-description, A-praisal, P-rojection, and Implementation.
- 3.2 The DAPI process is cyclical and promotes continuous appraisal of our successes and areas that need improvement
- 3.3 Description describes what exists now without focusing on results.
- 3.4 Appraisal results in a statement of performance and evaluation of the performance
- 3.5 Projection defines where we want to be and what changes we want to make to get there based on knowing where we are.

### **Section 4. Substantial**

Significant, meaningful, important, weighty, essential, material, (not including budget, staffing, collective bargaining, advice of legal counsel, management prerogatives), the specifics of which are determined by a consensus of the committee, which shall set standards which shall be maintained by the Senate archives in both electronic and paper

### **Section 5. Academic Issues**

Academic issues pertain to those activities that relate to the creation, development, implementation, modification, and evaluation of courses, academic programs, and curricula that are to be offered at Quincy College; academic standards for enrollment and participation in courses and academic program; evaluation of students' progress and achievement of outcomes in their courses and academic programs and degrees; and review of academic programs.

### **Section 6. Student Life**

Student Life Issues pertain to those activities that relate to the admissions, financing, support, and counseling of students so that they may achieve their academic goals; extracurricular activities; and non-academic student services.

### **Section 7. Institutional Issues**

Institutional Issues pertain to those activities that relate to the institution wide issues that do not pertain to a single course, program, degree, or student life activity; neither student life nor academic issues; and include but are not limited to college mission, space utilization, human resources policies, institutional technology.

## ARTICLE III COMPOSITION OF THE COLLEGE SENATE

### **Section 1.**

- 1.1 All members of the Senate shall be selected in accordance with Article II.
- 1.2 The term of service for all but the Senate Chair is one (1) year.

The Senate is a body representing the constituencies of the college community, as defined in Article II.

### **Section 2.**

The Chief Academic Officer shall serve as an ex officio member of the Senate.

### **Section 3.**

Members of Senate shall be elected as follows (See Appendix A for a chart that summarizes the following):

#### 3.1 Faculty

- 3.1.1 Each Academic Division shall have proportional representation based on the total of faculty, the number of faculty in each department and the number of faculty required for Senate. This number will be calculated at the beginning of every academic year by the Senate Chair.
  - 3.1.1.1 One faculty member shall be from the Plymouth Campus.
  - 3.1.1.2 Faculty shall comprise 60% of the Senate membership.
- 3.1.2 Adjunct faculty shall have two Senators – one representing the Adjunct Professor and one representing all other adjuncts.

#### 3.2 Other Constituencies

- 3.2.1 The financial, enrollment, institutional and student services constituencies shall each have one Senator.
- 3.2.2 Students shall have two Senators.
- 3.2.3 Deans shall have one Senator.
- 3.2.4 Directors shall have one Senator.
- 3.2.5 Other members will be invited by the Senate when necessary to complete the work at hand.

### **Section 4.**

The term of service for all Senators is one year except for the Senate Chair.

#### ARTICLE IV SENATE STANDING COMMITTEES AND THEIR COMPOSITION

##### **Section 1.**

There shall be the following Standing Committees of the Senate:

- 1.1 Curriculum Development and Review Committee
- 1.2 Policies & Procedures Committee
- 1.3 Student Life
- 1.4 By-Laws Committee
- 1.5 Program Review Committee
- 1.6 Institutional Issues

##### **Section 2.**

Members of the Senate Committees shall be elected as follows (See Appendix A for a chart that summarizes the following):

- 2.1 Academic Departments

#### **Quincy College Policy Manual**

Original: October 1999

Revised: March 2006

Revised: May 2009

- 2.1.1 After Senators have been chosen, faculty from each Academic Division shall divide equally among the Curriculum Development and Review, Policies & Procedures, Program Review, and Institutional Issues Committees
- 2.1.2 Each Academic Department shall have one member on the Student Life Committee
- 2.1.3 The Program Review Committee will include faculty from the program being reviewed.
- 2.2 Other Constituencies
  - 2.2.1 The financial constituency will have one member on the Student Life, Curriculum Development, Institutional Issues, and the Policies & Procedures Committee.
  - 2.2.2 Enrollment Services constituency will have one member on the Institutional Issues and Policies & Procedures Committee.
  - 2.2.3 The Institutional constituency will have one member on the Student Life, Institutional Issues, and Policies & Procedures Committee.
  - 2.2.4 The Financial, Enrollment, and the Institutional constituency will send data to the committees and Senate when requested.
  - 2.2.5 Student Services constituency will have one member on the Student Life, Institutional Issues, and the Policies & Procedures Committee.
  - 2.2.6 Students will have 2 members of the Student Life Committee, one to two members on the Curriculum Committee, and one member on the Institutional Issues and Policies & Procedures Committee.
  - 2.2.7 Deans shall have one member on the Student Life, Curriculum Development, Institutional Issues, and Policies & Procedures Committees.
  - 2.2.8 Directors shall have one member on each of the five committees.

**Section 3.**

The term of service of all Committee members is one year.

**Section 4. Ad Hoc Committees**

The Senate may establish ad hoc committees as needed for a limited purpose and of a duration not beyond the end of an academic year. The charge, membership and all other matters relating to any ad hoc committee shall be determined by vote of the Senate.

ARTICLE V SELECTION OF SENATE & SENATE STANDING COMMITTEE MEMBERS

**Section 1.**

Members of the Senate and its Standing Committees are representatives of their constituency. As such they will bring the views of their respective constituencies to the meetings and share the work of the Senate and its Committees with their constituencies.

**Section 2.**

Senators and members of the Senate Standing Committees will be elected as follows:

- 2.1 Academic Division Faculty

Faculty shall self-nominate and shall be elected by consensus

2.2 Adjuncts and Professor Adjuncts

In advance of the academic year, the Chair of Senate will obtain from the HR department the list of the adjuncts and Professor Adjuncts. As soon as practicable the Chair will solicit nominations from each group. In the event that there are two candidates for a position, the Chair will facilitate an election.

2.3 Deans and Directors

Deans and Directors shall self-nominate and shall be elected by consensus.

2.4 Financial, Enrollment, Student Services, and Institutional Constituencies

The Chair will work with HR to identify all the members of each constituency. Once identified, The Chair will solicit self-nominations. If there is more than one self-nomination for the same position, the Chair will facilitate an election.

2.5 Students

The election of students to sit on Senate and its Standing Committees will be made by the Student Senate.

**Section 3.**

The membership of the Senate and its committees shall be established within the first two weeks of the fall semester.

**Section 4.**

In the case of a vacancy, replacement of the unexpired term of a member of the Senate and its Standing Committees shall be in accordance with the same procedure used to elect the member being replaced.

**Section 5.**

No one person may be considered to belong to more than one constituency as defined in this Article.

**Section 6.**

If a person's constituency changes, the rules for the new position apply.

ARTICLE VI MEETINGS

**Section 1.**

The Senate and its committees shall meet during the fall and spring semesters of each academic year, but shall not meet during the first and last two weeks of the semester.

**Section 2.**

All Senate and Senate Committee meetings are open to all members of the Quincy College community.

**Section 3.**

Agendas of all meetings will be posted no later than 7 days before the meeting.

**Section 4.**

The Chair may call a special meeting of the Senate or its committees at his/her discretion. The Chair shall call a special meeting of the Senate upon:

- 4.1 Written request of the College President.

- 4.2 Written petition of one-third (1/3) of the standing members of the Senate.

### **Section 5.**

All Senate and committee minutes shall be in one of the two proposed forms. See Appendix H.

### **Section 6.**

There shall be 2 weeks between Senate committee and Senate meetings.

## ARTICLE VII FUNCTIONAL RULES

### **Section 1.**

A quorum shall consist of a simple majority of the standing members of the Senate or the Senate committees.

### **Section 2.**

The Chairperson of the Senate, hereinafter referred to as the Chair, shall be confirmed at the final meeting of the Senate in the odd year's spring semester.

- 2.1 The Chair of Senate shall preside over Senate. The Vice Chair shall preside over Senate in the Chair's absence and shall chair the By-Laws Committee. The Recording Clerk takes the minutes of all Senate meetings.
- 2.2 The Chair must have served at least one full year as Vice Chair in the Senate prior to assuming the office of Chair.
- 2.3 The Chair shall serve for a term of two (2) years, commencing in September of each odd numbered year.
- 2.4 The Chair shall set the agenda of each Senate meeting.
- 2.5 Agendas for any special meetings shall be published prior to the meeting.
- 2.6 The Chair shall forward routine business to the Senate committees and shall report these referrals to the Senate at the next meeting.
- 2.7 The Chair shall have authority over Senate committees, shall keep a record of all matters that have been referred to each committee, and shall provide such support as necessary to facilitate the proper functioning of the committee.

### **Section 3.**

The Vice Chairperson, hereinafter referred to as the Vice Chair, shall be elected by a majority vote of the standing members of the Senate at the first fall semester Senate meeting of each academic year.

- 3.1 The Vice Chair shall serve for a term of one (1) year.
- 3.2 The Vice Chair shall perform the functions of the Chair in the absence of the Chair.
- 3.3 Upon completion of the term of office of the Chair, the current Vice Chair shall succeed the Chair.
- 3.4 The Vice Chairman shall chair the By-Laws Committee each year.

### **Section 4.**

The Recording Clerk shall be elected by a majority vote of the standing members of the Senate or of the committee at the first fall semester Senate meeting of each academic year.

## **Quincy College Policy Manual**

Original: October 1999

Revised: March 2006

Revised: May 2009

- 4.1 The Recording Clerk shall serve for a term of one (1) year.
- 4.2 The Recording Clerk shall take Minutes of every Senate or Senate committee meeting.
- 4.3 The Recording Clerk shall submit said Minutes to the Chair for distribution to the members at least 10 days prior to the next meeting.
- 4.4 In the absence of the Recording Clerk, The Chair shall ask for a faculty member to volunteer to fulfill this role.

#### **Section 5.**

In the event that the any Officer can no longer serve, the Senate or the committee will elect the replacement Officer from among its members.

#### **Section 6. Senate and Senate Committee Meetings**

- 6.1 Proposed agenda items for any meeting must be submitted in writing to the Chair no later than 10 days prior to the next meeting. An itemized agenda, including copies of all reports and proposals for each shall be distributed to all members of the no later than one (1) full week prior to the date of the next meeting.
- 6.2 Following each meeting Chair of the committee shall communicate the activities of the committee to the Senate Chair.
- 6.3 Following each Senate meeting, the Senate Chair shall promptly communicate the Senate actions to the President.
- 6.4 The Quincy College Senate Agenda shall include a report from the President and each committee. See Appendix B for a sample agenda

#### **Section 7.**

When augmented membership of Senate is required to complete a specific task, voting rights may be extended to temporary members upon two thirds majority of the standing members of Senate.

#### **Section 8.**

When a member is unable to attend a Senate or Senate committee meeting a proxy may be appointed. The member shall complete the proxy form (See Appendix I for proxy form) and give to proxy in the form of hard copy or electronic pdf file. The proxy shall sign the form signifying acceptance of this duty. Proxy procedure shall be as follow:

- 8.1 Member must deliver completed hard copy or electronic pdf form to the proxy.
- 8.2 Member must inform Chair that s/he is sending a proxy.
- 8.3 Proxy should announce whom s/he represents.
- 8.4 Proxy forms should be kept with minutes.
- 8.5 Proxy counts as toward a quorum.
- 8.6 A member can use only 1 proxy per semester per committee.
- 8.7 Proxy must be a member of the committee.

## ARTICLE VIII STANDING COMMITTEES - PURPOSES AND MEETING PROCEDURES

### **Section 1. Curriculum Development and Review Committee Purpose**

The purpose of the Curriculum Development and Review Committee shall be to assist in the development, evaluation, and review of substantial curriculum matters, including, but not limited to, course, program, and curriculum proposals, initiatives and modifications. The Committee will make recommendations on curricula to the Senate.

### **Section 2. Policies and Procedures Committee Purpose**

The purpose of the Policies and Procedures Committee is to advise the College with regard to the evaluation, review, and development of policies, procedures and standards related to the college programs policies, including, but not limited to standards of academic achievement, activities, services, and support services.

### **Section 3. Student Life Committee Purpose**

The purpose of the Student Life Committee shall be to assist with development, evaluations and implementation of proposals for student activities and support services, including but not limited to Tutorial Services, Academic Advising, and College Community Life, i.e. activities.

### **Section 4. Program Review Committee Purpose**

The purpose of the Program Review Committee is to analyze, evaluate, and make recommendations to the Senate concerning existing academic programs.

### **Section 5. Institutional Issues Committee Purpose**

The purpose of the Institutional Issues Committee is to advise the Senate on issues that affect the institution as a whole and that are not the responsibility of any other committee.

### **Section 6. By-Laws Committee**

The purpose of the By-Laws Committee is to review the By-Laws annually and make proposed changes to the Senate

- 6.1 The By-Laws Committee shall be composed of volunteers from the membership of the Senate.
- 6.2 The By-Laws committee is chaired by the Vice Chair of Senate

### **Section 7. General Principles and Practices Governing Committees**

- 7.1 Service on both standing and ad-hoc committees is regarded as a privilege as well as a professional responsibility of all faculty and staff members at Quincy College.
- 7.2 The standing committees are established by the Senate to serve the needs of the college community. Hence they are at all times responsible to the Senate and should keep the Senate, and the college community informed of their activities.
- 7.3 Each Standing Committee is required to:
  - 7.3.1 Hold a first meeting during the month of September of each academic year, at which meeting a chair person shall be elected from among the members. The Chairperson of each Senate standing committee shall be elected for a term of one (1) year.

- 7.3.2 Meet at least once each academic semester and as often as necessary to complete committee business. Committee meetings shall occur at least two weeks before Senate.
- 7.3.3 If the chair of a committee can no longer serve, the committee shall elect a replacement chair to serve out the remainder of the term.
- 7.3.4 The committee reports to the Senate shall reflect the planning process adopted by the college which is the DAPI process. The proponent of the proposal is responsible for the DAPI process. The committee may adopt forms to facilitate this process. See Appendix C – G for the forms.
- 7.4 Whenever technologically practical, virtual meetings will be an acceptable form of conducting committee business.
  - 7.4.1 In case of a virtual meeting, a week’s notice and a quorum of four is required.

**Section 8. Role of the Chair of a Standing Committee**

- 8.1 The Chair of each standing committee shall:
  - 8.1.1 Prepare an agenda, which shall include all items suggested for discussion.
  - 8.1.2 Make available to all members of the committee all correspondence addressed to the committee
  - 8.1.3 Forward the agenda to the Chair of the Senate.
  - 8.1.4 Provide for the keeping of minutes, forward the minutes to the Senate Chair at least one week prior to the next Senate meeting, and present them to the committee for examination and approval.
  - 8.1.5 Notify the Senate Chair of any business that must be placed on the Senate Agenda.
  - 8.1.6 Attend Senate meetings to inform the Senate of committee action.
  - 8.1.7 Bring all signed original proposals to Senate that have been approved by the committee.
  - 8.1.8 Obtain all required signatures.  
 Required signatures include: Chair of the Committee, Chair of Senate, and the President; New Course Applications and Course Outlines also require signatures of the originator, Dean’s signature, Vice President of Academic Affairs
  - 8.1.9 Forward to the chair of Senate who then forwards the proposal to the President’s Office.
  - 8.1.10 President’s Office shall forward copies of finalized documents to all who are involved.
    - 8.1.10.1 The distribution list shall be forwarded to Senate Chair.
- 8.2 The agenda and minutes of all committees shall be regarded as public and shall be made available to any member of the college community.
  - 8.2.1 Meeting minutes shall be in one of the two proposed formats (See Appendix H for minutes form).
  - 8.2.2 Each committee shall post agenda and their minutes to their assigned public dropbox folder.

- 8.2.3 At the end of the academic year chair of each committee provide a copy of all committee work including but not limited to agenda, minutes, and hand-outs in an electronic format to Vice President of Academic Affairs.

## ARTICLE IX AMENDMENTS

### **Section 1.**

These By-Laws may be amended annually by a two-thirds vote of the members of the Senate present and standing at a meeting designated by the Chair for this purpose.

### **Section 2.**

All proposed By-Law amendments must be referred to the By-Laws Committee for its review and recommendation.

## **Policy 2 – 08: PROGRAM REVIEW**

### I. PURPOSE OF THE PROGRAM REVIEW COMMITTEE

The institution undertakes both short- and long-term planning, including candid and realistic analyses of programs. The focus of the periodic Program Evaluation is to increase institutional effectiveness, achieve college mission, establish feasible priorities and evaluate programs in a manner which reflects their individual and unique circumstances. The program review process is intended to be a constructive, fair, and realistic undertaking.

The committee will provide recommendations for improving the quality of the program and/or sustaining the existing excellence of a program.

### II. COMMITTEE MEMBERSHIP

Membership of the Program Review Committee will be established each April in accordance with the following guidelines:

#### A. Standing Committee Members

1. Each Vice President shall appoint (1) representative.
2. Representatives will be selected in accordance with the by-laws of the Senate from the following areas:
  - Learning Assistance (2)
  - Public Service and Entrepreneurship (2)
  - Liberal Arts and Science (2)
  - Technology and Allied Health (2)
  - Plymouth (1)
  - Adjunct Faculty (1)
  - Student Representative (2)

#### B. Rotating Membership

The rotating membership of the committee consists of (1) contract faculty member and can include one adjunct faculty member teaching within the program and/or invited to act on behalf of the program being evaluated.

### III. TIMETABLE

A. In early April of each year, the College President will convene a special meeting whose purpose is:

3. To establish the next year's committee membership. To elect a Chair from among those whose programs are not up for review in the next year.
4. To set the order and time frame for the next year's program evaluations.
5. To schedule next year's meetings.

B. Immediately after that meeting the new Chair of the Program Review Committee will publish throughout the College:

1. The names of the committee members.
2. The order and time frame for reviews.
3. The next year's meeting schedule.
4. The list of evaluative criteria.

### IV. COMMITTEE PROCEDURES

A. Except for liberal Arts and the Core, which will get four months apiece, each review will be allotted two months.

B. The committee will meet for two hours at least twice each month, or more often as needed, during September, October, November, December, February, March, April, and May.

C. The committee will review four programs per year unless Liberal Arts or the Core is scheduled.

D. A program review can be inserted into the cycle at the behest of the President, but otherwise the attached cycle applies.

## V. REVIEW PROCEDURES

- A. No later than one (1) week prior to first meeting: the program's faculty representative will submit their formal self-study. The self-study should demonstrate concretely how the program in question meets all the criteria listed below.
- B. During the initial review meeting: The faculty representatives of the program will make a formal presentation of their self-study findings. All other committee members will present any pertinent information orally and in writing.
- C. During the second meeting: After two (2) weeks of reviewing self-study documents from the first meeting, the committee will debate, discuss, and question all aspects of the reviewed program. The committee may request pertinent additional information.
- D. During the third meeting: the committee will formulate its assessment based upon the findings of the self-study submitted by the program.
- E. During the final meeting: The committee will reach consensus on the final draft of the committee's report. The report should then be submitted to the Senate within ten days.
- F. If consensus cannot be reached, the results of a written ballot can be used as a way to determine whether a majority of the committee agrees on the final draft of its assessment report. If requested, the organization and completion of a minority report can be done.
- G. Four-month review schedules will be established by the committee on an individual case basis.

## VI. EVALUATION CRITERIA

### A. Program or Discipline Goals

Educational focus and centrality to the mission of the institution will be assessed. The following will be identified and summarized (please attach program catalog description, sequence and/or discipline offering):

1. Purpose
2. Background and History
3. Specific instructional goals
4. Fit with college mission/strategic plan and community need
5. Primary target population(s)
6. Others

### B. Environmental Scan

The review will include an analysis of current trends:

1. Research on occupational/discipline trends
2. National discipline trends and developments in pedagogy to the area
3. Trends in sister institutions and in the region
4. Implications of trends or developments for Quincy College
5. Others

### C. Community Need

The review will include an analysis of program outcomes in relation to local/regional community need.

1. Occupational Programs
  - a. Formal Needs Assessment
    - 1) employment demand
    - 2) employment requirements
    - 3) specialized skills
    - 4) others
  - b. Tech Scan Forecast
    - 1) changing future needs, emerging skill
    - 2) others
2. Transfer Programs/Disciplines

For non-occupational area review will include feedback from external constituents.

#### D. Quality Factors

1. Faculty
  - a. Academic and experience qualifications: Adjunct and full-time faculty and staff.
  - b. Additional staffing issues: full-time/part-time ration, day/evening weekend ratio, load and currency
- c. Others
  2. Instructional methodology
    - a. learning outcomes
    - b. existing pedagogy
    - c. assessment criteria
    - d. instructional materials
    - e. use of technology
    - f. currency and relevant content
    - g. analysis of cultural diversity, soc equity, and globalization
    - h. non-classroom experiences (co-op, field placement, field trips, etc.)
    - i. innovation
    - j. others
  3. Instructional resources and support
    - a. library collection
    - b. instructional media
    - c. computing hardware, software and labs
    - d. staff support
    - e. others
  4. Quality and currency of program discipline labs
    - a. currency
    - b. student demand and access
    - c. pedagogy of lab instruction
    - d. comparison to industry standards
    - e. OSHA
    - f. staffing
    - g. scheduling
    - h. others

## 5. Student Access

- a. program/discipline scheduling
- b. off-campus
- c. alternate delivery systems
- d. others

## 6. Partnerships

- a. high schools articulation, joint usage, recruiting, etc.
- b. non-credit linkages
- c. transfer relationships – 4-year institutions
- d. business and community linkages

## 7. Student Outcomes

- a. graduation/completion rates
- b. employment success (% employed in field)
- c. transfer success
- d. instructional goal/attainment
- e. others

## 8. Student survey results:

The review will include a summary of current and former student surveys.

- a. satisfaction with instructional quality and offerings
- b. adequacy of preparation employment/transfer
- c. adequacy of materials, equipment and/or labs
- d. adequacy of library
- e. access and scheduling
- f. program completion/non-completion issues
- g. others

## 9. Employer satisfaction: survey results if possible

- a. student preparedness: occupational/generic
- b. program currency/quality

## 10. External Accreditation/Approval Status and Implications

### E. Advisory Committees

1. Evaluation of membership and effectiveness of committee
2. Advisory committee's evaluation of program or discipline quality, labs, outcomes, currency, etc.

### F. Enrollment Patterns and Productivity

A report will be prepared by Enrollment Services with the enrollment graduation trends and comparisons. This will include:

1. Enrollment analysis – 5 years
2. Graduation rates
3. Completion of educational goal (through exit interview)
4. Comparison to sister institutions
5. Retention – course and program/disciplines
6. Demographic analysis includes age, race, and gender

7. Other factors (non-degree students take courses)

G. Program Cost and Availability of Resources

A report will be provided by the Vice President, Administrative Services and Chief Financial Officer.

1. FTE cost comparison with other Quincy College programs and similar programs in Massachusetts.
2. Staffing cost issues.
3. Discipline-specific labs:
  - a. efficiency in scheduling and full utilization of facilities
  - b. per program cost of maintaining or achieving currency
4. Other college resources (e.g. computer access)
5. Resources are shared with other college programs, including academic support
6. Liberal Arts, etc.

H. Analysis and Summary of Major Findings

1. Effectiveness of outcome
2. Community need
3. Quality
4. Productivity
5. Costs
6. Other

VII. PROGRAM REVIEW COMMITTEE RECOMMENDATIONS

- A. Maintain with specific recommendations for development (e.g. curriculum, labs, equipment, focus for mat. Pedagogy).
- B. Modify with recommendations for re-scheduling including an implementation plan.
- C. Phase out with rational and timetable.

## **SECTION III: COLLEGE ENVIRONMENT**

### **Policy 3 - 01: STUDENT RIGHTS AND RESPONSIBILITIES**

As a microcosm of a democratic society, a college has many responsibilities to its community. Not the least of these should be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the procedures whereby necessary changes are brought about through an orderly process.

The College itself is a community, and must abide by the rights and regulations of the community and the laws by which it is governed. All those who enjoy the rights of participation in that community must also accept the responsibilities of its membership. A basic responsibility of those who enjoy the rights of citizenship is to respect the rights and regulations of the community.

The faculty has the responsibility to maintain an intellectual, fair, and safe environment for learning and the administration the responsibility for overseeing and facilitating education, social and public service programs. The president may suspend students for cause. The faculty may send a student to an appropriate college official for cause.

The student is encouraged to participate in some form of student government that provides all students a voice in college affairs. All students are eligible to participate, as well as hold office.

#### A. Students have a right to:

1. Write, publish, and disseminate their views, provided such forms of expression do not interfere with or disrupt the educational process or the rights of others.
2. Assemble and voice their views peacefully on college property with prior administrative approval. The use of slander and obscenity is prohibited. The expression of such opinions will not interfere with the rights of others, will not interfere with the freedom of others to express themselves, and will not interfere with the operations of the College.
3. Enjoy privacy and confidentiality as members of the college community. No information in the student's record will be released to any source without the student's written consent, other than directory information, as required by law.
4. Review their college record with reasonable notice in the presence of a faculty member or administrator.
5. Belong to or refuse to belong to any organized group within the college.
6. Have representation and voice on all committees of the college having to do with academic standards, student affairs, and curriculum matters.
7. Obtain an education of the highest available quality.
8. Participate in all financial aid programs available at the college, providing eligibility requirements are met.
9. Receive fair and equal treatment by faculty, staff, and the administration in all college matters such as instruction, evaluation, and services.
10. Receive due process in any grievance or disciplinary procedure.

#### B. Students have the responsibility to:

1. Be knowledgeable of and comply with the policies and procedures of the College and the Student Government.
2. Be knowledgeable of and comply with the regulations and laws of duly constituted civil agencies within the community of which the College is a part.

3. Met course requirements. Students are free to take reasoned exception to views expressed.
4. Dress and behave in an appropriate manner that does not present safety hazards or cause disruptions.
5. Carry and be prepared to show official identification card at all times on college grounds.
6. Conduct themselves in a responsible fashion at off-campus events/learning activities.
7. Obey lawful instructions of college personnel.

## **Policy 3 – 02: EQUAL OPPORTUNITY AND NON-DISCRIMINATION**

### I. POLICY:

Quincy College is committed in spirit as well as in action, to not only meet, but also to exceed all federal, state and local statutes governing equal opportunity and inclusion. The College is an academic community dedicated to openness, tolerance and respect. Our doors are open to all students and employees, and it is our policy to guarantee equal employment and educational opportunities without regard to age, race, creed, color, religion, gender, marital or parental status, national origin or ancestry, veteran status, sexual orientation, or disability, which can be reasonably accommodated.

The College is committed to maintaining and promoting a policy of non-discrimination and does not discriminate in its education programs or in admissions to, access to, treatment in its educational programs, or employment in its programs and activities. Furthermore, the College will act in good faith, to affirmatively recruit and consider for promotion individuals in protected categories. Age, race, creed, color, religion, gender, marital or parental status, national origin or ancestry, veteran status, sexual orientation, or disability are not factors in employment, promotion, transfer, compensation, lay-off, disciplining and terminations.

All Quincy College employees have the right to equal opportunity in hiring, training, promotion, transfer, and reasonable accommodation to an individual's disability, in accordance with the Rehabilitation Act of 1973 and the Americans Disability Act of 1990. Employees have the right to work in an environment free of any form of discrimination. In addition to these rights under applicable laws, all College employees (including student employees) have the responsibility to:

- ensure that his/her conduct does not discriminate against other employees, students, applicants for employment, applicants for admission or any other individuals in the workplace;
- confidentially and thoroughly cooperate in any investigation of alleged discrimination by providing any/all information they possess concerning the matter being investigated;
- not retaliate against any individual who puts forth a claim of discrimination or cooperates with an investigation of an allegation of discrimination;
- actively participate in the College's efforts to prevent and eliminate discrimination in the workplace and learning environment.

This policy applies to all services, education programs, employment practices and employment programs sponsored by the College and incorporates by reference and where applicable, the requirements of Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1964 as amended; the Civil Rights Restoration Act of 1988; the Civil Rights Act of 1991; Title IX of the Higher Education Amendments of 1972, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the Family and Medical Leave Act of 1993.

### II. PROCEDURES:

The College shall review, investigate, and where necessary, initiate changes in its processes relative to facilities and programs accessible to the public including for the provision of reasonable accommodation for persons with disabilities. In keeping with these regulations, the same procedures as outlined under the Sexual Harassment Policy shall apply. The College's Affirmative Action Officer is responsible for implementing all elements of this Affirmative Action/Equal Employment Opportunity program. Quincy College is committed to a strong and effective Affirmative Action/Equal Employment Opportunity program.

All employee questions, concerns, or complaints regarding Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 or regarding the College's Affirmative Action/Title VI or Sexual Harassment/Title IX policies should be forwarded to Lorri Mayer, Executive Director of Human Resources, 24 Saville Avenue, Saville Hall, room 211, Quincy, MA 02169 or by calling 617-984-1768 or at [lmayer@quincycollege.edu](mailto:lmayer@quincycollege.edu).

Inquiries regarding services for students with disabilities or student concerns or complaints regarding Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 or Sexual Harassment/Title IX policies should be forwarded to Susan Bossa, Executive Director of Student Support Services/ADA Coordinator, 150 Newport Ave Ext., Newport Hall, room 252, Quincy, MA 02171 or by calling 617-984-1656 or at [sbossa@quincycollege.edu](mailto:sbossa@quincycollege.edu).

## **Policy 3 – 03: SEXUAL HARASSMENT POLICY AND HARASSMENT-FREE WORKPLACE**

### 1. POLICY:

It is the policy of Quincy College to provide a learning and working environment free of harassment, including sexual harassment. Quincy College expects all members of its community to treat each other with dignity and respect. Sexual harassment in the workplace is unlawful, and it is unlawful to retaliate against an employee or student for filing a complaint of sexual harassment or for cooperating in an investigation of such a complaint. Sexual harassment is a form of discrimination and a violation of Title VII of the Civil Rights Act of 1964 and Title XI of the Educational Amendments of 1972. In accordance with applicable federal and state laws and the Board of Higher Education's approved Affirmative Action Plan, the College subscribes to the guidelines outlined below concerning sexual harassment and has adopted them as College policy. Moreover, as part of the College's overall non-discrimination policy, the College prohibits all forms of harassment of others because of race, color, religion, sex, age, national origin, ancestry, sexual orientation, physical or mental disability, veteran, or other protected status. In particular, sexual harassment does not belong in our workplace and learning environment. Sexual harassment of a student, an employee, or any other person in the College is unacceptable, impermissible, and will not be tolerated.

Please note that while this policy sets forth our goals of promoting an environment that is free of sexual harassment and otherwise prohibited harassment, the policy is not designed or intended to limit our authority derived from any other source to discipline or take action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment because of race, color, religion, national origin, gender, age, sexual orientation or disability, set forth herein.

### II. DEFINITION:

Sexual harassment occurs in a variety of situations that share a common element: the inappropriate introduction of sexual activities, conduct or comments into the work or learning situation. Often sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors become a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances, or demeaning verbal behaviors have a harmful effect on a person's ability to study or work in the academic setting.

Harassment is defined as verbal, written, or physical conduct for the purpose of intimidation because of a person's race, color, religion, national origin, gender, age, sexual orientation, or disability which intimidates or creates an intimidating, hostile, humiliating, or offensive educational environment, affects educational decisions, or interferes with a student's educational experience, or an employee's working Environment.

For purposes of this policy, sexual harassment is defined as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a work or learning environment that is hostile, offensive or coercive to a reasonable woman or man, as the case may be. The following are examples of sexually-oriented conduct that, depending upon the circumstances, may constitute sexual harassment:

- unwelcome and unwanted sexual jokes, language, epithets, advances or propositions;
- written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual;
- the display of sexually suggestive objects, pictures, posters or cartoons,
- unwelcome and unwanted comments about an individual's body, sexual prowess or sexual deficiencies;
- asking questions about sexual conduct;
- unwelcome touching, leering, whistling, brushing against the body, or suggestive, insulting or obscene comments or gestures; and
- submission to such conduct or sexual favors is made, either explicitly or implicitly, a term or condition of an individual's employment or education or in exchange for favorable reviews, assignments, promotions, or continued employment, or promises of the same; or
- submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance and creating an intimidating, hostile, or demeaning employment or educational environment.

### III. PROCEDURES:

If an employee or student believes that he/she has been the subject of sexual harassment, or subjected to any form of harassment, or a hostile, offensive or coercive work or learning environment, or if you are not sure whether certain behavior is sexual harassment or whether it is actionable under this policy, he/she is strongly encouraged to immediately notify the Executive Staff Team (EST) member of his/her program and the Director of Human Resources so that the College may have the opportunity to provide a resolution, or to provide an opportunity to discuss the concern with a College Executive Staff Team member of the same sex, if desired, or to put forth an investigation and deal promptly with the complaint, in accordance with the College's current grievance procedures.

The grievance process is a formal mechanism for redress. Please refer to Section VI - find Policy 14 Grievance Procedures which shall apply for any/all formal grievances put forth in writing.

Members of the Executive Staff Team (EST) and the Director of Human Resources can be reached at the following numbers:

Robert Baker, Esq.  
Dean, Business and Public Service  
617-984-1642

Lorri Mayer  
Executive Director, Human Resources  
617-984-1768

Kenneth Bindseil, Ph.D.  
Dean, Liberal Arts  
617-984-1643

Assistant Dean, Sciences  
617-984-1748

Patricia A. Vampatella, R.N., Ed.D.  
Vice President, Academic Affairs  
617-984-1640

Tom Pham  
Executive Director, Information Technology  
617-984-1699

Martha Sue Harris  
President, Quincy College  
617-984-1776

Paula Smith  
Registrar and Executive Dean, Enrollment Services  
617-984-1654

Dean, Allied Health  
617-984-1695

Anna Williams Coté, Esq.  
Dean, Plymouth Campus  
508-747-8156

Pushap Kapoor  
Vice President,  
Administration & Enrollment Management  
617-984-1775

If the complaint is against a member of the Executive Staff Team, the employee or student should notify the Director of Human Resources at the above location and telephone number.

If the complaint is against the Director of Human Resources, the employee or student should notify the President of the College at the above location and telephone number.

Persons alleging that they have been the victim or sexual of other prohibited harassment may have the right to file a complaint with either or both the following government agencies set forth below.

Using the College's complaint process does not prohibit the filing of a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOX-180 days; MCAD – six months). This list is not to be considered an exhaustive list of available state and/or federal remedies. Quincy College is not responsible for providing legal advice regarding state and/or federal claims of sexual or discriminatory harassment.

The Massachusetts Commission Against Discrimination (MCAD) is responsible for investigating and handling complaints of sexual harassment filed in the Commonwealth. The MCAD is located at:

Massachusetts Commission Against Discrimination  
One Ashburton Place, 6th Floor  
Boston, MA 02108  
617-727-3990

Equal Employment Opportunity commission (EEOC) is charged with investigating and handling complaints of sexual harassment filed under Title VII of the 1964 Civil Rights Act and Title IX of the 1972 Educational Amendments. The EEOC is located at:

Equal Employment Opportunity Commission  
One Congress Street, 10th Floor  
Boston, MA 02114-2023  
617-565-3200

#### IV. INVESTIGATIVE PROCESS:

Sexual Harassment is expressly forbidden under federal and state regulations and is actionable under the provisions of Title VII of the Civil Rights Act of 1964 and Title XI of the Educational Amendments of 1972. In keeping with these regulations, a concerted effort will be made to protect employees, students, and others from sexual harassment as defined. The College will take reasonable measures to prevent sexual harassment and will act positively to investigate alleged harassment of any kind and to effect remedy when an allegation is determined to be valid.

All information will be handled with the highest degree of confidentiality to the extent practicable under the circumstances and with due regard for the rights and wishes of all parties. Information regarding the complainant shall only be released on a need-to-know basis. However, once a complaint is made, the College will proceed to investigate, regardless of whether the complainant desires to proceed with such investigation.

The response to and resolution of complaints will be guided by the following goals:

- Focus on educating and changing behavior rather than simply punishing the offender.
- Engage students and staff in dialogue so that they may understand the impact of behavior and attitudes.
- Maintain the confidentiality of victims and offenders by involving as few people as possible.
- Protect the complainant from retaliation.
- Insure prompt and thorough attention to all complaints.

The investigation will include confidential interviews with the persons making the complaint, with the witness and with the person or persons alleged to have committed such harassment. Retaliation against any person who has alleged harassment, testified, or participated in an investigation is unlawful and strictly forbidden. Any allegation of reprisal will be subject to the same kind of investigation and disciplinary action as described above. When the investigation is complete, the College will inform the person making the complaint and the person(s) alleged to have committed the conduct of the results of the investigation to the extent appropriate. A complaint may be determined to be:

- A. Founded: The incident occurred as charged;
- B. Unfounded: The incident is not harassment, discrimination or retaliation; or
- C. Inconclusive: There is insufficient evidence to make a ruling either way.

If, upon completion of an investigation, it is determined that inappropriate conduct has occurred in the workplace or learning environment, the College will take such action as appropriate under the circumstances. Any employee or student of Quincy College who is found, after an investigation, to have harassed and or discriminated against another individual, said employee or student will be subject to disciplinary action up to and including termination.

## **Policy 3 – 03A: POLICY ON RACIAL HARASSMENT**

### 1. POLICY:

Quincy College is dedicated not only to learning, but also to the development of ethnically sensitive and responsible programs and persons. Because the College prepares individuals for participation in an increasingly diverse world, the climate of college life must be one in which academic freedom prevails along with respect for and tolerance of cultural, ethnic, racial, and religious differences. The College seeks to achieve these goals through sound educational programs and conduct policies that encourage effective collaborations, productive individual contributions and professional responsibility. Racial harassment, clearly in conflict with the general mission of this College, is strictly prohibited.

### II. DEFINITION:

Racial harassment includes, but is not limited to, verbal, physical, or written abuse directed towards an individual or group on the basis of race or racial affiliation. While some examples of racial harassment such as physical and verbal assaults are easily identified, more frequent and generalized instances such as blatant or subtle graffiti and insensitive use of language, including epithets and humor, often go unacknowledged. Both types, however, can be equally damaging and depending on the circumstances can be considered by definition to be a form of discrimination.

As a public institution, the College policies must be consistent with existing state and federal constitutions and civil rights laws. In keeping with the College's role as an educational institution, however, the College policy regarding racial harassment is stringent in defining unacceptable behavior.

Beyond state law and college regulations, Quincy College sees as part of its educational mission the responsibility for creating an open environment which develops and nurtures respect for cultural and linguistic differences, and seeks to educate its members of the need for all types of diversity within its community.

### III. PROCEDURES:

If an employee feels that he/she has been a victim of racial harassment he/she is encouraged to contact the Executive Staff Team Member of his/her program or department and the Director of Human Resources. In keeping with the applicable federal and state regulations, the same procedures as outlined under the Sexual Harassment Policy shall apply.

## **Policy 3 – 04: DRUG-FREE WORKPLACE POLICY**

### I. POLICY:

It is the policy of Quincy College to maintain a drug-free and alcohol-free workplace and learning environment. Quincy College seeks to maintain an environment that is safe and secure and that promotes productivity for all students and employees. Since the inappropriate and/or illegal use of alcohol and other drugs on college property or at college activities may impair the health and safety of students and employees, inhibit the personal and academic growth of students, lower productivity and the quality of work performed by employees, and undermine the public's confidence in the College, a strong policy prohibiting such use has been established.

An employee of the College (including student employees) shall not unlawfully use, possess, manufacture, distribute, dispense, or sell illegal drugs or controlled substances (as defined in the Controlled Substance Act, 21 U.S.C. Section 812) or alcohol while on duty or on Quincy College's premises or while conducting company business off the premises. Such action is absolutely prohibited in accordance with the College policy, and state and federal law.

It is the policy of Quincy College to enforce all state and federal laws pertaining to controlled substances and to prosecute individuals who violate those laws on College property.

### II. PROCEDURES:

Any employee who violates this policy will be subject to disciplinary action up to and including termination, and may have legal consequences. For unit employees, this disciplinary action will be in accordance with the relevant provisions of the applicable collective bargaining agreement. Disciplinary action may include suspension from employment, mandatory participation in an alcohol/drug abuse assistance or rehabilitation program as a condition of continuing employment, or termination of employment. Violations of criminal law will also be reported to the appropriate law enforcement agency.

Any employee who is convicted of a workplace violation of any criminal drug statute must notify the Director of Human Resources of that conviction in writing no later than five days after such conviction. If the employment of an employee so convicted is partially or fully federally funded, the College will notify the federal agency providing those funds of the conviction.

Quincy College recognizes drug and alcohol dependency as an illness and a major health problem. Drug abuse is also a potential health, safety, and security problem. Employees (including student employees) needing assistance in dealing with such problems are encouraged to find the appropriate help. Employees who are enrolled in any of the health insurance plans offered through the Quincy College Group Insurance Plan should consult their plan booklets or service offices to determine which programs may be paid through their health insurance. The Human Resources Department can provide information regarding Employee Assistance Programs (EAP). This matter will be held in the strictest confidence. All members of the College community are urged to carefully and seriously reflect on their personal responsibility to remain drug and alcohol free, and to demonstrate care and concern for others who may be experiencing a substance abuse problem through timely intervention and referral.

## **Policy 3 – 05: SMOKING POLICY**

### I. POLICY:

Quincy College recognizes the medical evidence that indicates that smoking is a serious health hazard. In our effort to consider the needs and concerns of smokers and non-smokers, and to provide a healthful working environment, the College has adopted the following policy:

- If an employee or student must smoke, he or she may do so only in those areas where smoking is permitted or marked appropriately. The College prohibits smoking within 25 feet of any College building or within the confines of any College building. Smoking in public buildings is a violation of state law and a hazard to the health of others as determined by the Surgeon General.
- The sale of tobacco products on campus is prohibited.
- The College will continue to emphasize the dangers of smoking to the College community through various programs.
- Successful implementation of this policy requires a cooperative effort and all members of the College community are urged to assist in this regard.

### II. PROCEDURES:

If an employee or student is found to be acting in violation of the College Smoking Policy he/she will be subject to appropriate disciplinary action up to and including termination, depending upon the circumstances of the situation.

### **Policy 3 – 06: PERSONA NON GRATA**

In matter of clear and present possible physical harm by any Quincy College student, employee or visitor toward another individual at the College, the College President has authority to declare an individual, or individuals, persona non grata at the College. Such individuals are immediately suspended from classes and from employment and, if on campus, will be escorted off campus, and shall not return to the campus without permission and escort unless and until such status is removed by the President or as a result of a special hearing board.

Each individual declared as persona non grata shall have such status communicated to him/her by the College President in writing. Such written communication shall state the reason for such actions and indicate that within five class or business days a special hearing board will be assembled to hear and review this matter. Each student, employee or visitor shall also be informed of his/her right to counsel at such hearing, to present information or evidence and to make written and/or verbal statements.

In all such cases the individual(s) will have the right to a special College hearing within five class days of the persona non grata notification. A special hearing board shall be appointed consisting of three members including one administrator, one contract faculty member appointed by the College President, and one student appointed by the College President, with two members present being a quorum. By majority vote of a quorum the special hearing board will recommend to the President that the assigned persona non grata be removed or continued. If the persona non grata is removed and the individual is allowed to return, the individual may then be charged through the regular Administrative Disciplinary Procedure for any offenses committed. A student who has been declared persona non grata has no right to a refund as a result of their being placed on that status.

The President of the College has the option of having any case heard by the Board of Governors in lieu of the special review (hearing) board cited above.

## **SECTION IV: ADMISSION POLICIES**

### **Policy 4 – 01: OPEN ENROLLMENT**

As an open enrollment institution, Quincy College admits to its general studies program those students who have completed the secondary school sequence. Quincy College also admits selective students, from diverse educational backgrounds, including students still in high school, to provide them an access to higher education. We admit students to our selective admission programs (such as Allied Health) through a process of rolling admission; the first students to complete the basic requirements are offered admission to the college. Quincy College admits international students who meet basic requirements of English proficiency, completion of high school sequence, and, as per the US Citizenship and Immigration Services, financial eligibility. A general Education Diploma may be substituted for a traditional high school diploma in all cases.

## **Policy 4 - 02: GENERAL STUDIES ADMISSION**

The procedure to apply for General Studies Admissions is as follows:

1. Student requests application materials (query process).
2. Student submits application form with appropriate application fee.
3. The Student is contacted by the Admission Office by phone and by mail with an acceptance letter, and he/she is invited to visit the College, to take a placement test and to talk with an Admission officer to discuss options available on campus. They are also asked to bring in their high school diploma, immunization data and transcripts from other colleges.
4. The student takes the placement exam, and is given a placement sheet test scores by Academic Support.
5. The student meets one on one with an Admissions counselor to complete a course selection, and is given a plan to complete his or her degree.

## **Policy 4 - 02B: CLINICAL LABORATORY SCIENCE PROGRAM ADMISSION POLICY**

Quincy College offers a two year Associate Degree program in Clinical Laboratory Science. The program at the Quincy campus starts in September (the Fall semester).

Pre-Requisites:

- Qualifying scores on the Accuplacer Exam:
  - Reading Comprehension- 80
  - Sentence Skills- 80
  - Arithmetic- 70
- \* Interested students may take the exam up to a maximum of 3 times within an academic year.
- Chemistry with lab (within the last five years with a grade of C or better in both class and lab)
- Applied Anatomy & Physiology (ALH149) (within the last five years with a grade of C or better)
- Orientation to Healthcare (ALH107)
- Microbiology with lab (within the last five years with a grade of C or better in both class and lab)

*ALL pre-requisites must be met before the program start date*

The application period begins April 1st and ends August 1st for the Clinical Laboratory Science program. There are no exceptions. Seats are filled on a first come, first served basis. If an applicant has completed a Bachelors degree or a higher degree they will receive primary consideration for a seat in the program

At the time the applicant submits their application they must provide:

1. Official High School Transcript
2. Official College Transcript (if pre-requisites were not taken at Quincy)
3. Application fee (\$50 non-refundable)
4. Qualifying score on the Accuplacer Test

Acceptance to the program does not guarantee a clinical placement. Clinical agencies may require that a Criminal Offender Record Information (CORI) check to be completed for each student before the student is allowed in the clinical setting. A positive CORI check may result in dismissal from the program. Please note that a student that has been convicted of either a misdemeanor or felony may be denied entrance to the licensure examination. Some clinical agencies may insist on a drug screen for students coming to their facility. A positive drug screen for any non prescribed drug will be cause for dismissal from the program.

Additional Program Information

- Students must have a satisfactory health and immunization record.
- The passing grade for all courses is a "C" (73%). Students are not eligible for graduation until they have earned a "C" in all program courses.
- Students may transfer courses from accredited colleges or universities. All transfer courses must indicate a "C" or better. Please speak with an advisor about transfers.
- Science courses must have been completed within the past five (5) years at the college level.
- Quincy College reserves the right to make changes to school policies. Students will be notified when this occurs.

## Policy 4 – 03: ASSOCIATE DEGREE IN NURSING ALLIED HEALTH ADMISSIONS POLICY

1. Student calls, writes, or comes into the Admissions Office to speak with an advisor and review an application packet.
  2. Student schedules Allied Health Admission test and pays testing fee.  
Minimum scores needed for admission to the Nursing Program:  

Reading Comprehension: 95  
Sentence Skills: 96  
Arithmetic: 75
  3. After successful completion of the Allied Health Admission test and completion of the program pre-requisites the student submits an application packet.
  4. Student submits an application for the specific program by the deadline dates and pays application fee.
  5. All applications are reviewed for completeness and incomplete applications are returned to students. Completed applications include the following:
    - Official high school transcript
    - Official college transcript (if applicable and if pre-requisites were not taken at Quincy College)
    - \$50 Application Fee (non-refundable)
    - Qualifying scores on Allied Health Admission Test
  6. Applications are ranked based on the following and in the following sequence:
    - Allied Health Admission Test Reading Scores (test scores are only valid for one year).
    - If Allied Health Admission Test Reading Comprehension scores are tied then Sentence Skills Scores are ranked.
    - If Allied Health Admission Test Reading Comprehension and Sentence Skills scores are tied then Math scores are ranked.
    - If Allied Health Admission Test Reading Comprehension, Sentence Skills, and Math scores are tied then pre-requisite grades are ranked.  
Students will then be admitted to the program according to rank.
  7. Once the cohort is filled a wait list is generated.
  8. The wait list does not carry over from one year to the next. The wait list is only maintained until the start date of the program in the cohort start year (September 1st for full-time and January 20th for part-time).
  9. If a student is not admitted one year and wants to be considered for the next year, she/he must reapply for the next year.
  10. Full-time applicants are notified via Enrollment Services by the end of February and part-time applicants are notified by the end of August.
  11. Students admitted into the Associate Degree Program in Nursing are required to attend a mandatory orientation.
  12. All admitted students are required to complete a 1) health form and 2) CORI check, and 3) course registration forms. These must be completed and returned by the deadline date or students will lose their seat in the program.
- **Health Forms** - Admitted students must have a health form completed by their physician one month prior to the start of the program. Forms are distributed to students during the program's mandatory orientation. A complete health form includes the following documentation:
    - Medical history
    - Complete physical
    - A negative Mantoux within two months of the first nursing class. This documentation must

include date and results. If Mantoux is positive then a chest x-ray is required within the past seven years and a letter from student's physician indicating no active disease.

- Tetanus/Diphtheria within the last 10 years
  - Measles, Mumps and Rubella (MMR) documentation of positive titer or two live doses
  - Varicella (Chicken Pox) documentation of positive titer or two live doses
  - Hepatitis B – documentation of positive titer or three doses of vaccine.
- **CORI** - Since the Associate Degree Program in Nursing includes a clinical placement, enrolled students are required to complete a Criminal Offender Record Information (CORI) check in accordance with Massachusetts state law. Massachusetts law permits clinical agencies to require CORI checks for all employees and/or volunteers who have direct or indirect contact with patients and/or clients. Agencies reserve the right to refuse and/or reject students who do not meet applicable CORI guidelines. Please be advised that admission into this program is specifically conditional on a satisfactory CORI check. Admission into this program does not represent or warrant an agreement that a student is eligible for a clinical placement. Students who do not complete required clinical coursework are ineligible for graduation. For more information on the CORI process, please see the CORI policy in this catalog.
  - **Course Registration Forms** - Students admitted into the Associate Degree in Nursing program must have their course registration forms signed by the program Chair. Enrollment Services does not accept unsigned forms. If registration forms are not submitted by the deadline date established by the program, students will lose their seat in the program.
13. Students in this program are required to be certified in CPR for the health care provider. Required documentation must be provided to the program Chair and remain effective throughout the program.
  14. Some clinical partners require drug screening of students placed at their facility. These providers reserve the right to refuse and/or reject students whose drug test does not meet facility guidelines. A student who tests positive for the presence of illegal drugs may not be placed in another facility. A student who cannot complete the clinical practicum is ineligible for graduation.
  15. In order to maintain a reserved seat in the Associate Degree in Nursing program, specific deadline dates must be met for each of the activities or items discussed above and listed below. If a student misses a deadline, he/she will be notified of his/her removal from the list of accepted students. The next student on the wait list will be notified of his/her acceptance into the program. The wait list does not carry over from one year to the next.

Summary of documents and activities that must be submitted and completed by a specific deadline date:

- Mandatory Orientation
- Seat Deposit
- Health Form
- CORI
- Registration Form
- CPR documentation

**Note: Clinical Failure**

If a student applying to a Quincy College Allied Health program with a clinical experience has a previous clinical failure, then the following process is followed:

- The student is provisionally accepted according to the admissions criteria and a seat is held until final disposition is determined.
- If the student's clinical failure record is within three years of the start (September) of an academic year in which the student failed, then the student is advised that he/she will need a recommendation letter from the Chair and/or Coordinator of the program as part of their application packet.
- If the student's clinical failure record is more than three years ago, then the student may apply without the recommendation of the Chair.
- A decision is communicated to the Admissions Office within two weeks of receiving written notification that a student with a previous clinical failure has applied to their program.

## **Policy 4 – 03A: C.O.R.I. POLICY**

Where Criminal Offender Record Information (CORI) checks are a part of a general background check for clinical placement of students, the following practices and procedures will be followed:

1. CORI checks will only be conducted as authorized by the Criminal History Systems Board. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
2. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the Criminal History Systems Board.
3. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on CORI checks will be consistent with this policy and any applicable law or regulation.
4. If a criminal record is received from the Criminal History Systems Board, the authorized individual will closely compare the record provided by the Criminal History Systems Board with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
5. If Quincy College is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.
6. Applicants challenging the accuracy of the policy shall be provided a copy of the Criminal History System Board's Information Concerning the Process in Correcting a Criminal Record. If the CORI record provided does not exactly match the identification information provided by the applicant, Quincy College will make a determination based on comparison of the CORI record and documents provided by the applicant. Quincy College may contact the Criminal History Systems Board and request a detailed search consistent with the Criminal History Board Policy.
7. If Quincy College reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section 4 of this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but may not be limited to, the following:
  - Relevance of the crime to the position sought;
  - The nature of the work to be performed;
  - Time since conviction;
  - Age of the candidate at the time of the offense;
  - Seriousness and specific circumstances of the offense;
  - The number of offenses;
  - Whether the applicant has pending charges;
  - Any relevant evidence of rehabilitation or lack thereof; and
  - Any other relevant information, including information submitted by the candidate or requested by the hiring authority.
8. Quincy College will notify the applicant of the decision and the basis of the decision in a timely manner.

## Policy 4 – 03B: GENERAL ALLIED HEALTH ADMISSIONS POLICY

1. The student calls, writes, or comes in to the Admissions Office to request an admissions packet for the particular program of interest.
2. The student reviews application requirements, pays twenty-five dollars (\$25.00) for the Allied Health Admissions Test, and schedules an appointment for the Allied Health admissions test.

Minimum scores needed for admission:

Minimum Scores	Practical Nursing	Surgical Technology	Associate Degree in Exercise Science/ Personal Training	Certificate in Exercise Science/ Personal Training	Phelbotomy
Reading Comprehension	86	86	70	70	70
Sentence Skills	96	96	70	70	70
Arithmetic	75	70	66	--	--

3. After successful completion of the Allied Health Admissions Test and completion of prerequisite courses if applicable, the student receives an application, and assembles the remaining documents in one envelope.
4. The student submits the application package in person or by mail to the Admissions Office.
5. The application fee is recorded, and the application is reviewed within sixty (60) days of submission. The review process includes transfer evaluations.
6. Once reviewed, a student is notified in writing if he or she has been admitted, or if he or she has not submitted a complete application.
7. Once a student is admitted, he or she is asked to provide a seat deposit applicable to the first semester tuition, and a non-refundable matriculation fee.
8. The student is contacted by mail regarding orientation for the appropriate program.
9. If the particular program is full at the time a student applies, the student is placed on a waiting list in the order in which the application is received. The waiting list is limited to half the number of accepted students to each program.
10. If the waiting list is full when an application is received, the application is returned to the applicant with a letter stating that he or she is welcome to apply for the next academic year's program. The applicant is also informed that he/she has been put on a list to receive the next academic year's application as soon as they are made available.
11. If the applicant is placed on a particular program's waiting list and is not accepted, the applicant is then offered a seat in the next academic year's program.
12. During orientation, accepted students are given immunization forms to complete and return to the appropriate chairperson before the start of the semester. The due date is provided on the form. Registration forms are also distributed. All Allied Health registration forms must be signed by the Allied Health Dean before students can be enrolled by Enrollment Services. Students are informed about CPR certification which also needs to be returned to the appropriate chair of the program before the start of the first clinical.

13. Students admitted into the Practical Nursing, Surgical Technology, Exercise Science and Phlebotomy Programs are required to attend a mandatory orientation.
14. All admitted students are required to complete a 1) health form, 2) CORI check, and 3) course registration forms. These must be completed and returned by the deadline date or students will lose their seat in the program.
  - **Health Forms** - Health Information: Admitted must have a health form completed by their physician one month prior to the start of the program. Forms are distributed to students during the program's mandatory orientation. A complete Health Form includes the following documentation:
    - Medical history
    - Complete physical
    - A negative Mantoux within two months of the first nursing class. This documentation must include date and results. If Mantoux is positive then a chest x-ray is required within the past seven years and a current letter from student's physician indicating no active disease.
    - Tetanus/Diphtheria immunization within the last 10 years
    - Measles, Mumps and Rubella (MMR) documentation of positive titer or two live doses
    - Varicella (Chicken Pox) documentation of positive titer or two live doses
    - Hepatitis B – documentation of positive titer or three doses of vaccine.
  - **CORI** - Students enrolled in an Allied Health program that includes a clinical placement are required to complete a Criminal Offender Record Information (CORI) check in accordance with Massachusetts state law. Massachusetts law permits clinical agencies to require CORI checks for all employees and/or volunteers who have direct or indirect contact with patients and/or clients. Agencies reserve the right to refuse and/or reject students who do not meet applicable CORI guidelines. Please be advised that admission to Quincy College Allied Health Programs is specifically conditional on a satisfactory CORI check. Admission into an Allied Health program which requires a clinical practicum does not represent or warrant an agreement that a student is eligible for a clinical placement. Students who do not complete required clinical coursework are ineligible for graduation from Quincy College Allied Health programs. For more information on the CORI process, please see the CORI policy in this catalog.
  - **Course Registration Forms** - Students admitted into any Allied Health program must have their course registration forms signed by the appropriate program Chair. Enrollment Services does not accept unsigned forms. Registration forms must be submitted by the deadline date established by the program or students will lose their seat in the program.
15. Students in Allied Health programs are required to be certified in CPR for the health care provider. Required documentation must be provided to the program Chair and remain effective throughout the program.
16. Some clinical partners require drug screening of students placed at their facility. These providers reserve the right to refuse and/or reject students whose drug test does not meet facility guidelines. Students who test positive for the presence of illegal drugs may not be placed in another facility. Students who cannot complete their clinical practicum are ineligible for graduation.
17. In order to maintain a reserved seat in one of the above programs, specific deadline dates must be met for each of the activities or items listed below. If a student misses a deadline, he/she will be notified of his/her removal from the list of accepted students. The next student on the wait list will be notified of his/her acceptance into the program. The wait list does not carry over from one year to the next.

Documents and activities that must be submitted and completed by a specific deadline date include:

- Mandatory Orientation
- Seat Deposit
- Health Form
- CORI
- Registration Form
- CPR documentation

**Note: Clinical Failure**

If a student applying to a Quincy College Allied Health program with a clinical experience has a previous clinical failure, then the following process is followed:

- The student is provisionally accepted according to the admissions criteria and a seat is held until final disposition is determined.
- If the student's clinical failure record is within three years of the start (September) of an academic year in which the student failed, then the student is advised that he/she will need a recommendation letter from the Chair and/or Coordinator of the program as part of their application packet.
- If the student's clinical failure record is more than three years ago, then the student may apply without the recommendation of the Chair.
- A decision is communicated to the Admissions Office within two weeks of receiving written notification that a student with a previous clinical failure has applied to the program.

## **Policy 4 – 04: INTERNATIONAL STUDENT ADMISSION**

The procedure for admitting international students is as follows:

1. The student requests an international student application packet by email, phone, mail, walk-in or downloads from our website.
2. Student sends completed application to the International Student Services Office. If the student is outside the US he or she must provide TOEFL/ELTS test scores for proof of English proficiency. If student is within the US he/she may take the LOEP test at Quincy College in lieu of the TOEFL.
3. Application is reviewed and checklist consulted to confirm all necessary documents are included.
4. If an application is incomplete, a letter is mailed to the student listing what paperwork is missing.
5. Once the application is complete one of three steps are taken:
  - a. If the student is overseas the International Office mails a packet with an acceptance letter, I-20 initial form, SEVIS 901 fee information, health insurance information and visa interview document to all overseas applicants.
  - b. If the student is transferring in from another college in the US, additional materials are provided with his/her application, a completed Transfer form from the previous school is requested and immigration record is transferred to Quincy College.
  - c. If the applicant requires a change of status to F-1, an I-20 Change of Status is issued and the I-539 process is completed with the assistance of the International Student Services Office. The student is advised if their Change of Status is denied he/she is unable to continue to attend Quincy College. All B-2 and F-2 Change of Status applicants are not allowed to register until Change of Status is adjudicated.
6. Once all visa issues have been settled, the next step is student advising and registration. All international students are required to take the LOEPS exam for placement and advisement purposes prior to registration. Only students who show proof of proficiency by submitting a transcript showing completion of English Composition 101 and College Algebra with a C or better are exempt from taking the exam.
7. Advising of all international students is done in the International Student Office. Students are advised on course selection, credential evaluations for transfer credit and degree programs. An advising sheet is completed for all international students regarding degree programs and requirements. All international students require a signature from the International advisors on their registration forms prior to enrolling. If a student has not met the level of English proficiency on the LOEPS exam, recommendation is made for the student to attend language school and acceptance to Quincy College will remain conditional until proficiency level is met.
8. New international students must attend the International Student Orientation held one week prior to class start date. During this orientation new international students receive information regarding immigration regulations, school policies and procedures and other necessary information.

## **Policy 4 – 05: ADVANCED STANDING**

Quincy College welcomes transfer students and those with advanced knowledge of subject areas. A maximum of 30 credits from all sources may be awarded toward a degree.

### *Transfer Credits –*

Credits earned at other accredited, degree-granting institutions may be applied toward your degree or certificate program at Quincy College. Have your former college send an official transcript of your grades to the QC Admissions Office. To qualify for transfer credit, courses must correspond to offerings at Quincy College and a minimum grade of “C” must have been earned. Students are required to provide a catalog or an official course description from the institution where the credits were earned. Courses will be accepted without regard to age, except in those subjects where in the judgment of Quincy College, the subject matter of the course has materially changed. Laboratory science courses transferred to the programs in the school of Allied Health must have been completed within the time period requirements of the specific program.

### *CLEP and ACT/PEP Examinations –*

Quincy College recognizes that many people have acquired skills from work experience or private study. Students who demonstrate this knowledge by satisfactory performance on the College Level Examination Program Subject Examination (not a CLEP General Examination or American College Testing Exam) will be awarded credits for that subject, based on the American Council in Education scoring recommendations.

Although Quincy College is not a testing site, the Admissions Office can provide information regarding specific subject exams accepted by the College and the procedures for having exam results evaluated. Students awarded credit will be required to pay a per credit fee.

## **Policy 4 – 05A: TRANSFER CREDIT POLICY**

### *What is Credit Transfer?*

Credit transfer is the process of receiving academic credits towards a degree or diploma program at Quincy College based on work completed at another recognized institution of Higher Education. Students are eligible to transfer credits in accordance with the regulations contained in this guide.

### *How to Transfer Credits to Quincy College*

Students who have earned credits at other colleges or universities are required to submit an official academic transcript to the Admissions Office as part of the application process. The transcript is sent to Enrollment Services, where it is evaluated. The transfer credits do not appear on the student's record until the student has registered for and completed 12 credits. The transcript review is done based on the declared major of the student. A copy of the transcript report is mailed to the student at the address on file.

Enrolled students who have not transferred credits to Quincy College can do so by contacting their former colleges/universities to request official transcripts to be sent to the following address:

Quincy College  
Enrollment Services  
ATTN: Transcript Evaluation  
150 Newport Avenue Ext.  
Quincy, MA 02171

### *Principles of Transfer*

#### 1. Institutions

Courses are accepted from institutions of higher education that are accredited by any regional accrediting associations in the United States, (e.g. New England Association of Schools and Colleges).

Classes from institutions not accredited by a regional accrediting association but by other national, professional and specialized accrediting agencies and associations are considered on an individual basis depending on the institution's general reputation, known academic strength, academic format and on the individual performance of the transferring student.

Academic course work from foreign institutions is also considered. Many foreign institutions use a different system for assessing learning than is practiced in the United States. In such cases, transcripts may be first evaluated by an Educational Credential Evaluator, which will send the transcript to Quincy College. Any fees involved in such evaluation are paid by the student.

#### 2. Grades and Courses

A course must be graded a "C" or better to transfer. Academic support courses, remedial courses, vocational courses, learning support courses, courses with essentially non-academic content and courses that are basically secondary school or pre-college level taken in high school are not transferable. Quincy College does not grant credit for professional certificate programs.

#### 3. Subject Matter Equivalency

Courses considered for transfer must possess content that approximates the content of courses offered at Quincy College. A student may be asked to supply the course from the other institution. A maximum of thirty credits may be transferred for an associate program and a maximum of fifteen for a certificate.

#### 4. Quarter-Semester Credit Conversion

All credits accepted by Quincy College are transposed to semester credit hours. One-quarter credit is two-thirds of a semester credit.

#### 5. Time Limit

For Allied Health programs, science courses must have been taken within the last five years and Computer Science courses within the last seven years. For all other programs, science courses must have been taken within the last 10 years and computer courses within the last seven years.

#### 6. Alternative Means of Earning Credits

Credits for College-level Examination Program (CLEP) and the Defense Activity for Non-Traditional Educational Support (DANTES) are granted, if the student scores at or above the American Council on Education's (ACE) recommended score for the exam question. Quincy College does not accept CLEP general exams.

Quincy College accepts credits from military training based upon proper documentation of the student's military education, namely Form DD 214 and/or DD 235. Credit is awarded based upon the American Council on Education's recommendations and the needs of the student's program.

#### 7. Residency Requirement

The following must be completed at Quincy College:  
A minimum of 30 credits hours for an associate or 15 for Certificate.

#### 8. GPA Calculations

Transfer credits are not included in GPA calculations.

#### 9. Appeal Process

Students have the right to appeal decisions made by the Enrollment Services Office with regard to their transfer credit. An appeal should be made in writing at the Enrollment Office. The appeal will be forwarded to the Vice President of Academic Affairs for a decision.

#### 10. Questions

Any questions on transfer procedures, policy, or individual transfer situations should be directed to Enrollment Services.

## Policy 4 – 05A (i): ADVANCED PLACEMENT

Quincy College recognizes the examinations of the College Board Advanced Placement Program. The AP examinations are prepared by the College Board and the papers are graded by readers of Educational Testing Service, Princeton, NJ 08540. Quincy College will award credits to students if the test score in AP examination is at least three (3).

Advanced Placement Test	Test Score	Credits	Class Fulfillment
Art	3	3	ART100
Biology	3	3	BIO111/112 or 121/122
Chemistry	3	4	CHE121/131 or 122/132
Economics			
Micro	3	3	ECO201
Macro	3	3	ECO202
Eng. Lan./Com.	3	3	ENG101
Eng. Lit/Comp	3	3	ENG201
Spanish	3	3	SPN101
French	3	3	FRN101
Am. Gov.	3	3	GOV201
Am. History	3	3	HIS101/102
Calculus AB	3	3	MAT201
Statistics	3	3	MAT207
Physics B	3	4	PHY111/112 or 121/122
Psychology	3	3	PSY101

A fee equivalent to Experiential Learning credit fee will be charged for transferring these credits to Quincy College. There will be no fee if a student only wants to use these as pre-requisites towards placement at a higher level.

## **Policy 4 – 05B: EXPERIENTIAL LEARNING CREDITS**

Experiential learning credits, also known as “Life Experience Credits”, are credits that are awarded for already acquired college-level learning in a variety of non-traditional settings. Credits are not awarded simply for experience but for the learning obtained from the experience. This learning is judged to be equivalent to what would be gained through Quincy College coursework. All credit earned must be approved by the Experiential Learning Review Committee.”

### *Eligibility Requirement:*

Students must:

- Be enrolled in a certificate or a degree program.
- Have completed 12 credits in Quincy College.
- Be in good academic standing.
- Be at least 24 years of age.
- Must have a resume that demonstrates the type of experience appropriate for academic college-level credit assessment.

### *How to apply:*

If a student is eligible for experiential credits, the following procedure should be followed:

- Complete an application for “Experiential Learning Credits” available in Enrollment Services.
- Attach all the documents for assessment in the form of a portfolio with application and return this portfolio to Enrollment Services in C 101 with a non-refundable fee of \$50.00.
- The Portfolio Review Committee, comprised of a Dean and an appropriate faculty member, will review the portfolio and inform the student, in writing, if the request has been approved or not. The review committee may ask the student for an interview, more documents or both. The Review Committee will also send a written determination to the Dean, Enrollment Services.
- If the request for credits is approved, fee per credit must be paid in Enrollment Services. (Students in Allied Health, who pay a flat fee, do not pay this per credit fee, if the credits are requested when they are in the program).
- The Dean, Enrollment Services will enter these credits on the student’s permanent record.

### *Fees:*

To cover administrative costs, students are charged a non-refundable portfolio assessment fee of \$50 at the time of making a request for these credits. There is also a per credit Experiential Credit fee that must be paid before the credits are transferred to a student’s grade history. (Please check fee schedule for per this fee).

### *Maximum Credits:*

The total number of credits any student can transfer from all sources is thirty (30) in a degree program and fifteen (15) in a certificate program of which the maximum number of credits allowed under Experiential Learning is twelve (12) in a degree program and six (6) in a certificate program.

### *Exception:*

Students who have Fire Science and Criminal Justice as their major do not qualify for any Experiential Learning credits.

## **Policy 4 - 06: EARLY ADMISSION**

Quincy College admits students who have not yet graduated from high school. The early admissions program serves two distinct populations of students:

1. Students with above average ability and maturity may be accepted by Quincy College at the end of their sophomore year in high school. With the high school's approval, Quincy College credits can be transferred to the high school to complete high school diploma requirements and a year's college credit is earned at the same time.
2. Seniors who do not have enough credits to graduate from high school may enroll as special students in college courses and, with their high schools' permission, transfer the credits back to their high school to complete graduation requirements. The credits earned will also count toward a college degree should the student decide to continue his or her education and be accepted into Quincy College.

In both cases, a written recommendation from the applicant's high school guidance office is required and should be submitted with the application for admission.

#### **Policy 4 - 07: READMISSION TO QUINCY COLLEGE**

Students who leave Quincy College in good academic standing and with no outstanding financial obligations to the College will be automatically readmitted for future semesters upon their application to the Admissions Office except in Allied Health Programs. Former Allied Health students must send, in writing, their request to re-enter the School of Allied Health to the chairperson of the program in which they wish to enroll. Readmissions to an Allied Health Program will be decided by the Dean.

Readmitted students who have been out of school for more than two consecutive semesters must fulfill current program requirements for graduation. Those taking up to two semesters off may re-enroll under current program requirements or their original program requirements provided their original required courses are still offered by Quincy College.

Students must indicate in writing at the time of their re-enrollment if they wish to follow original program requirements; otherwise current requirements will apply.

## **Policy 4 – 08: ACADEMIC PLACEMENTS**

All new degree/certificate seeking students are tested by placement tests (ACCUPLACER or LOEPS) before the end of add/drop period in their first semester. Those whose skills are deemed insufficient to successfully handle college level work will be recommended to take academic support courses in the subject area of deficiency. These courses carry college credits per course but do not fulfill requirements for graduation. Quincy College will close down access to an academic account for any new degree/certificate seeking student who has not done the required testing and advising session prior to the end of the drop/add period in their first semester. Please check with an Admission Officer for specific scores required for a program and placement.

## **SECTION V: ACADEMIC POLICIES**

### **Policy 5 - 00: Matriculation Policy**

As of September 1, 2010 a matriculated student is one who has met prescribed admission requirements and has been officially admitted to an academic program listed in the catalog and has registered for a course in the curriculum.

Matriculated students (admitted to catalog program) maintain their status for ten academic years from the first semester of course registration at the College unless otherwise specified by specific requirements of certain programs. A minimum of three credit hours of appropriate Quincy College course work must be successfully completed each academic year or an application for readmission must be filed with the Admissions Office.

## **Policy 5 - 01: DEGREE REQUIREMENTS**

Quincy College awards degrees to students who are either high school graduates or G.E.D. recipients and have met degree requirements as approved by the Quincy College Board of Governors and recommended by the President. It is the responsibility of each student to meet the degree standards of the program in which he/she is enrolled. The degree of Associate in Arts or Associate in Science will be awarded to students who meet the following requirements:

1. The satisfactory completion of a minimum of 60 semester hours, of which 30 semester hours shall have been earned at Quincy College (Last semester must be completed at Quincy College).
2. A cumulative grade point average of 2.0 or better.
3. Satisfactory completion of the specific course requirements within the curriculum chosen by the student.
4. A satisfactory record of college citizenship. A satisfactory record includes conduct which respects the rights of all individuals, which avoids actions disruptive to the on-going educational program, and which does not violate college, local, state, and federal policies.
5. Payment of all fees and tuition owed to Quincy College.
6. Completion of an exit interview, if on Financial Aid.
7. Participation in required College-wide or program-specific assessment activities.

## **Policy 5 - 02: CERTIFICATE REQUIREMENTS**

Quincy College awards certificates to students who are either high school graduates or G.E.D. recipients and have met certificate requirements as approved by the Quincy College Board of Governors and recommended by the President. It is the responsibility of each student to meet the certificate standards of the program in which he/she is enrolled. The certificate will be awarded to students who meet the following requirements:

1. The satisfactory completion of the required number of semester hours, at least one half of which must be earned at Quincy College (Last semester must be completed at Quincy College).
2. A cumulative grade point average of 2.0 or better.
3. Satisfactory completion of the specific course requirements with the curriculum chosen by the student.
4. A satisfactory record of college citizenship. A satisfactory record includes conduct which respects the rights of all individuals, which avoids actions disruptive to the on-going educational program, and which does not violate college, local, state, and federal policies.
5. Payment of all fees and tuition owed to Quincy College.
6. Completion of an exit interview, if on Financial Aid.

### **Policy 5 - 03: VARIANCE TO PROGRAM REQUIREMENTS**

Academic programs are planned to ensure that students receive a broad-based exposure to the kind of learning that deepens understanding, sharpens analytical thinking, and enhances one's ability to communicate with others as well as to provide the student with a firm groundwork in his/her chosen field of study. Consequently, variances in program requirements are granted only in special circumstances.

Students desiring a variance in program requirements must secure a variance form from the Registrar's Office and have it completed and signed by their Dean, prior to enrolling in the course for which the variance is requested. Variances in the core curriculum must be approved by the Vice President of Academic Affairs.

## **Policy 5 - 04: ACADEMIC STANDING**

A student shall be classified as a sophomore if he/she has met freshman requirements and has earned at least 30 semester hours of credit.

## **Policy 5 - 05: ATTENDANCE AND PERFORMANCE**

It is the responsibility of all students to attend classes in order to achieve a successful level of performance. Attendance, grading and performance requirements for each class will be announced at the beginning of each semester. Attendance records will be kept in order to provide verification as needed. The College reserves the right to withdraw students, upon recommendation of the faculty, when there is no potential for successful college work.

## **Policy 5 - 05A: AUDITING A CLASS**

A student may audit a class to learn more about a subject or to brush up and update his/her knowledge about a course.

In order to audit a class, he/she needs to register just like a regular registration but specify that the registration is for auditing a class. The tuition is the same as for a credit course.

A student may change a course from audit to credit during add/drop period. A change from audit to credit is NOT allowed after add/drop period. A change from credit to audit is allowed until the last days of withdrawal by completing an add/drop form and returning the form, along with fee payment, to Enrollment Services.

If a student is auditing a class, he/she may elect not to do homework, not to take exam and not to participate in class projects.

**Policy 5 – 06: GRADING POLICIES**

This page was intentionally left blank.

Original policy revised October 1999.

## **Policy 5 – 07: GRADING SYSTEM**

Final grades are issued to students in letter grades at the end of each semester as follows:

<b>Letter Grade</b>	<b>Percentage</b>	<b>Grade Point Average (GPA)</b>
A	93 and above	4.0
A-	90 – 92	3.7
B+	87 – 89	3.3
B	83 – 86	3.0
B-	80 – 82	2.7
C+	77 – 79	2.3
C	73 – 76	2.0
C-	70 – 72	1.7
D	60 – 69	1.0
F	Below 60	0.0
I	Incomplete	0.0
W	Withdrawal	0.0
AUD	Audit	0.0

## **Policy 5 - 07A: INCOMPLETE GRADES**

A student requesting an incomplete grade must complete the Incomplete Grade Request Form and submit it to his/her instructor. Only if both the student and the instructor have signed this written agreement can an Incomplete Grade be assigned by the teacher. Written approval must be given from the appropriate Dean for an incomplete grade to be assigned by the instructor. An incomplete grade not made up by the end of the following semester will automatically become an "F".

## **Policy 5 - 07B: WITHDRAWAL**

A student desiring to withdraw from a course or from the College must complete an official withdrawal form. Failure to attend class or merely giving notice to an instructor is not considered an official withdrawal. If the student withdraws, a W classification is recorded on his/her transcript.

The effective date of the withdrawal to determine a tuition refund will be the date that the official form is received with the appropriate fee paid.

Students who withdraw from any or all classes must do so in writing through the Enrollment Services Office. The office may require the student to get an approval from his/her advisor.

**NO WITHDRAWALS ARE OFFICIAL UNTIL RECORDED BY THE ENROLLMENT SERVICES OFFICE.**

No withdrawals are permitted within the last three weeks of a semester. The Vice President of Academic Affairs may make exceptions to this policy.

(International students must first get permission from the International Student Office before withdrawing from a course.)

## **Policy 5 - 07C: REPEATING COURSES**

If the student repeats a course, only the higher grade is figured into the cumulative grade point average but both grades will appear on the transcript. Credit is awarded for one course only.

## **Policy 5 - 07D: MAKE-UP EXAMINATIONS**

Make-up of final examinations must be arranged with the instructor involved. No charges will be made to students who present a doctor's certificate of illness or in the case of two exams scheduled for the same time. A make-up fee may be assessed in cases not applying to the above.

## **Policy 5 – 07E: HOLDS POLICY**

Holds may be placed on a student's record for a variety of reasons – financial, academic, or administrative. An asterisk appearing before a student's name on a class list indicates that some type of hold has been applied to that student's registration. No grades, further registrations, transcripts or other services will be provided until the hold has been resolved and removed. Any student whose name appears with an asterisk should inquire at the Enrollment Services Office so that the hold can be resolved and normal services restored to the student's account.

## **Policy 5 – 07F: ACADEMIC PROBATION POLICY**

### *Academic Probation*

Any student having completed twelve (12) credits, but not having attained a 2.0 cumulative grade-point average, shall be placed on Academic Probation.

### *Removal from Academic Probation*

A student Academic Probation shall be returned to good Academic Standing upon attaining a cumulative GPA of 2.0 or higher.

### *Academic Probation Procedure*

A student having been placed on Academic Probation must meet with his/her assigned adviser to prepare a comprehensive plan of continued studies. This plan may include:

**Course Load:** Based upon discussion with and advise of the Assigned adviser, the student may be limited regarding the number of credit hours he/she may attempt.

**Special Courses:** Based upon judgment of the assigned advisor, a student may be required to include Academic Support courses as part of overall credit load.

A student on probation will have 24 credits\* to achieve a cumulative GPA of 2.0 or greater. Should a student not reach that mark, the student shall be dismissed from Quincy College.

### *Dismissal*

A student who is on academic probation and who is not able to attain a GPA of 2.0 after 24 credit hours of academic credits shall be dismissed from the college.

### *Dismissal Appeal*

Any student who is dismissed from the college may appeal to have his/her dismissal overturned by applying for readmission in writing to the Vice-President, Academic Affairs by July 15th for the fall semester and January 2nd for the Spring Semester. A review committee comprising of both Deans and Registrar will convey their recommendation to the Vice President. The registrar will communicate the decision of the committee to the student.

\* International students and students on financial aid may lose their status/eligibility after being on academic probation for a semester. Please consult with your advisor.

**Policy 5 – 08: DEAN’S LIST**

Students whose semester GPA is 3.75 or above and who complete six or more credits within that semester are included on the Dean’s List.

## **Policy 5 - 09: HONORS CONVIVIUM**

The Honors Convivium is held each spring in recognition of those students who have achieved a superior cumulative grade point average prior to their last semester at the college. Students are eligible for this event under the following conditions:

- Cumulative GPA of 3.50
- Successful completion of 45 credit hours with a minimum of 30 credit hours in Quincy College.\*
- Have applied for graduation and
- Have met all obligations, financial and others to Quincy College.
- Standards for credit hour completion may differ in cases of Practical Nursing, Advanced Placement Nursing, and one year certificate programs.

Quincy College also awards scholarships to students at the Convivium. A student is eligible to apply for a scholarship if he/she has:

- Completed at least 12 credits at Quincy College.
- Have a cumulative GPA of 3.50 and
- Have met all financial and other obligations to the college.

These scholarships, valid for one year, can only be used towards payment of tuition in the coming semesters. More information about how to apply for these scholarships, is available on the web and in the financial aid office.

## **Policy 5 - 10: GRADUATE WITH HONORS**

[Academic honors are awarded at commencement and are based on the student's cumulative grade point average (GPA).]

Graduates having a 3.25 to 3.49 cumulative grade point average will graduate cum laude. Graduates having a 3.50 to 3.74 grade point average will graduate magna cum laude. Graduates having a 3.75 to 4.0 cumulative grade point average will graduate summa cum laude.

## **Policy 5 – 11: ADD/DROP PROCESS**

A student wishing to drop or add a course may do so by the deadline established in the Academic Calendar by completing an Add/Drop form and submitting it to Enrollment Services, preferably in person. A fee is charged for each schedule alteration, unless it can be shown that the change is necessary due to College error. If a student wishes to change his/her full program, an appointment must be made with his/her academic advisor to discuss the change. A change of major form must be completed through Enrollment Services.

## **Policy 5 - 12: COURSE SELECTION**

Upon successful completion of a course, a student may not enroll in a lower level course in the same subject for academic credit. Any exceptions to this policy must be in the form of a written approval from the Vice President of Academic Affairs.

## **Policy 5 - 13: INDEPENDENT STUDY**

Quincy College recognizes that scholars have unique interests and provides for those who would like to pursue special research projects under the guidance of a faculty member. Independent study is not intended to be a substitute for a regular course, but rather an opportunity for a student to work in a special area related to his/her field of endeavor in depth and with specific objectives.

To qualify for Independent Study, a student with 30 earned credits from Quincy College must have a 3.0 average in his/her area of specialty and at least a cumulative 2.7 average overall. No student may pursue more than three credits per semester to a total of six independent study credits while earning an Associate Degree. Proposals for independent study must be presented no less than five (5) days prior to the start of the semester in which the study is to take place. Acceptance or rejection of the proposal will be made within five (5) class days of the presentation. The acceptance of an independent study is optional on the part of the instructor. Approval is obtained through the faculty sponsor to the chairperson and finally from the Vice President of Academic Affairs. The fee for independent study credits will be the same as for a regular course and the grade issued will be in accordance with the College's grading system.

Under unusual circumstances, students may be permitted to take a college credit-bearing course in which an independent study format is used. Ordinarily, independent study may not be taken if the course is a laboratory science or skill course ( biology, typing, etc.), is offered during the semester in which the request is made, lacks a detailed outline and/or individualized instruction material, or is required for graduation at the end of the semester in which the request is made.

## **Policy 5 - 14: FINAL GRADE APPEAL PROCESS**

A registered student who believes that he/she has received a final grade, in accordance with published Quincy College grading criteria, which is not justified, may apply to an Academic Review Committee for evaluation of his/her final grade. The purpose of the final grade appeal process is to eliminate the inappropriate use of the student grievance procedure for grade disputes. A disputed grade does not constitute violation of a student's rights and is therefore not subject to the student grievance procedure.

### *Basic Assumption*

Each faculty member clearly states his/her grading policy on the course syllabus. Grading is at the discretion of the individual faculty member in accordance with the faculty member's grading policy and applicable College policies.

An Academic Review Committee may review the grading policy of a faculty member to determine: a). if the grading process is academically sound, b). if the process used by the faculty member to arrive at the student's final grade is fair and academically sound; and c). the justification for the student's final grade. If the Committee determines, by a majority vote, and after making written findings, that the grade as originally determined by the faculty member is not justified, then it may change the final grade to the grade that the majority of the Committee determines to be appropriate. Further, the Committee may, also upon majority vote and after having made written findings, recommend to the faculty member a re-evaluation of his/her grading policy.

### *Academic Review Committee*

The Vice President, Academic Affairs selects a committee of five (5) members and three (3) alternates from the following groups: teaching faculty, Deans, and the Plymouth campus. One member will be a member of the Quincy Education Association. Appointments to the Committee shall be made no later than the start date of an academic year and shall last for one (1) academic year. No member of the committee shall serve for more than two (2) consecutive academic years. If the grade appeal process involves a committee member, that member must absent him/herself from the committee and its deliberations for that grade appeal only, and must be replaced by an alternate member. The Vice President may ask an alternate to serve on the committee in the absence of a committee-chair. The term of each shall be for one academic year, with the Chair being ineligible for service as Chair in the next succeeding year. The Vice Chair shall chair committee meetings in the absence of the Chair. The Committee will determine the schedule of meetings at the first meeting in September. The schedule will be posted and distributed to all academic divisions. Following each committee meeting, the decision(s) rendered will be forwarded to the Vice President, Academic Affairs no later than three (3) business days following the Committee's meeting. The Vice President will notify the student, the affected faculty member, and the College President of the committee's decision.

### *Procedure*

It is recommended that the student attempt to resolve the final grade dispute with the faculty member with whom the dispute exists, before requesting a hearing by the Academic Review Committee. The request for a hearing must take place within 30 days of issuance of final grades by the Enrollment Services Office.

1. If the student is unable to resolve the final grade with the faculty member, the student may appeal to the Academic Review Committee. In order for the final grade appeal to be heard by the Academic Review Committee, the student must submit the following:
  - a letter addressed to the Chair of the Academic Review Committee which states the reason why the student feels that the final grade is not justified;
  - a copy of the course syllabus outlining the grading and attendance policies;
  - a record of all test grades received in the course;
  - copies of all available graded assignments, laboratory assignments, or other work assigned by the faculty member during the course; and
  - copies of any papers submitted during the course that affected the final grade (term papers, research papers, care plans, etc.).
  
2. The Chair of the Academic Review Committee will request that the faculty member submit the following documents:
  - a copy of the course syllabus outlining the grading and attendance policies;
  - class, clinical, and/or laboratory attendance record;

- list of all grades earned by the student while enrolled in the course; and
  - copies of any available grade assignments, papers, tests, quizzes or other materials that the student completed while enrolled in the course.
3. The inability of the student to provide documents as called for in Paragraph 2, above, and/or of the faculty member to provide documents as called for in Paragraph 3, above, shall not serve as a bar to the Committee hearing the student's appeal and rendering a decision on the student's appeal.
  4. Following the receipt of ALL available documents identified in steps 1 and 2 above, the Chair of the Academic Review Committee will place the student's grade dispute on the agenda of the next regularly scheduled Academic Review Committee meeting. In the event that waiting for the next regularly scheduled Committee meeting may jeopardize the student's continued education at Quincy College, opportunities for transfer to a four- year institution, or employment opportunities, the Chair will schedule a meeting sufficiently prior to the next scheduled meeting to adequately accommodate those student issues. The faculty member and the student may offer testimony, may bring witnesses, and both will have the opportunity to question witnesses.
  5. The Academic Review Committee will forward a written decision, including the basis for the decision, the names and titles of those present, a list of documents presented, and a numerical record of the Committee's vote to the Vice President of Academic Affairs within three (3) business days following the Committee's decision. Those Committee members who disagree with the decision of the majority of the Committee, and who vote in the minority, may submit to the Vice President a written report indicating the basis for their disagreement.
  6. The Vice President of Academic Affairs will, in writing, inform the student, the faculty member, and the College President of the Committee's decision within three (3) business days following the receipt of the decision from the Chair of the Academic Review Committee.

## **Policy 5 – 15: ACADEMIC INTEGRITY POLICY**

### *Academic Integrity Statement*

In keeping with our mission, Quincy College will foster a high standard of academic honesty for student, faculty, and staff and will seek to preserve the rights of our entire College community. As part of our academic integrity policy, all members will adhere to the basic values of mutual respect and responsibility as well as individual and institutional integrity. Students will be informed about those actions that constitute a breach of integrity and about those sanctions that may result from academic dishonesty. In the interests of promoting the best environment for learning, we, the community of Quincy College, pledge to advance the principles of honor and integrity in all of our actions.

### *Academic Integrity Student Guidelines*

Students assume full responsibility for the content and integrity of the coursework they submit. Therefore, to assist students in observing academic integrity the following guidelines have been developed:

1. Students must do their own work and submit only their own work, unless otherwise permitted by their instructor. If appropriate citation guidelines are not stated on the syllabus, students are encouraged to contact their instructor for guidance.
2. Students may collaborate or cooperate with other students on assignments or examinations only as directed by the instructor.
3. Students must follow all written and/or oral instructions given by instructors or designated College representatives for taking exams, placement assessments, tests, quizzes, and other evaluative instruments.

### *Types of Academic Dishonesty Involving Students*

Academic dishonesty goes against the core values of the Quincy College Mission Statement. These values are HONESTY, TRUST, FAIRNESS, RESPECT, and RESPONSIBILITY. In cases where academic integrity is at issue, the following definitions will apply:

1. Plagiarism is the representation of the words and/or ideas of another as one's own in any academic assignment. Examples include, but are not limited to: stealing or downloading the entire text of a paper, cutting and pasting various sources together to simulate a new essay, copying small portions of a paper, or misattributing source material.
2. Cheating is using or attempting to use unauthorized materials, information, or study aids in any graded assignment. Examples include but are not limited to: copying from another student, accessing unauthorized books or documents, receiving messages without authority during an exam, and improper use of calculators, computers, or any other electronic devices during exams or other assignments.
3. Fabrication is the falsification of any information or citation in any academic assignment. Examples include but are not limited to: inventing sources, data, or citations for a paper or assignment.
4. Facilitation is knowingly aiding or abetting acts of academic dishonesty. Examples include but are not limited to: assisting others to cheat or plagiarize or participating in a conspiracy to cheat.
5. Misrepresentation is engaging in acts of deception or forgery in an academic context. Examples include but are not limited to: misrepresenting one's own work as something that it is not, lying to an instructor or fabricating excuses to improve a grade or to make up for missed work, and excessively misusing computer software to create works that do not truly reflect a student's skill level.

### *Academic Integrity Disciplinary Procedures Involving Students*

Violations of the standards of Academic Integrity described in the Quincy College Academic Integrity Statement may result in disciplinary action up to and including dismissal from Quincy College.

Any faculty or staff member who notices infractions of the standards of academic integrity and honesty must file an Academic Incident Report and initiate disciplinary procedures in response to those violations. Students who notice infractions of the standards of academic integrity are encouraged to report the infraction either verbally or in writing to a member of the Quincy College faculty or staff. Examples of penalties that may be imposed by the College include, but are not limited to:

1. Formal written warning placed in the student's file;
2. Reduced or failing grade for the assignment;
3. Reduced or failing grade for the course;
4. Suspension from college; and
5. Dismissal from the College.

Severe, flagrant, or multiple violations that have import beyond a specific course may lead to disciplinary action that could result in dismissal from the College and/or denial of readmission to the College. The following factors will be considered in all determinations of penalty:

1. The nature or seriousness of the offense;
2. The injury/damage resulting from the offense; and
3. The student's prior disciplinary record.

#### *Disciplinary Action Hearing and Appeal Procedures Involving Students*

Any student who wishes to appeal any disciplinary action imposed in response to violations of Quincy College's Academic Integrity standards will do so in accordance with the following steps:

- Step 1: Within five business days of the date of notification, the student must request a hearing with the appropriate academic dean. Within five business days of the hearing, the dean shall, in writing, notify the student of his/her decision.
- Step 2: If a student has cause to question the resolution at Step 1, within five business days of the dean's written decision at Step 1, he/she may forward a written appeal to the Vice President of Academic Affairs. Within five business days of the receipt of the appeal, the vice president shall, in writing, notify the student, and the individual who files the report, of the outcome of the appeal.

## **Policy 5-16: Academic Amnesty**

Students who have had a break in enrollment for the least two academic years may, upon application for readmission, file a written petition with the Registrar for academic amnesty. If students are granted academic amnesty, all grades from Quincy college credit coursework completed at an earlier date are eliminated from computation of the grade point average and will not be applied to a Certificate or Degree program at Quincy College. Previous credit coursework will not be removed from the student's scholastic record and transcripts. However, these records will clearly indicate that academic amnesty has been granted and the date that the amnesty was approved. The Vice President for Academic Affairs in consultation with the appropriate individuals, such as the Division Dean and/or program faculty, will make the final determination.

## **Policy 5-17: Academic Record Changes**

Any student, who suspects that an error with regard to the recording of information on the official record has been made, should file written notice of the error immediately with the Registrar and Executive Dean of Enrollment Services. Records are assumed to be correct if a student does not report the error to the Registrar and Executive Dean of Enrollment within one academic year of the completion of the course. At that time, the record becomes permanent and cannot be changed.

*Note:* Student contesting a grade should refer to Policy 5.14.

## **Policy 05 – 18: Verification of Student Identity for Distance Education**

This policy establishes processes to verify that the student who registers in the distance education or correspondence education course or program is the same student who participates in and completes and receives the academic credits (HEA requirements) Quincy College offers a large number of on line courses and student identity verification protocols include a secure ID and password for logging on to the course work and group discussions on college portal. Further all students who register for these courses will have at least one proctored exam on campus where in the instructor will physically verify the identity of the student.

## **SECTION VI: STUDENT LIFE**

### **Policy 6 - 01: ORIENTATION**

The Orientation Program, held at the beginning of each semester, is designed to familiarize new students with the organization, services and facilities of the College.

The program provides the student with an opportunity to meet members of the faculty and the administration. The role of an advisor is emphasized throughout the program, as is the social interaction among students and an introduction to life at the College. Workshops on such topics as Financial Aid, Study Skills and Career Planning are also included.

For information on the International New Student Orientation, call 617-984-1663 or stop by the International Student Office.

Please note, once accepted into an Allied Health Program, students are required to attend a separate mandatory program orientation.

**Policy 6 - 02: PHI THETA KAPPA HONOR SOCIETY**

DELETED

New Policy on Student Organization approved in January 2006

## **Policy 6 – 03: POLICY ON STUDENT ORGANIZATION**

Student organizations provide students with an opportunity to learn leadership skills, supplement formal academic experience, or pursue diverse interests that their academic programs may not provide.

The stated mission of Quincy College is:

“As an open access institution which encourages academic achievement, diversity, economic opportunity and lifelong learning, Quincy College facilitates valuable learning relationships with students whose educational and professional futures might otherwise remain unrealized.”

Quincy College is a public two-year college operating as a separate entity under the City of Quincy. The College is governed by a Board of Governors which also approves and controls the budget.

Quincy College students come from varied social, ethnic and economic backgrounds and maintain a wide variety of interest and the college would like to encourage students to assemble, form, and belong to organizations that promote and develop their common interests.

The following nationally recognized organizations are in existence on campus and are being subsidized:

- Gamma Beta Phi Honor and Service Society
- Phi Theta Kappa Honor Society

The following organizations are co-curricular in nature and complement the course work and do not need a constitution and by-laws:

- Choir
- Drama Club

This policy is being formulated keeping in view the mission of the college. These guidelines are being proposed keeping in view the state regulations 603 CMR 26.6 (1) and (2):

- State regulations prohibit public schools from sponsoring or participating in the organization of outside extra-curricular activities that restricts participation on the basis of race, color, sex, religion, national origin or sexual orientation (603 CMR 26.06 1).
- Students may not be denied the opportunity to participate in extra-curricular activities on the basis of race, color, sex, religion, national origin or sexual orientation (603 CMR 26.06 1).

While submitting these policies, QC understands the organizational rights as protected by the freedom of association and freedom of expression concepts of the First Amendment and the balance between the organization's rights and institution's authority as struck in *Healy v. James*, 408 U.S. 169 (1972). *Healy* reveals three broad bases on which administrators may regulate student associations:

- A college administrator may impose a requirement that a group seeking official recognition affirm in advance its willingness to adhere to reasonable campus law. It constitutes an agreement to conform to reasonable standards respecting conduct (p. 193).
- Association activities need not be tolerated where they ... interrupt classes ... or substantially interfere with the opportunity of other students to obtain an education (P. 189).
- The institution may act to prevent organizational activity that is itself illegal under local, state or federal laws.

Quincy College has no student activity fee and has no funds to support or fund any organization, unless it is related to a course or academic pursuit.

Being a public institution, Quincy College will not sponsor any group or association that restricts its membership on the basis of race, color, sex, religion, national origin, or sexual orientation.

Under Massachusetts Constitution, Article 46, Quincy College will not sponsor or use college funds for a religious based student group or organization.

## POLICY

The College will sponsor student groups whose purposes are consistent with our mission and will be open to all students regardless of race, color, sex, religion, national origin or sexual orientation. There shall be a nondiscriminatory clause in the constitution and by-laws of all student organizations.

- Only degree seeking students in good standing with Quincy College are eligible for membership. Student in good standing means:
  1. A minimum, 2.0 GPA (some organizations may have higher GPA requirements).
  2. Good judicious standing.
  3. Fulfilled obligations, financial and otherwise, to Quincy College.
  4. Adherence to all campus, local and federal regulations.
- While on campus, organizations and their members have a responsibility to adhere to Quincy College policies at all times.
- All meetings to be arranged at a time and a place that least disturbs the academic environment.
- Submit a recognition application by the last Friday of September each year.
- Require no dues for membership.
- Disclose any external affiliation; provide the constitution and by-laws of such organization.
- Maintain financial records, if any.
- Observe no fund raising status.
- Not enter into agreements to use Quincy College seal or name or official reference without first obtaining written permission from the College authority.
- Limit membership to Quincy College students.
- Provide a written constitution and by-laws with the request for recognition, with a list of office holders to administration.
- Have a minimum of 20 students.
- Identify a faculty/staff advisor and ask that individual to submit, in writing, notice that he/she agrees to serve as an advisor.
- Make membership and meetings open to the Quincy College community.

### *Types of Organization*

A recognized student organization shall be defined as a group of Quincy College students joined together in the pursuit of a common purpose. Quincy College has identified the following types of organizations that may seek recognition:

Academic: organizations that select members on the basis of achievement or interest in a particular discipline.

Cultural: membership centered on a particular group's culture.

Service: membership geared towards volunteer/service projects.

Hobby/special interest: membership centered on a particular hobby/or special interest.

Arts: membership centered on the production and/or viewing of fine and performing arts.

### *Starting a Club/Organization*

A club/organization may be recognized by the College. Please apply by filling out a "request to form a club/organization". Submit constitution and by-laws of your club/organization. At the minimum, please include its purpose, anticipated activities, and a statement on how this would fit within the mission of the College.

The club/organization will maintain records of all financial transactions and will submit these when asked for. Enclose a letter of agreement from an advisor. Please provide an undertaking, "that club/organization will maintain records of all financial transactions and will submit these records to college at the end of the year".

The club/organization will have the privilege to use College facility, equipment, and other services according to policies and procedures and sponsor programs and activities on campus which are consistent with the organization's purpose.

## **Policy 6 - 04: PARKING REGULATIONS**

[All cars are parked at the owner's risk. Quincy College is not responsible for any break ins, theft, accidents, or towing charges.]

### *Parking Permits:*

Students who park motor vehicles on campus must display a current parking permit. Permits are sold at the time of registration and throughout the year at Enrollment Office located on the first floor of Newport Hall. Only one permit per student will be issued each semester. A PARKING PERMIT DOES NOT GUARANTEE THE STUDENT A PARKING SPACE.

Temporary parking permits are available through the Security Office to students who are driving vehicles other than the one with a permit for short periods of time. Temporary permits are required for vehicles that do not have semester permits.

### *Parking Lot Locations:*

Quincy College has limited parking for students at Newport Hall. In order to park there, a student must buy a parking permit (each semester).

Parking at Saville Hall is for staff and faculty.

Handicap and visitor parking is available at Newport and Saville Hall.

Parking is available at Marina Bay Complex, with free shuttle running to North Quincy "T" station.

Few parking slots, during the day, are available at K of C at North Quincy on Hancock Street.

Quincy College at Plymouth has free parking available at Cordage Park.

### *Violations:*

1. Warnings will be issued to cars without current parking permits through the first week of the fall and spring semesters and for the first two days of each summer session. Thereafter, official City of Quincy parking tickets will be issued. Tickets will be issued at all times for other offenses.

#### Parking violations include:

- a. Parking in a designated handicapped space without a handicapped license plate, an official handicapped permit from the Registry of Motor Vehicles or authorization from the Director of Security. Able-bodied person using handicapped plates are also subject to ticketing.
  - b. No current Quincy College student parking permit.
  - c. Student parking in the Saville Hall garage (except handicapped).
  - d. Parking in the reserved spaces between the President's Place garage and Quincy High School.
  - e. Illegal parking such as double parking, not parking within a lined space, parking in the fire lanes, parking in an unauthorized space, blocking an aisle or otherwise obstructing the flow of traffic.
2. Cars violating any of the above rules may be towed at the owner's expenses.
  3. Quincy College will have no responsibility in any litigation with the City of Quincy, concerning the receipt of parking tickets or other violations.
  4. Any student who shows a pattern of repeated violations of College parking policy or any student whose vehicular actions endanger the safety of other students or property, may have his/her parking privileges revoked by the College.
  5. Students/staff are not permitted to park adjacent to Newport Hall fire lanes or in the lanes towards the "T" station.

### *Faculty and Staff*

1. Faculty and staff in Quincy Center may park in the Saville garage (31 spaces), or under the overhang of the President's Place garage opposite Quincy High School (12 spaces). For employees at Newport Hall, parking is available in the Marina Bay parking lot. The lot is located just past the rotary on the left as you enter Marina

Bay. The shuttle stops at the entrance to the lot (marked by X) as well as at the corner of the main entrance to 500 Victory Road. The drop-off/pick up point at the N. Quincy Station is in the parking lot on the Hancock Street side near the bridge our students use to cross the tracks on foot. That entrance has an elevator as well as stair on both sides. Parking at Newport Hall is reserved for students until 2pm. Adjuncts and staff may park there after 2:00pm if spaces are available and they follow all parking regulations. Do not park along the side of the fence next to the tracks or block the loading dock behind Newport Hall. Offenders will be towed. There is also paid parking at the N. Quincy T station or you may park at the Knights of Columbus parking lot from 8:00am to 2:00pm on the corner of Hancock and W. Squantum Street and walk to Newport Hall.

2. It is suggested that those parking under the garage overhang back their cars in for ease of egress. These spaces are most appropriate for compact cars.
3. Administrative staff who are issued cards for the President's Place garage must park in that facility. Parking is not permitted in the College's other lots.
4. Parking permits are required to park in all College lots. Cars without the current hang tag displayed on the rear view may receive City of Quincy tickets or be towed at the owner's expense.
5. Parking permits are available from the Saville Hall Room 106.
6. Parking rules are in effect from 7:00 a.m. to 9:00 p.m., Monday through Friday and 7:00 a.m. to 4:00 p.m. on Saturday and Sunday.

#### *Adjunct Day Faculty*

1. Adjunct day faculty are permitted to park in College staff parking lots during the above hours.

#### *Evening Faculty and Staff*

1. The Saville garage is available for evening faculty and staff. A hangtag must be displayed (not the same one issued to full-time faculty and staff) which is available from the Saville Hall Room 106.
2. Evening faculty may also park in the spaces under the garage overhang, which are open to both faculty and students on a first-come, first-served basis. Parking permits must be displayed to park in these spaces as well.

#### *Handicapped Parking*

Handicapped parking spaces are located in the Saville Garage, and in Newport parking area. Cars must have handicapped license plates or Registry of Motor Vehicle handicapped permits. For temporary disabilities, the Executive Director of Campus Services will issue a temporary handicapped parking permit upon submission of a written request from a doctor.

#### *Visitor Parking*

1. Visitors may park in the Newport/Saville assigned visitor parking.
2. Visitor parking is limited to 30 minutes unless a special temporary parking permit is obtained from the office they are visiting.
3. Students, faculty or staff parking in these spaces will be ticketed.

#### *Parking Permits*

1. No one may park in a College lot without a parking permit.
2. Faculty/Staff permits are hang tags that must be hung from the rear view mirror. Faculty and staff owning more than one car may transfer the permit between cars.

3. Student permits are window stickers and must be displayed in the rear windshield.
4. Temporary window stickers are available for visitors and should be displayed in the rear window.
5. Parking permits are issued year round. Staff may obtain their permits from the Saville Hall 106 and students may obtain their stickers during the first two weeks of the semester from Enrollment Office.
6. Student's stickers will be purchased for a fee each semester. Faculty and staff permits are issued at no charge.
7. Students must bring proof of enrollment and their automobile registration to obtain a sticker.
8. Parking permits are required Monday through Friday from 7:00 a.m. through 9:00 p.m. and Saturday and Sunday from 7:00 a.m. through 4:00 p.m. year round.
9. Permits from past years will not be honored for current faculty, staff or students.
10. A fee will be assessed to replace a lost permit.

## Policy 6 - 05: SECURITY POLICIES

As required by Public Law 101-542, the Student Right-to-Know and Campus Security Act as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991, Quincy College maintains the following campus security policy:

1. Reporting criminal actions or other emergencies occurring on campus.
  - a. All criminal actions or other emergencies occurring on campus must be reported to the Security Office, even if they are resolved through other offices.
  - b. All criminal actions or other emergencies occurring on campus must be reported to the Security Office in writing via the Quincy College Incident Report Form, even if first reported verbally.
  - c. A representative of the Security Office will report all serious criminal activity to the President and to the police department.
2. Security and access to campus facilities.
  - a. Students are required to carry their Quincy College identification card at all times while on campus. Students must produce their ID cards when so asked by a college official.
  - b. Only students, faculty and staff and those with legitimate business with Quincy College are permitted on campus. Others will be asked to leave and, if they refuse, law enforcement officials will be called.
  - c. No solicitation is allowed on campus.
  - d. Buildings will be opened to students and faculty not more than 45 minutes before the first class of the day and will be locked not more than 45 minutes after the last class of the day.
  - e. Science laboratories, computer laboratories, libraries, and typing rooms and supply rooms will be locked at all times when not in use.
  - f. Science laboratories, computer laboratories, libraries, and typing rooms and supply rooms are not open to students unless there is a teacher or lab monitor present.
  - g. Parking lots may only be used by those with current college parking permits. Other vehicles will be ticketed or towed as per the parking policy. Visitors may park in the designated spaces next to the Alumni Hall.
3. The Quincy College security force works closely with the Quincy Police Department as needed. It is the College's policy to report all serious crimes to the Quincy Police Department and to cooperate in the prosecution of those involved regardless of their student status. The Security Office is located on the second floor of Saville Hall.
4. Quincy College will sponsor workshops each year to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others. The College will also schedule workshops designed to inform students and employees about the prevention of crimes. These workshops may be presented in conjunction with the Quincy Police Department.
5. The Office of Security will maintain statistics concerning the occurrence on campus during the most recent calendar year, and during the two preceding calendar years, of the following criminal offenses reported to campus security authorities or local police agencies:
  - a. murder
  - b. rape
  - c. robbery
  - d. aggravated assault

- e. burglary
  - f. motor vehicle theft
  - g. harassment
6. The Office of Security will maintain statistics concerning the occurrence on campus during the most recent calendar year of arrest for the following crimes occurring on campus:
- a. liquor law violations
  - b. drug abuse violations
  - c. weapons violations
7. Quincy College publishes in the Policies and Procedures Manual, its policy regarding the possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws as well as its policy regarding the possession, sale and use of illegal drugs and enforcement of federal and state drug laws. Also found there is a description of the drug and alcohol abuse education programs offered by the College.
8. Crime statistics for Quincy College will be published and distributed and Quincy College will make timely reports to the campus community to aid in the prevention of crime.

## **Policy 6 – 06: VETERANS' BENEFITS**

Quincy College is approved for the training of Veterans and their dependents under the Montgomery G.I. Bill, Veterans Educational Assistance, Dependents Educational Assistance or other V.A. programs. Please call 1-800-827-1000 for Federal Veterans Benefits.

All Veteran's benefits are processed on a reimbursement basis, per College policy. A signed, adjudicated application is needed to determine your eligibility. Please note that both the College and the Veteran's Administration must be informed if a veteran increases or decreases the number of credits being taken, or withdraws from the course. Eligibility is certified as follows:

Veteran's rate of \$100 per credit\* is available to all veterans who have served the country overseas and have received an honorable discharge. Please submit a copy of your DD214 at the time of registration.

\* This rate does not apply to Computer Science courses, Science Lab courses and Allied Health programs.

### *Yellow Ribbon Program*

Quincy College participates in the U.S. Department of Veterans Affairs Yellow Ribbon Program, a provision of the Post 9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning in the United States to voluntarily enter into an agreement with the Department of Veterans Affairs to fund tuition expenses that exceed the highest public in-state undergraduate tuition rate. Effective August 1, 2009, this program will be available to veterans who have served at least three years of active duty beginning on or after September 11, 2001.

## **Policy 6 - 07: SERVICES TO STUDENTS WITH DISABILITIES**

The College provides the following services to students with disabilities:

1. Parking spaces designated as handicapped spaces are available in the lot under Saville Hall.
2. Saville Hall is accessible to students with mobility impairments. Students who need to use the elevator must request a key from Enrollment Office or the Director of Facilities.
3. The College will provide such other accommodations as shall be reasonable to meet the needs of students with other disabilities. Requests should be made to the Vice President of Academic Affairs or the Vice President of Administration for referral to the appropriate administrator.

## **Policy 6 - 08: HEALTH INSURANCE**

Since September 1, 1989, the Massachusetts Mandatory Health Insurance Law requires that all  $\frac{3}{4}$  time and full time students be covered by a health insurance policy before they begin classes at any college in the state of Massachusetts. Quincy College offers to all enrolled students a student accident and sickness insurance plan at a special rate. Students not covered by another health insurance policy before the start of classes are required to purchase this policy in order to attend classes. Students with another insurance policy may complete a Health Insurance Waiver Card through the Business Office. Further information concerning enrollment, benefits and claims is available in the Business Services Offices.

## **Policy 6 - 09: LOCKERS**

[Lockers are temporarily unavailable].

Lockers are available for a fee each semester for student use while attending the College. There are a limited number of lockers available, and students must provide their own lock for the locker. Students are required to remove the lock and the contents of the locker at the end of the academic year. After August 1st of each year, the College may open locked lockers, remove the contents, and re-assign the locker for the following academic year.

## **Policy 6 – 10: IDENTIFICATION CARD POLICY**

All degree seeking students must have a Quincy College photo I.D. card. Dates and times for taking pictures for an I.D. are posted on the web and on bulletin boards on campus. Payment for photo I.D. must be made at Enrollment Services. You need to show proof of this payment when taking a picture. This ID card serves as proof of identification on campus and is required to gain access to the Quincy College library and computer labs. Students are expected to carry a Quincy College photo identification card with them at all times while on campus.

There is a fee for replacement of Quincy College issued identification cards. Returning students may have their old identification card validated by receiving a current semester sticker. These stickers are available through the Office of Enrollment Services.

Students may contact the Director of Student Affairs at 617-984-1676 if they have any questions regarding identification cards.

## **Policy 6 - 11: STUDENT PARTICIPATION IN GOVERNANCE**

Committees of the College are an integral part of the administrative process. Committees are composed of administrators, faculty, staff and students who initiate decisions concerning functions of the College, as well as facilitating communications between faculty and students.

## **Policy 6 – 12: HAZING POLICY**

HAZING is prohibited at Quincy College.

Massachusetts General Laws, chapter 269, Section 17, makes it a crime to organize or participate in hazing!

Chapter 269: Section 17. "Whoever is a principal organizer in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. There term "hazing" as used in correction for not more than one year, or both such fine and imprisonment. The term "hazing", as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endanger the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation ... consent shall not be available as a defense to any prosecution under this section."

Massachusetts General Laws, Chapter 269, Section 18, makes it a crime to fail to report hazing!

### **Chapter 269: Section 18.**

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

Hazing as defined above and the failure to report hazing are also prohibited by Quincy College policy. Violations are subject to the Disciplinary Process and may result in penalties up to and including expulsion from Quincy College, in addition to criminal penalties.

### **Chapter 269: Section 19.**

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

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution, an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

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

### **Quincy College Policy Manual**

Original: October 1999

Revised: October 2004

forthwith report to the attorney general any such institution which fails to make such report.”

As required by Massachusetts General Laws Chapter 269, section 19, the College shall annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student a copy of Massachusetts General Laws Chapter 269, sections 17 – 19.

As required by Massachusetts General Laws Chapter 269, section 19, the College shall file, at least annually, a report with the Massachusetts Board of Higher Education certifying that the College has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of Massachusetts General Laws policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the College’s policies to its students.

## **Policy 6 - 13: SEARCH AND SEIZURE**

Lockers and student desks are the property of the College and are subject to periodic inspection under the authorization of the President or his/her designee any time health, safety, or compliance with the College rules by students is in question. The following rules shall apply to the specific search of College property assigned to a student and the seizure of any illegal items found therein:

1. There should be reasonable grounds for any search and/or seizure of property.
2. Search of an area assigned to a student should be made in the presence of a witness, and when reasonably possible, in the presence of a student.
3. Illegal items (weapons, illegal drugs, drug paraphernalia, alcoholic beverages, stolen property, etc.) or other items reasonably determined to be a threat to the health, safety, or security of the student and/or others may be seized by College authorities.

When reasonable cause exists, a search of the student may be conducted under the authorization of the President or his/her designee. A search of a student is reasonable if:

1. There are reasonable grounds for suspecting that the student has violated or violating either the law or rules of the College.
2. The search itself is conducted in a manner reasonably related to its objectives, and limited to areas and objects that reasonably could be expected to contain the items being sought and the nature of the infraction; and if the age and sex of the student are considered.

A student search, including desks and lockers, may be done by police or other law enforcement officials if there is a valid search warrant or, in certain cases, if there is a valid arrest. Such searches must be carried out in the presence of a College official, unless waiting to do so would impede the normal duty of law enforcement officials.

## Policy 6 - 14: STUDENT GRIEVANCE PROCEDURE

Procedure – The purpose of the grievance procedure is to provide students at the College a process for resolving any concerns relative to their student rights. The grievance procedure has a specific number of days in each phase, which is to be understood as the maximum time before the next phase is initiated. However, the time limits may be extended up to five additional days by mutual agreement of the parties involved at each level of the grievance.

NOTE: The number of days in each step refers to class days not calendar days during fall and spring semesters only. Intersession and summer sessions are not considered class days for this purpose. During intersession and summer sessions, the term “days” shall mean business days (Monday through Friday, excluding holidays).

1. Informal Resolution Process
  - a. The student may first discuss his/her grievance with the individual against the grievance exists.
  - b. If the grievance is not resolved between the individuals involved, the student may begin step two. This action must be taken within thirty days of the original incident.

### 2. Initiation of Formal Academic or Social Grievance

#### *Step One –*

If the grievance is not resolved informally within seven days, the student shall formally and in writing present the grievance to the Center Director/Dean.

- a. If the grievance is directed against a Center Director/Dean, the grievance shall be presented to the Vice President responsible for that area directly.
- b. If the grievance is directed against a Vice President, the grievance shall be presented directly to the President.
- c. If the grievance is directed against the President, the grievance shall be presented directly to the Board of Governors.
- d. The student will receive a response to his/her grievance at step one within seven days.

#### *Step Two –*

If the grievance is not resolved by the Center Director/Dean (or other level when applicable) within seven days, the grievant shall formally and in writing present it to the Vice President for Academic Affairs for academic concerns and the Vice President for Administrative Services for social issues. The Vice President must respond in writing within seven days with his/her decision to the grievant.

#### *Step Three –*

If the grievant is not satisfied with the resolution at Step Two, he/she may request formally and in writing to the President to convene a grievance appeal committee. The selection of the committee to hear a student grievance will be as needed. The College President will appoint neutral and objective individuals from the following representative groups:

Administrators ..... 1  
Faculty members..... 1  
Students..... 1

Each committee member will receive a written report of the grievance with the supporting statements and evidence. Within seven days after receiving the written grievance, the committee will hold a hearing and both the grievant and the individual against whom the grievance is directed will be given the opportunity to present and be heard. Within seven days after the hearing, the committee will inform the Director of its decision and the reasons for the decision, in writing.

The Director will inform both parties of the committee's decision in writing.

*Step Four –*

Within seven days of the grievance committee's decision at Step Three, the grievant or the respondent may formally and in writing appeal the decision to the College President. That appeal is to be accompanied by the original grievance and copies of all subsequent written statements, evidence, and decisions. The President will make his/her decision known to all parties within seven days after receiving the appeal.

*NOTE:*

The grievant may withdraw his/her grievance at any phase of the process provided that all concerned parties are notified in writing.

## **Policy 6 - 15: STUDENT RECORDS**

Quincy College follows and enforces all federal and state laws protecting the confidentiality and security of student records. The Family Educational and Privacy Rights Act, also known as the "Buckley Amendment," is enforced by all departments on campus and applies to all academic, financial and other student records. Students age 18 or older may see their own records, but only in the presence of a College employee (viewing one's own records may require an appointment, which will be scheduled within 48 hours of the request.) The College will not release information to individuals outside the College without the student's written permission, except in case parental requests involving students under the age of 18 or in cases in which the College is required to comply with a request from legal authorities.

This shall constitute public notice that, under both state and federal law, Quincy College may disclose certain information, commonly referred to as directory information, from the educational records of students at Quincy College upon the request of third parties.

Directory information shall include the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student.

The student has the right to refuse to allow Quincy College to designate any of the above types of information as directory information. The student must notify Quincy College in writing no later than October 1 or February 1 of any given year that he or she does not want any or all of those types of information designated as directory information. Said written objections should be filed with the Vice President of Administrative Services. Where no written objection is submitted by the student within the time period stated above, the aforementioned directory information may be released without the student's consent.

## Policy 6 – 15 (A): RETENTION AND DISPOSAL OF RECORDS

All records are maintained and disposed in accordance with certain provisions. The MASS Department of Education, in keeping with the intent of 603 CMR 23.06, recommends that the time limit for destruction of records should be not less than 60 years for a transcript and not more than five years for a temporary record. This limit, however, does not apply to records of students enrolled before 1975.

The records are classified into two categories:

- Students who enroll and graduate, and
- Students who enroll but do not graduate.

A typical folder of a student contains some or all of the following items:

- Admission form,
- Registration form,
- Add/Drop form,
- High school transcript,
- College transcript,
- Immunization data,
- Change of address form,
- Declaration of Major form,
- CLEP results,
- Experiential credits application,
- Graduation application,
- Original audit for degree,
- Copy of the transcript, and
- Transfer credit evaluation.

Also stored in the office are:

Class lists for each semester,  
Grade sheets for each semester,  
Parking permits for each semester, and  
Academic transcripts on the system.

QC follows the following retention period of various records:

Admission folder	Temporary (six years)
First class list	Temporary (one year)
Second class list (after add/drop)	Permanent (on CD)
Grade sheets	Permanent (on CD)
Parking permits	Temporary (one semester)
Academic Transcripts	Permanent on AS400

Academic folders will be destroyed after six years by shredding. Even before shredding, a committee of three persons may audit the folders and certify the records before destroying. (No records should be destroyed so long as it pertains to any legal action or any state or federal subpoena).

Students graduating from Quincy College are notified to pick up whatever record they want from College with notification of the graduation letter.

A standard letter may notify other students.

## **Policy 6 – 16: DISCIPLINARY PROCESS FOR A SOCIAL OR OTHER VIOLATIONS**

### I. INTRODUCTION:

During the course of attending Quincy College, a student may commit social violation of the College's policies, procedures, rules and/or regulations to the extent that it is necessary for charges to be filed, an investigation and hearing to be held, and penalties imposed. In such circumstances, the following provisions apply.

### II. OFFENSES:

In addition to the policies, procedures, rules and/or regulations set forth in the Quincy College Policy Manual, the following offenses shall be cause for disciplinary action against a student.

- A. Alcohol and Drug Abuse:  
Illegal possession, use, sale, or distribution of alcohol and/or drugs or drug paraphernalia on campus or at any campus function.
- B. Civil Rights Violations  
Willfully injuring, intimidating, interfering with, oppressing or threatening any other person in the free exercise of enjoyment of any right or privilege secured to him/her by the constitution or laws of the Commonwealth Massachusetts or of the United States.
- C. Computers, Use Of  
Only authorized use of Quincy College computers is permitted. No software may be copied without the express permission of the instructor or administrator. Damage to the College's computers or computer system is prohibited. College computers may not be use for personal, non-education, and/or illegal use.
- D. Disturbance  
Disruption of academic schedule or administrative process (false alarm, bomb threat, etc.).
- E. Electronic Devices  
Players, portable phones, beepers, or other electronic communication devices in the classroom, unless specific permission is obtained from the Vice President for Educational Services. Unauthorized devices shall be confiscated and returned after class.
- F. Forgery  
Production of a forged document or counterfeit.
- G. Gambling  
Betting on an uncertain outcome, or playing a game for money or other stakes.
- H. Harassment  
Verbal, written, or physical conduct for the purpose of intimidation. See Harassment Policy.

### III. INITIATION OF CHARGES AGAINST STUDENT AND HEARING BEFORE VICE PRESIDENT (ADMINISTRATION).

A formal process is initiated by filing with the appropriate Vice President a written statement of charges against the student within ten (10) working discovery of the violation. A copy shall be provided to the student. Charges of social violations shall be filed with the Vice President of Administrative Services.

The student shall have an opportunity to have his/her due process rights explained by the Vice President. The student has a right to submit a written statement to the Vice- President if he/she chooses.

The Vice President shall hold a hearing within ten (10) working days of receipt of the written statement of charges. The student and any witnesses shall be informed in advance of the hearing and will have the right to attend. The student shall have the right to be accompanied by counsel or a representative of his/her choosing and to address the charges made against him/her. In the event that either the student or any witness does not attend, the hearing may be held as scheduled.

Within five (5) working days of the hearing, the Vice-President shall render a decision and impose penalties if appropriate. The Vice-President will forward notice of the decision to the student and the Office of the President. If the decision of the Vice-President is to uphold the charges and impose disciplinary action against a student, the student shall have the right to appeal that decision to a Disciplinary Action Appeal Board, comprised of a faculty member, a student, and an administrator appointed by the College President. Any appeal by a student of a decision of the Vice president must be filed with the Office of the President within five (5) working days from the date of the Vice President's decision. The Disciplinary Action Appeal Board shall be convened within ten (10) working days of the date of receipt of the notice of appeal.

#### IV. APPEAL OF VICE PRESIDENT'S DECISION

An appeal shall proceed as follows:

##### *Appeal Board –*

- A. The student shall be notified in writing of the time, date, and place of the appeal hearing. Such notice shall inform the student of the charges being made against him/her, the right to present his/her defense, the right to present witnesses, and the right to be represented by an attorney.
- B. An additional member of the College student body may be present at the appeal hearing to offer advice and to counsel the student.
- C. During the appeal hearing, the Vice President or his/her designee shall present the College's case against the student. Where appropriate witnesses may be called and documentary evidence presented.
- D. The student shall then have the opportunity to present his/her case. Where appropriate witnesses may be called and documentary evidence presented.
- E. Following the presentations, the Appeal Board may ask questions and call for points of clarification. The Appeal Board will also allow the Vice President or his/her designee and the student or his/her attorney to ask questions and to make statements of clarification.
- F. If the student requesting the appeal does not attend the hearing, the appeal will be dismissed and the decision of the Vice President will remain unchanged.
- G. The Appeal Board may recommend a penalty from the list of penalties written under the Penalties Procedure section of this policy or may recommend that no penalty be imposed. The Appeal Board may also recommend a penalty not included on the list, provided it is appropriate to for the offense.

##### *President –*

- A. The Appeal Board shall make a recommendation to the College President within five (5) working days after the close of the hearing and shall inform the student and the Vice President of its recommendation.
- B. The President shall accept or reject recommendations of the Appeal Board or impose other penalties. The President shall notify the student, the Vice President and the members of the Appeal Board of his/her decision within five (5) working days of the receipt of the Appeal Board's recommendation.

## V. PENALTIES

Students who violate the policies, rules and/or regulations of Quincy College may be subject to the following penalties or others deemed appropriate to the offense by the Vice President, Disciplinary Action Appeal Board, or the President:

- Written reprimand
- Community service work at the College
- Payment of restitution
- Revocation of parking or other privileges
- Exclusion from non-educational College facilities (such as Student Lounge)
- Suspension from the College
- Expulsion from the College

Suspension and/or expulsion and the reasons for these actions may be recorded on the student's permanent record. In the case of violence, theft, personal violations, illegal activities, and other violations of public laws, the penalties ascribed by the College do not preclude the possibility of further legal action by others.

## **Policy 6 - 17: VOTER REGISTRATION**

In accordance to Massachusetts General Law, chapter 51, Section 42E, Quincy College provides affidavits of voter registration to students who would like to register to vote for local, state and national election. Forms are available through the Enrollment Service Office at the Quincy Campus and through the information desk at the Plymouth Campus. Students who would like to register to vote in a state other than Massachusetts must use the Federal mail-in affidavit of voter registration or mail in a form supplied by the state in which they plan to vote.

## **SECTION VII: STUDENT ACCOUNTS**

### **Policy 7 – 01: TUITION AND FEE SCHEDULE**

Tuition and fees are established on an annual basis by the Board of Governors. This fee schedule is available on the web, in the bulletin, and the catalog.

## **Policy 7 – 02: TUITION DEPOSITS**

### *Allied Health*

This non-refundable deposit applies to students not registered in the previous semester and is deducted from student bills when tuition is paid. A non-refundable matriculation fee of \$100 is charged as an administrative cost to Allied Health students. A \$250 non-refundable seat deposit is also charged.

### **Policy 7 – 03: PAYMENT DEFERMENT**

Students are expected to pay their entire tuition and fee bill before classes begin. Students with an award letter from Financial Aid office may use the award letter as a voucher to register for classes paying only the balance not covered by financial aid for a particular semester. Under exceptional circumstances in which the student is unable to pay the tuition bill at the time of registration but can demonstrate his/her ability to pay it in future, Quincy College may grant a need-based deferment of tuition to full time degree seeking students:

Students interested in making use of this plan must fill out a deferment schedule contract available in the Business Office and submit it with proper documentation and a non-refundable deferment fee. All deferments are to be approved by Vice President of administrative services and the CFO and the President, if one of them is available.

If the balance of the tuition is not paid on time, the student will be withdrawn from the college, and will not be allowed to attend classes, take examinations and receive course grades and credits. An International student when taken out of classes, will fall "out of status" and may be deported to his/her home country. Quincy College reserves the right to collect the balance due by any legal means and the student will be responsible for this collection cost as allowed by law up to 40%.

An exception to this policy can only be made by the President.

## **Policy 7 – 04: PAST DUE ACCOUNTS**

### *Current Students –*

When a deferment expires, a check is returned, a charge card is rejected or when financial aid paperwork is severely overdue, a letter will be sent to the student indicating the problem and the date by which it must be resolved. If the bill is not paid by this date, the student will be withdrawn from class and the student's transcripts will not be forwarded until the bill is paid.

### *Withdrawn or Former Students –*

All former students owing money to the College will be notified of their debts in writing and informed that no transcript will be forwarded or new registration processed. It should be emphasized that despite a student's withdrawal, the debt remains in the College's ledgers and must be paid.

When payment to Quincy College has not been made, the College reserves the right to refer any outstanding debt to a collection agency and to seek all remedies available under law.

The student will be responsible for all costs to collect up to the maximum as allowed by law, up to 40%.

## Policy 7 – 05: WITHDRAWAL/REFUND SCHEDULE

### *Withdrawal:*

A student desiring to withdraw from a course or the College must complete an official withdrawal form. This form is certified by the Enrollment Services Office. Please keep a copy for your records. Failure to attend class or merely giving notice to an instructor is NOT considered an official withdrawal. If the student withdraws, a grade of "W" is recorded on his/her transcript. Withdrawal requests are not accepted by phone. The effective date of the withdrawal to determine a tuition refund will be the date the notice is received with the appropriate fee.

### *Refund:*

Students who have officially withdrawn in writing from the school will receive a refund of tuition according to the following schedule. Please note the following refund policies:

#### **15-Week Semester Courses**

100%	Up to six (6) calendar days after the first class meeting
50%	Seven (7) to thirteen (13) days after the first class meeting
0%	Fourteen (14) calendar days from the first class meeting

#### **Special Session Schedules\***

The day prior to the start of the 2nd class meeting
The day prior to the start of the 3rd class meeting
The day of the 3rd class meeting

\*Special Session Schedules include 10-Week, 7-Week, 5-Week, Tandem, and Community Development courses. Please refer to Quincy College Business Office for details or questions regarding this policy.

### *Non-Credit Courses:*

Withdrawals prior to the first meeting will be refunded less a \$25 processing fee. For courses, workshops and institutes that meet more than once, refunds are eligible according to the following schedule: after the first meeting, but before the second meeting - full refund less \$50 fee; after the second meeting, but before the third meeting - 50% refund, and at the start of the third meeting - no refund.

All tuition and fees must be paid for at time of registration with cash, check, credit card (MasterCard, Visa or Discover), bank debit card or by having approved Financial Aid in place (e.g. federal/state grants, loans, and scholarships). Students can also be enrolled with pre-approved payment plans or third party arrangements (e.g. VA benefits, employer tuition reimbursement programs).

Students enrolled under financial aid, deferred payment plan, or third-party arrangements are reminded that the student is responsible for full tuition, fees, and bookstore charges and will not be permitted to register for future semesters, graduate, receive transcripts or diplomas until balance is paid in full. Students are urged to speak with the Student Accounts Office at Newport Hall, 2nd floor for any further guidance.

Any unpaid student balances will be placed on hold and will not be permitted to receive diplomas, transcripts, participate in graduation or be allowed to register for further semesters. In addition, should balances remain unpaid, the College reserves the right to begin collection proceedings against the student, including referral to collection agencies and reporting to credit bureaus. Should this happen, the student will be responsible for all costs associated with collecting said account, up to 40% of the principle balance, as allowed by Massachusetts General Laws.

Tuition and fees are subject to change. Fees are non-refundable.

## **Policy 7 – 06: COLLECTIONS POLICIES AND PROCEDURES**

The College Business Office shall collect all amounts due resulting from items that have been credited to students' accounts but returned because of insufficient funds, rejection, or errors of commission or omission.

In its collection of returned items the College follows Massachusetts General Laws, Chapter 266 Section 37, which reads:

Whoever, with intent to defraud, makes, draws, utters or delivers any check, draft or order for the payment of money upon any bank or other depository, with knowledge that the maker or drawer has not sufficient funds or credit at such bank or other depository for the payment of such instrument, although no express representation is made in reference thereto, shall be guilty of larceny. As against the maker or drawer thereof, the making, drawing, uttering or delivery of such a check, draft or order, payment of which is refused by the drawee shall be prima facie credit with such bank or other depository, unless the maker or drawer shall have paid the holder thereof the amount due thereon, together with all costs and protest fees, within two days after receiving notice that such check, draft or order has not been paid by the drawee. The word "credit" as used herein, shall be construed to mean an arrangement or understanding with the bank of depository for the payment of such check, draft or money order.

### *Bad Check Procedure –*

The student's account is credited with initial payment. Quincy City Hall notifies the Business Office of the bad check and sends the check back to the Business Office. The Business Office then receives a listing of bad checks. The Office cuts a check to the City of Quincy for the amount of the bad check plus any bank fees that may have been incurred. The bad check is then recorded on CMDS. The current student status "CS" is changed to bad check "BC". A hold is put on the student's account. The Business Office employee puts "Do not accept Personal Checks" in the notes section of the computer program. The Business Office notifies the student of the bad check. The payment accepted on a bad check, including any bank fee, must be cash, money order, or charge card. A receipt is given to the student. The "BC" status is changed back to "CS". The hold on the student's account is removed. The original check is returned to the student.

### *Financial Aid Procedure –*

The Financial Aid Office transfers aid to student's account. The Business Office is given a listing of Financial Aid recipients. The Business Office checks the student's charges and makes certain the student is correctly billed. The Business Office then sees if there is a credit balance.

The College reserves the right to refer past due accounts to a collection agency. In such a case, the student will be responsible for all fees to collect the account up to the maximum as allowed by law, up to 40%.

## **Policy 7 – 07: THIRD PARTY BILLING**

Some students may receive financial assistance for tuition, fees and books from third Parties, including federal and state agencies, foreign sources and private enterprise. The Business Office shall bill and collect in a timely manner from third parties on the basis of accurate information contained in applicable students' accounts.

The Business Officer receives the third party contract and makes sure the contract is signed, reviews the dates, and checks the amount approved for books, fees, tuition.

If the contract covers all of the above registration takes place. The Business Officer enters the information on the screen and gets a vendor number. Real charges have to be generated for third party; the Business Officer cannot bill on preliminary charges.

The student is ultimately responsible for tuition, should the third party not pay. The College retains the right to withhold transcripts, future registrations, diplomas, and to refer past due balances to collection agencies as outlined in Policy 7-06.

## **SECTION VIII: STUDENT FINANCIAL AID**

### **Policy 8 – 01: PRINCIPLES AND PRACTICES**

Financial Aid is intended to supplement the student and parent's contribution to college costs and is based on need. There are three types of financial aid: grants and scholarships that do not need to be repaid, low interest loans that do not need to be repaid, and part-time employment. Most students receive an aid package that combines several different types of assistance.

Financial Aid eligibility is based on financial need. When a student and their family complete the Free Application for Federal Student Aid (FAFSA), the Department of Education calculates an expected family contribution (EFC). The Financial Aid Office develops a cost of attendance for each student based on his or her program of study, enrollment status and housing status. The EFC is then subtracted from the cost of education to determine the student's financial need.

Financial aid is awarded for the full academic year. Returning students must reapply each spring for the following year. New students entering in September must apply by April 1st for aid and the new students entering in January must apply by August 1st for spring semester aid. Students must complete Admissions applications first to be considered for financial aid for the school year.

Students must maintain satisfactory academic progress in order to receive financial aid. Satisfactory progress is measured twice a year, at the end of each semester. In order to maintain satisfactory academic progress a student must complete 67% of the courses they attempt. This measurement is taken cumulatively to include all courses attempted at Quincy College. Additionally, each student must maintain a cumulative grade point average to meet the following standards: by the end of the first semester a student must have a GPA greater than or equal to 1.5; by the end of the second semester a student must have a GPA of 1.85 or better; by the end of the third semester a GPA of 1.9 or better and all semesters beyond the fourth a student must have a GPA of 2.0 or better. If a student has not achieved the necessary GPA they will be given one semester of academic warning. By the end of that semester they must bring their GPA to the level required at that point in their program. If the student's GPA does not improve to the required level after their probationary period, they will lose their financial aid eligibility. In order to regain eligibility, a student must attend classes at Quincy College at least half-time until they meet the required standards.

Upon completion of a student's financial aid file, Financial Aid awards will be deducted directly from current charges. Students should apply for financial aid early, and respond to all requests for additional information in a timely fashion. Students who need help in completing the financial aid forms or need other types of financial aid counseling should contact the College's Financial Aid Office.

## Policy 8 – 01A: FINANCIAL AID PROCESS

Quincy College encourages all students to apply for financial aid. The College realizes that higher education today is often a financial burden for their families, whatever their income. Thus, Our financial aid policy recognizes the need of the middle income family as well as others. Financial aid is awarded on the basis of demonstrated financial need and the student's status at Quincy College. We are happy to assist every student who applies.

### Financial Aid Rules, Regulations, Rights, and Responsibilities

#### A. Application Procedures (Revised July 2009)

1. Students must complete the Quincy College Supplemental financial aid form. This form may be found at [quincycollege.edu](http://quincycollege.edu). This form is completed each year a student attends Quincy College. The FAFSA and the Supplemental Financial Aid form are available in the Financial Aid Office.
2. The FAFSA form is completed on line at the following website, [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Worksheets to assist students in completing the FAFSA may be obtained at the Financial Aid Office.
3. Forms required by the Financial Aid Office may be obtained from the Financial Aid portal of the Quincy College website, [www.quincycollege.edu/financialaid](http://www.quincycollege.edu/financialaid).
4. A student who is considered to be dependent must use his/her parent income information when completing the FAFSA application. A dependent student is a student who is under the age of 24 and unmarried. FAFSA has a list of questions to determine if a student's status is dependent or independent.
5. Dependency status issues must be directed to the Financial Aid Office where a qualified financial aid counselor can help answer questions or solve problems. Dependency status issues are addressed on a case by case basis. It should be noted that not all dependency override requests will have the necessary requirements to be approved.
6. A dependent student's financial aid award is based on student and parent income. Independent students must complete the FAFSA and include their income and their spouse's income (if married).
7. Students who borrow federal student loans for the first time must also complete a Stafford Loan Entrance counseling session before their loan(s) can be processed. Students who graduate or stop attending Quincy College must also complete a Stafford Loan Exit counseling session. Students who fail to complete an exit Counseling session cannot receive transcripts or a college diploma until this requirement is fulfilled.

#### B. General Eligibility Requirements

1. Students must be enrolled or accepted for enrollment in a degree or certificate granting program.
2. Students must be U.S. citizens, national, or permanent residents of the Trust Territories of the Pacific Islands.
3. Students must not be in default on any previous loan or refund obligation.
4. Male students must be in compliance with Selective Service registration requirements. All male students between the ages of 18 and 26 must register with Selective Service. Registration may be completed on line at [www.sss.gov](http://www.sss.gov).
5. Students (and parents) must file a current federal tax return if required by law before they are eligible to apply for financial aid.
6. Students must maintain satisfactory academic progress in order to receive financial aid. Satisfactory progress is measured twice a year, at the end of each semester. In order to maintain satisfactory academic progress, a student must successfully complete 67% of the courses they attempt. This measurement is taken cumulatively to include all courses attempted at Quincy College. Additionally, each student must maintain a cumulative grade

point average to meet the following standards:

- a. By the end of each semester, a student must have a GPA greater than or equal to 2.0.
- b. If a student has not achieved the necessary GPA, they will be given one semester of academic warning. By the end of that semester their GPA must be 2.0. If the student's GPA does not improve to the required level after the probationary period, they will lose their financial aid eligibility.
- c. In order to regain eligibility, a student must attend classes at Quincy College at least half-time until they meet the required standards.
- d. A financial aid appeal process is allowed with the final decision resting with the Director of Financial Aid. If approved the student will have one (1) semester to raise their GPA to the satisfactory level. Students who change their major, students with prior Associate's Degrees who return to school to study in another area, or students who transfer from another institution, shall be treated as new students relative to time periods allowed for completion of their degree within the limits of Title IV regulations.

The following will NOT be considered as credits successfully completed:

- "F" Failure
- "I" Incomplete
- "W" Withdrawal

Incomplete ("I") grades are calculated as failing ("F") grades unless the course has been satisfactorily completed within one semester. Courses that are repeated will count in the calculation of hours attempted and completed hours earned if the student receives a passing grade, however, only the highest grade received for the course will be included in calculating the GPA.

#### C. Verification

1. For those students selected, Quincy College is required to complete the process of verification before we make a disbursement of financial aid.
2. Students failing to provide the required documentation within the specific time period may lose their financial aid for the semester and/or the academic year.
3. Financial Aid regulations require the Financial Aid Office to review and request documents from students and parents (if required). Documents that may be requested include but are not restricted to the following:
  - a. Signed Federal Tax Return
  - b. High School Diploma (It should be noted that a copy of a high school diploma or GED is required of all students who receive financial aid even if they are not selected for verification.)
  - c. Declaration of Major (It should be noted that all students receiving financial aid must declare a major and be working toward that major even if they are not selected for verification.)
  - d. Supplemental Financial Aid (It should be noted that all students receiving financial aid must complete this form even if they are not selected for verification.)
  - e. Verification Form
4. Completion of Verification- This process may result in a recalculation of a student's EFC. If this occurs the student will receive a new student aid report from the Department of Education. A recalculation may also result in a change of financial aid eligibility.
5. Once the verification of a student aid report is completed, a student will receive an award letter. This is the offering of financial aid and outlines what type of financial aid a student is eligible to receive for the current school year.

6. Written permission is needed to discuss a student's file with anyone other than the student unless the student is under the age of 18. The student may give permission to parents, spouse, or legal guardian only. The written permission must be provided each year that the student attends Quincy College.

#### D. Awarding of Aid

1. All financial aid is awarded on the basis of demonstrated financial need. Financial information reported on a properly completed Free Application for Federal Student Aid (FAFSA) is sent to the Pell Grant program, the MASS Grant program, and to the student.
2. The Pell Grant program and the MASSGrant program make their own financial aid awards based on their own criteria of financial need.
3. Massachusetts has its own deadline for receipt of completed FAFSA results. If the Commonwealth of Massachusetts does not receive results by May 1st, then a student may not be eligible to receive a MASSGrant.
4. Financial Aid amounts received in one year may not always be awarded in future years. Eligibility is always re-determined each year. Students must reapply for financial aid each year they plan to attend.
5. Quincy College awards all campus-based aid (College work-study and Supplemental Educational Opportunity Grants) using the following method:
  - a. A student's financial aid eligibility is equal to his/her estimated financial need as determined by the Free Application for Federal Student Aid or by the student's Cost of Attendance (see section E below) at Quincy College, whichever is less.
  - b. From this figure all Pell, MASSGrant and other outside aid is subtracted. This new figure is the student's adjusted financial need. Due to limited funds, all students showing adjusted financial need may not receive awards.
  - c. Students filing late applications for aid will be considered after aid is awarded to those who applied by the required deadlines.

#### E. Cost of Attendance

1. Students may receive financial aid to cover the cost of tuition, fees and other educationally related expenses such as books, supplies, uniform, commuting costs, day care, etc. The total of all these expenses is called the Cost of Attendance. On a student's combined financial aid from all sources may not exceed the Cost of Attendance for his/her program.
2. Students do not always receive enough aid to cover costs. In the event this occurs, the Financial Aid Office will refer to alternative loan options to cover the remaining balance. There is no guarantee a student will be eligible for one of these loans. Alternative loans are usually credit based loans.

#### F. Disbursement of Financial Aid

1. Students are awarded the maximum amount of financial aid for which they are eligible. If a student is awarded a PELL Grant and does not enroll for 12 credits (full-time) for a semester, then the Pell Grant is reduced according to the actual number of credits enrolled.
2. Students who complete late applications are required to pay for their classes. When aid is credited to their account, a refund may be issued, if one is due to the student, in the amount of aid posted.
3. MASS Grants are credited toward tuition when the Financial Aid Office receive a payment roster from OSFA.

4. Students who pay their tuition and later complete the award process will be issued checks in the amount of their awards later in the semester.

#### G. Refund Policy

1. Federal Law requires that any institution participating in Title IV programs shall have, in effect, a fair and equitable refund policy under which the institution refunds unearned tuition, fees, room and board, and other charges to a student who received grant, loan, or work assistance under this Title, or whose parents received a Plus Loan if the student:
  - a. Does not register for the period of attendance for which the assistance was intended, or withdraws or otherwise fails to complete the period of enrollment for which the assistance was intended.

The institution has an institutional refund policy and a pro rata refund policy. The greater amount will be used for first time students receiving Title IV funds. Copies of these refund policies are available upon request from the Financial Aid Office.

#### H. Retraction of Aid

1. Failure to complete classes or follow College policy regarding withdrawal from one or more classes may result in retraction of awarded aid. This may result in a student owing a tuition balance to Quincy College. Any refund the student received would be required to be returned to Quincy College.
2. Following proper withdrawal process is important to avoid difficulty with future enrollment, satisfactory academic progress, and financial aid eligibility.
3. Students receiving a grade of "F" for all classes in a semester will be subject to retraction of aid per Federal regulation. Any balance that results is the responsibility of the student.

If you have any questions, you can contact our Financial Aid Office by calling 617-984-1620.

## **Policy 8 – 02: TYPES OF ASSISTANCE**

### **Federal Pell Grant**

The Federal Pell Grant is a need-based program that is available to undergraduate students who have not obtained a Bachelor's Degree. Federal Pell Grants do not need to be repaid. Pell Grant amounts are determined by a student's enrollment status and Expected Family Contribution (EFC). The actual amount that a student receives will be determined after the add/drop period of each semester.

### **Federal Supplemental Opportunity Grant (FSEOG)**

FSEOG is a need-based program and is awarded to students showing the greatest need based on their EFC. Those with a zero EFC will receive these funds first. FSEOG is a grant that does not need to be repaid. Students must be enrolled at least half-time (6 credits per semester) to receive this award. Funds are limited and are awarded on a first-come, first-served basis.

### **MassGrant**

MassGrant is a need-based program that is awarded to eligible students by the Office of Student Financial Assistance via roster to Massachusetts residents who had their Free Application For Federal Student Aid (FAFSA) processed by May 1, 2007. Students must be enrolled full-time (at least 12 credits) to receive the MassGrant.

### **Massachusetts Part Time Grant**

The Mass Part Time Grant is a need-based program awarded to Massachusetts residents enrolled in at least six, but not more than 11 credit hours. These students must also be Pell eligible. Funds are limited and are awarded on a first-come, first-served basis.

### **Federal Plus Loan**

The Federal Plus Loan is not guaranteed. It is a credit-based loan, based on your parents' credit. The parent is the borrower and is responsible for repayment. Repayment begins 60 days after the second disbursement of the loan.

### **Federal Subsidized Stafford Loan**

Students must apply for the Stafford Loan by using the following website: [www.amsa.com](http://www.amsa.com). A first time borrower must complete the loan counseling session first. Directions for completing the MPN (Master Promissory Note) online are sent to students with their award letter. Loan limits are set by the federal Department of Education.

### **Federal Unsubsidized Stafford Loan**

The Unsubsidized Stafford differs from the Subsidized Stafford Loan in that the student is responsible for paying the interest that accrues while in school and during deferment periods. A student may request repayment of the interest until entering repayment on the Subsidized loan.

### **Choice of Lenders**

Students may choose their lender provided the lender is guaranteed by American Student Assistance. A lender will be assigned by the Financial Aid Office if the student has no preference. All banks must charge the same interest rate as established by the federal government each July 1. Other loan incentives and benefits will vary by lender. Students should explore which options will be right for them.

### **Federal Work Study Program**

Work study positions are located on campus in the college offices. Students must be making Satisfactory Academic Progress to be awarded work study.

### **Academic Competitiveness Grant (ACG)**

This grant is for eligible students who graduated from high school in a rigorous academic program after January 2005. Students earning a G.E.D. are not eligible and students who graduated prior to January 2005 are not eligible. An official high school transcript will be required to confirm a student's eligibility. Funds are limited.

### **Alternative Loan Sources**

Students requiring additional financial assistance must seek private funding. This type of funding is usually credit based and may require the student to have a co-borrower. These types of loans may have higher interest rates and other requirements. Eligibility and repayment options are determined by the lender.

**Institutional Aid**

Quincy College has a limited number of Presidential Need-Based Grants available each semester to deserving students who need help with tuition costs and have exhausted all other sources of financial aid or have experienced some unexpected financial crisis. A student may send a request in writing to the President with supporting documents explaining their special circumstances. A maximum award of \$1,000 is available each semester.

**Institutional Scholarships**

A selection committee from the college community reads and selects finalists. The scholarship program is offered during the spring semester and the awards are for the following fall semester. These scholarships are available for use at Quincy College and cannot be transferred to another school.

**Book Vouchers**

Book vouchers are issued based on the unused portion of the financial aid, that will be used to pay for tuition and fees. If the cost of books and supplies purchased at the book store exceeds the amount on the voucher, the student is responsible for the balance. If a student's financial aid is adjusted or reduced for any reason, a student may have a balance owed as a result of their book purchase. Vouchers are available for the fall and spring semester only. Vouchers ARE NOT available for any non-traditional semester. Plymouth students may request that their voucher be faxed to the Plymouth campus.

**Summer Financial Aid Awards**

Summer aid is the unused portion of aid issued during the school year. Students must sign up for a review of their financial aid standing and awards in April at the Financial Aid Office.

**Disbursements**

All financial aid disbursements will be posted to students' accounts no sooner than 45 days after the start of each semester. The Business Office will generate refund checks automatically to those students with a credit balance after all charges have been applied.

### **Policy 8 – 03A: APPLICATION PROCEDURES**

Deleted (included in 8 – 01A).  
Original: October 1999  
Revised: January 2006

### **Policy 8 – 03B: RULES, REGULATIONS, RIGHTS, AND RESPONSIBILITY**

Deleted (included in 8 – 01A).  
Original: October 1999  
Revised: January 2006

### **Policy 8 – 03 C: GENERAL ELIGIBILITY REQUIREMENTS**

Deleted (included in 8 – 01A).  
Original: October 1999  
Revised: January 2006

### **Policy 8 – 03D: VERIFICATION**

Deleted (included in 8 – 01A).  
Original: October 1999  
Revised: January 2006

### **Policy 8 – 04: AWARDING OF AID**

Deleted (included in 8 – 01).  
Original: October 1999  
Revised: January 2006

## **Policy 8 – 05: AWARD ADJUSTMENTS**

### **Pell Grant –**

After the add/drop period, every student awarded a Pell Grant has his/her enrollment status reviewed, using the Registrar's screen in CMDS. Students who are enrolled less than full-time will have their Pell Grant (and any other applicable aid) adjusted. The aid is then coded to be transmitted to the College Business Office. A new Aid Award is mailed to the student.

### **SEOG –**

Students who are enrolled at least half-time (6 credits) and are eligible for a Pell Grant receiving a Supplemental Educational Opportunity Grant (SEOG). This award was limited to students with a 0 Expected Family Contribution (EFC). If a student is eligible for the SEOG at the time of the Pell Grant verification, the grant is coded for transmission to the Business Office. If a student is enrolled less than half-time, the SEOG is canceled when the Pell Grant is adjusted. A new Aid Award Letter is mailed to the student.

### **Stafford Loan –**

When Stafford Loan checks and EFT rosters are received (30 days into the semester) the student's enrollment status is checked, using the Registrar's screen in CMDS. Any student enrolled for less than six (6) credits at the time of the receipt of the Stafford Loan money will have their loan disbursement returned to ASA and their loan canceled. A new Aid Award is mailed to the student.

### **MassGrant –**

When the Financial Aid Office receives the MassGrant Certification Roster (sometime during the fall semester) the student's enrollment status is checked using the Registrar's screen on CMDS. Any student on the MassGrant Certification Roster who is enrolled less than full-time will be coded as ineligible on the Roster.

Students who appear to be eligible will have their EFC checked, using the Award screen in CMDS. If the EFC being used by the Financial Aid Office is too high to receive a MassGrant, the student is coded as ineligible on the Roster.

If the student meets the criteria to receive a MassGrant, the MassGrant Award is added to their Aid Award and coded as eligible. This allows the student to be notified of the aid eligibility. The Certification Roster is then signed by the Associate Director or Director of Financial Aid and returned to the Office of Student Financial Assistance. A new Aid Award is mailed to the student. When the Mass-Grant Payment Roster is received, the student's enrollment status is checked, using the Registrar's screen on CMDS. If the student is enrolled full-time, the student's EFC is then checked using the Award screen on CMDS. This second check assures quality awarding and disbursements per state regulations. Once it is confirmed that a student is eligible to receive a MassGrant, the student's award is coded to be transmitted to the Business Office.

### **Mass. Performance Bonus Grant –**

When the Mass. Performance Bonus Payment roster is received by the Financial Aid Office (sometime during the fall semester) the student's enrollment status is checked, using the Registrar's screen on CMDS. Any student on the Mass. Performance Bonus Certification roster who is enrolled less than full-time will be coded as ineligible on the Roster.

Students who appear to be eligible will have their GPA checked, using the Registrar's screen in CMDS. If the SPA is too low to receive a Mass. Performance Bonus Grant, the student is coded as ineligible on the Roster.

If the student meets the criteria to receive a Mass. Performance Bonus Grant, the Grant is added to their Aid Award and coded as "Eligible". This allows the student to be notified of the aid eligibility. The Certification Roster is then signed by the Associate Director or Director of Financial Aid and returned to the Office of Student Financial Assistance. A new Aid Award is mailed to the student.

When the Mass. Performance Bonus Payment Roster is received, the student's enrollment status is checked, using the Registrar's screen on CMDS. This second check assures quality awarding and disbursements per state regulations. Once it is confirmed that a student is eligible to receive a Mass. Performance Bonus Grant, the student's award is coded to be transmitted to the Business Office.

### **Mass. Part-Time Grants –**

If the Office for Student Financial Assistance is able to fund these programs they transfer funds to Quincy College and notify the Director of Financial Aid of the funding availability. Students are then awarded the Mass. Part-time Grant or Gilbert Grant based on the criteria set by the Office of Student Financial Assistance. Because the money is received by the College prior to its awarding, the grant is coded to be transmitted to the Business Office as the aid is added to the student's award. A new Aid Award is mailed to the student.

### **Parents Plus Loan –**

This credit-based loan allows parents to borrow the cost of education minus other aid. Since it is not a need-based loan, families of all income levels can apply. Repayment begins within 60 days of disbursement and the interest rate is variable with a 10% cap. The parent borrower is responsible for repayment, not the student. Student must still make satisfactory academic performance.

### **College Work Study –**

This federally subsidized program provides on-campus employment for students with financial need. Students may work during the academic year and during the summer. Hours are arranged around each student's schedule and awards are based on the availability of funds. Applicants must file a Free Application for Financial Aid.

**Policy 8 – 06: COST OF ATTENDANCE**

Deleted February 2006

Original: October 1999

**Policy 8 – 07: DISBURSEMENT OF FINANCIAL AID**

Deleted (included in 8.01A).

Original: October 1999

Revised: January 2006

**Policy 8 – 08: DEFERMENT FEE**

Students are expected to pay their entire tuition bill before classes begin. A fifty dollar (\$50.00) fee will be charged to all students granted a tuition deferment.

## **Policy 8 – 09: SATISFACTORY ACADEMIC PROGRESS**

Federal Financial Aid regulations require that Quincy College establishes, publishes, and applies reasonable standards for measuring students' satisfactory academic progress in their educational programs. The qualitative and quantitative standard used to monitor academic progress must be cumulative and must include all periods of the student's enrollment including periods for which the student did not receive financial aid.

Quincy College assesses the following qualitative and quantitative information for all students at the end of each fall and spring term:

1. Cumulative GPA (Minimum GPA of 2.0)
2. Number of credits attempted (Maximum allowable is 90)
3. Rate of completion (2/3 credits attempted must be completed successfully)

Failure to meet the Quincy College Satisfactory Academic Progress may result in the loss of financial aid eligibility.

### *Cumulative GPA :*

(The Qualitative Measure of Satisfactory Academic Progress [SAP])

In order to meet SAP standards for financial aid, students must have a 2.0 GPA at the end of each term. If the student has not achieved the necessary GPA, he/she will be given one semester of academic warning (probationary period). By the end of the semester, the student's GPA must be 2.0. If the student's GPA does not improve to the required level after the probationary period, he/she will lose the student's financial aid eligibility.

Transfer students must meet the minimum cumulative/term GPA requirement for all terms enrolled at Quincy College.

Students enrolled for the purpose of earning a second Associate Degree or a Certificate must maintain a cumulative/term GPA of 2.0 for all terms of enrollment.

### *Credits Attempted and Credits Earned:*

(The Quantitative Measure of SAP)

Students receiving financial aid must successfully complete 2/3 of all attempted credits (67%). Federal regulations allow students to receive aid for 150% of the published length of an undergraduate program. Quincy College publishes in its catalog that students can earn the AA/AS degree by completing 60 credits (Other than Allied Health). Students at Quincy College, therefore, may receive aid for a maximum of 90 credits. Once a student has attempted 90 credit hours at Quincy College (including transfer credits), she/he is no longer eligible to receive financial aid and this standing may not be appealed.

Transfer credits that are accepted by Quincy College are not included in the rate of completion but are counted towards maximum credits. Quincy College reviews SAP progress for all students at the end of each fall and spring semester and sends notices to students of any deficiencies that may exist. Deficiencies can result in the loss of financial aid.

### *Policies Regarding Course Work:*

#### **Incomplete Grades**

Students who receive a grade of "Incomplete" may not meet the minimum GPA requirements. Students are advised to contact the Financial Aid Office to find out if it is appropriate to file an appeal. They should also contact the Financial Aid Office when the grade of "Incomplete" has been replaced by a letter grade. If the course work to resolve the grade of "Incomplete" is not adequately completed in one semester, the grade changes to an "F" and is included in the calculation of GPA.

#### **Dropped Credits**

Students who drop classes after the end of the Add/Drop period of any semester may encounter difficulties in meeting SAP standards. Students considering dropping classes after this refund period should consult with the Financial Aid Office to review the impact of dropping a course on their future eligibility for financial aid.

#### **Withdrawal from All Course Work**

Students who withdraw from all courses should consider its impact for their SAP status and discuss this with the Financial Aid Office.

### **Repeated Course Work**

There is no limit to the number of times that a student may repeat a course. Credits for repeated courses count only once as credits earned and only once in a student's GPA; however, all credits are counted as attempted credits. The highest grade in a repeated course is used in calculating the GPA.

### **Remedial Course Work**

Remedial courses are considered the same as credit courses for tuition, full-time academic standing and for SAP. Although these courses do not count towards degree completion, these courses are included in the calculations of the 2/3 completion requirement and in the maximum limit of 90 credits attempted. Financial aid may be paid for up to 30 non-degree credits.

#### *Notification of Loss of Eligibility:*

If there is any deficiency under the SAP policy, the Financial Aid office sends notices to students receiving financial aid at the end of each fall and spring semester. Students who fail to meet the minimum SAP requirements may be ineligible to receive aid in a subsequent semester.

The student has the right to appeal the denial of financial aid (Appeals will not be reviewed for any student who is not a FAFSA filer and is seeking a loan from a private lender). The appeal should be submitted no later than the midpoint of the semester for which the student is enrolled or it may be denied. Appeals submitted in the last week of the semester will not be reviewed.

Please get in touch with the Financial Aid Office to pick up a Financial Aid Appeal Form. The SAP committee will review your appeal for reinstatement of aid. Their decision will be based on the strength of your appeal, the documentation submitted, and your academic record. If your appeal is approved, you will be notified by mail or email. The SAP review Committee is chaired by the Executive Dean of Enrollment Services and the Executive Director of Financial Aid.

If the appeal is not approved, the student will not receive financial aid until SAP requirements are met. All decisions of the SAP committee are final.

#### *SAP Holds:*

When a student fails to meet the SAP policy and loses financial aid eligibility, a HOLD is placed on the student's record that prevents the student from receiving any further financial aid. This hold does not prohibit the student from registering for classes. If an appeal is filed and approved, the hold is removed and the student is eligible to receive the financial aid.

## Policy 8 – 10: **Federal Return to Title IV Refund Policy**

The calculation of the return of Title IV Funds is determined by the date that the student withdraws, which is:

- ◆ The date the student began Quincy College's withdrawal process;
- ◆ The date the student officially notified the institution of intent to withdraw;
- ◆ The midpoint of the enrollment period for a student who leaves without notifying the institution (an unofficial withdrawal);
- ◆ The student's last date of attendance at a documented academically related activity.

Title IV aid and all other aid is earned during the time a student is attending Quincy College. The percentage of aid earned is determined by dividing the number of days a student was enrolled by the number of days in the semester, up to the 60% point. Return of Title IV funds is no longer necessary after that point. If the student withdraws from all courses after the 60% point in the semester, Title IV aid is viewed as 100% earned. However, if a student withdraws prior to that 60% point, the student may owe back part of his or her financial aid if the financial aid office determines the student has received an amount larger than the earned amount.

The refund policy for state financial aid is the same as the federal policy, however 100% of state aid is earned at the 50% point. A copy of the worksheet used for this calculation can be requested from the Quincy College Financial Aid Office.

The term "Title IV Funds" includes the following programs:

- ◆ Federal Pell Grant
- ◆ Federal Supplemental Educational Opportunity Grant (SEOG)
- ◆ Academic Competitiveness Grant (ACG)
- ◆ Federal Subsidized Family Federal Educational Loan (FFEL)
- ◆ Federal Unsubsidized Family Federal Education Loan (FFEL)
- ◆ Federal PLUS Parent Loan

In accordance with federal regulations, financial aid funds are returned and allocated in the following order:

1. Unsubsidized FFEL
2. Subsidized FFEL
3. FFEL PLUS
4. Federal Pell Grant
5. Academic Competitiveness Grant
6. Federal SEOG Program
7. Other Title IV programs

**Policy 8 – 11: EMERGENCY LOAN FUND**

Deleted February 2006

Original: October 1999

## **SECTION IX: COLLEGE BUSINESS**

### **Policy 9 – 01: PURCHASING POLICY**

A purchase requisition must be completed for all purchases, signed by the originator of that requisition and sent to the appropriate staff officer for approval. The senior staff officer will then send the requisition to the appropriate Vice President for approval. If the Vice President approves the requisition, she/he then sends it along to the Chief Financial Office in the Business Office, who either signs or rejects the purchase requisition after the Staff Associate, Business Services date, stamps, and records the document and gives it to the CFO. The purchase requisition is then passed along to the College President who approves or rejects the purchase requisition; the College President gives the purchase requisition to the Chief Financial Officer, who then processes the purchase requisition and sends it along to the Purchasing Department, Quincy City Hall.

The requisition, when processed, will generate a purchase order, which constitutes the actual order for goods or services. Since this process may take up to two weeks, you should plan ahead to allow sufficient time for your order to be placed. For purchases more than \$5000.00, it is required to obtain price quotes from at least three different vendors to secure the lowest price. For purchases more than \$5,000.00 and less than \$25,000.00, state law requires that the Procurement Officer first seeks written or oral quotations from no fewer than three persons customarily providing such supply or service. The Procurement Officer shall record the names and addresses of all persons from whom quotations were sought, the names of all persons and addresses of all persons submitting quotations and the date and amount of each quotation. The Procurement Officer shall award the contract to the responsible person offering the needed quality of supply or service at the lowest quotation. Procurements of \$25,000.00 or more shall be made pursuant to all applicable public bidding law requirements, including the requirement that such be made pursuant to an Invitation for Bids or Request for Proposals. Consistent with law, the Procurement Officer shall award the contract or bid to the lowest responsible and responsive bidder. All public bidding must be conducted through the College Procurement Officer. For all purchases in the amount of \$5,000.00 or more the Procurement Officer shall maintain a file including a copy of all written documents required by applicable law and College policy.

Purchases will not be approved by the Vice President's Office unless the proper procedures are followed. Ordering goods or services without an approved purchase order is done at the risk of incurring personal expense, violation of this Policy, possible disciplinary action, and possible legal action under Massachusetts General Law Chapter 30B, section 17 for a fine not to exceed \$2,000.00 for each violation and double damages sustained by the College as a result of the violation.

## **Policy 9 – 02: TUITION REMISSION**

### I. POLICY:

Quincy College offers the benefit of tuition remission to current employees of Quincy College and their immediate family members. Immediate family members are defined as spouse and children. Qualified employees are defined as:

- a current employee in active status,
- an employee in one of the following categories: professional staff, contract faculty member, employee sub-contracted from QPS, and adjunct instructor contracted to teach in the current semester,
- employees working a Regular Part-Time (RPT .5 or greater) position that is categorized as a benefit eligible position.

The College reserves the right to change or modify the tuition benefit policy, eligibility criteria and guidelines, as determined by the college, and may deny an application for request of the tuition Remission benefit as detailed below:

- With the exception of Computer classes, remissions are granted by the President or President's designee once enrollment in a class exceeds eight.
- Request for tuition remission from first timers must include a non-refundable admission fee of \$20.00.
- A non-refundable administrative fee of \$20.00 per credit is charged to cover administrative costs. (For a three-credit course it is \$60.00).
- For computer and non-credit courses, the remission is 50% of the tuition.
- Tuition remission is not available for Allied Health programs, online Gatlin courses and Science Lab courses.
- Requests for remission for four or more courses must accompany a request for financial aid (FAFSA must be filled out) and EFC on the approval form.
- Requests for remission for a computer course is only approved if the number of students are eight, without reaching capacity, by the first day of the class.
- Adjunct instructors are eligible for these benefits after a year of teaching in QC (fall, spring, summer in any order). After one year, they may apply for tuition remission during each semester, in which they receive a contract for at least one three-credit course.
- Limited Part Time Regular employees (LPT Less than .5 regularly scheduled hours) are eligible for employee tuition remission benefit only.
- Only one person, per semester per family, may benefit from this policy for a full-time load.
- A minimum GPA of 2.0 must be maintained to qualify for this remission in next semester.
- If the student withdraws from a class, he/she must pay 50% tuition for dropped courses in order to be eligible for remission during next semester. In the absence of special circumstances, no more than 2 students, with tuition remission, may be allowed in each section. In case there are more requests, the date of request will determine the priority.

### II. PROCEDURE:

The request for tuition remission must be made on specific forms available in the President's office. A QC admission and registration form and the required fee in the form of a check or CC must accompany the request. If a student chooses, he/she may register earlier to get a spot by paying full fee and then applying for a refund.

### **Policy 9 – 03: EMPLOYMENT OF RELATIVES**

At Quincy College, we expect all employees to maintain the highest standards of personal integrity, fairness, and good judgment. For these reasons, relatives, spouses, or others having a close relationship may not be employed by the College in a position that results in either an employee being supervised by, or reporting to, a relative or person with a comparable close relationship. The College will make an effort to assign qualified employees to another department or location to avoid having to terminate employment due to an existing close relationship. Notwithstanding the provisions set forth above, the College and its employees and officers shall conduct themselves, at all times, in a manner consistent with the requirements of the Commonwealth's ethics laws, rules and regulations.

## **Policy 9 – 04: TRAVEL/PROFESSIONAL DEVELOPMENT POLICY (NON-FOUNDATION)**

### **General:**

Usually Quincy College business is conducted locally or on telephones. Sometimes overnight or out-of-state, travel is required, which materially or academically enrich and benefit the institution. Quincy College has limited funds for Professional Development and this policy would support a broad-based equitable distribution of these funds. This travel policy provides for necessary and reasonable travel expenses incurred for authorized College business including participation in annual meetings of the professional association and meetings for professional development as approved by the President.

### **Scope:**

These guidelines apply to all travel/professional development expenses excluding Quincy College Foundation expenditure. No travel or professional development expenses for Quincy College employees shall be funded by Quincy College Foundation or any other such organizations.

### **Purpose:**

- These guidelines will provide guidance to travelers, approvers and auditors,
- Will define the responsibility and accountability of the traveler and the authorizer,
- Define the consequence of not adhering to the guidelines, and
- Set rates for reimbursement for mileage, accommodations and meals per diem for employees and Governors.

### **Authorization:**

- All overnight and out-of-state travel requires prior approval of the President.
- Requests for approval must be submitted on the form attached herewith.
- Presentation at overnight or out-of-state travel must have prior approval from the appropriate supervisor/Dean/VP.
- A report relative to presentation/workshop attended must be submitted within three weeks of returning to the Supervisor.
- No more than two persons will be authorized to attend the same conference at the same time, unless otherwise approved by the President.
- The traveler has the responsibility to act prudently and incur expenses that are necessary, appropriate, and reasonable. Travel arrangements should use the most cost-efficient means available.
- Authority and responsibility for approval rests with the supervisor. Employees may not authorize travel or approve travel expenses for themselves.
- Written information about out-of-state travel by the President must be sent to the Chair of the Board of Governors.
- Travelers are liable for overpayment that may be discovered in a post-audit review.
- Discovery of fraudulent practice by travelers while on authorized College business is cause for dismissal as well as other consequences that may be determined.

### **Reimbursement:**

In order to secure reimbursement, the traveler must submit following documentation:

- A Quincy College Travel/Professional Development Expense Reimbursement Form (Non-Foundation) specifying the details of the trip, and including the name, address, and Social Security Number of the employee. The employee must sign the invoice in ink.
- A copy of the approved travel request.
- A certification under the pains and penalties of perjury that expenses were not for wines, liquors, cigars or other services.
- All original receipts with requested reimbursement must be submitted to the Accounts Payable Department within seven business days of return from travel. Original receipts should be placed and taped onto a blank sheet of paper for ease in copying.
- Reimbursement cannot exceed the amount authorized by the President.

***Allowable expenses:***

- College will reimburse economy class, non-refundable commercial carrier charges. Traveler should be booking flights on the basis of best prices rather than trying to earn frequent flyer miles or points.
- College will reimburse conference discount rate for hotel charges unless otherwise approved by the President. Other hotel accommodations will only be approved if charges are at par or below the conference hotel rate.
- Meals will be reimbursed per diem with a daily maximum of \$50.00. Receipts are not required. There is no reimbursement for alcohol or tobacco items.
- Charge claims for taxi will only be allowed if there are no services offered by the hotel and supported by original receipts.
- Travel for automobile will be reimbursed at the IRS rates in effect. As of September 2005 the rate is 40.5 cents.
- Tolls and parking charges must be supported by original receipts.
- Conference registration fee.
- Telephone charges, which are necessary to conduct Quincy College business, must have original receipts.

***Exception:***

All out-of- New England Travel Requests amounting to one-thousand dollars (\$1,000.00) and more, must first be approved by the Board of Governors.

## **Policy 9 - 04 A: RECRUITMENT EXPENSES**

In case a decision is made by the Hiring Committee to invite a candidate for a final interview for an Executive position (Dean and above), Quincy College will reimburse the candidate for up to \$500 in actual travel and accommodation expenses. This stipend will only be available to candidates who are coming from outside the New England states. The candidate will have to provide the actual hotel and airline receipts. If the candidate is traveling by his/her car, the reimbursement will be as per state approved mileage.

## **Policy 9 – 05: COMMUNITY USE OF FACILITIES**

Classrooms may be used for a meeting or other group activity. Rooms must be reserved in advance through Enrollment Services.

There are certain rules of courtesy to be maintained as regards leaving the classroom in satisfactory condition for the next person, specifically:

1. Blackboards and marker boards should be erased.
2. If chairs have been rearranged for the meeting, they should be restored to their original position.
3. If chairs have been borrowed from another room to accommodate a large group, these borrowed chairs should be returned to their original room so the classroom does not experience a chair shortage.
4. Food and drink are not permitted in classrooms under any circumstances.

## Policy 9 – 06: Internet Acceptable Use Policy

### PURPOSE

Quincy College provides Internet access to students, faculty, staff, and administration as part of its educational mission. When the Internet is used appropriately, it can provide a wealth of information and resources to supplement classroom learning. Using the Internet can also be dangerous, especially for students that use it without supervision. The College wants to help increase the safety of all students that use the College's Internet resources, and will monitor the use of the College's computers, wherever possible, for compliance with this policy. To help improve safety, the College has adopted this Internet Acceptable Use Policy.

The policy applies to the use of the Internet via the College's computers or Internet services. When using the Internet via the College's computers or Internet services, users must follow the rules of this policy. Remember that the "Internet" includes e-mail, chat rooms, the World Wide Web, instant messaging, and other forms of communication accessed via the Internet.

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value. Quincy College has taken precautions to restrict access to controversial materials. However, it is impossible to control all materials and an industrious user may discover controversial information. We at Quincy College firmly believe that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the College.

The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that users may become aware of the responsibilities they are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If a Quincy College user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

The purpose of the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. Acceptable use of the Internet is defined by the following:

#### BE COURTEOUS AND POLITE WHEN USING THE INTERNET.

Do not do or say things on the Internet that would not be said or done to someone in person. Be polite in the messages that are sent via the Internet. Don't use swear words, vulgarities, obscenities, or threatening language. Be courteous to other users. Don't use the Internet to send harmful or offensive material that is based on stereotypes relating to sexual orientation, religion, nationality, ethnicity, gender, or race.

#### ONLY USE THE INTERNET FOR EDUCATIONAL PURPOSES.

Students should use the Internet to learn more about classroom topics, complete classroom projects, and to do homework. The College recognizes that some personal use is inevitable, and that occasional personal use that is brief in duration or infrequent is permitted, so long as it does not interfere with College business, occurs on personal time, and is not otherwise prohibited by College policies and procedures. If there is a question about whether the use of the Internet is appropriate, ask the teacher or another person at the school designated to help decide whether a particular Internet use is appropriate.

#### DO NOT USE THE INTERNET FOR INAPPROPRIATE PURPOSES.

The following inappropriate activities could endanger the safety of students using the Internet. For this reason, the College specifically prohibits the following activities when using the Internet.

- *Engaging in Illegal Activities.*  
Don't use the Internet for indecent, illegal, or harassing purposes. For instance, do not use the Internet to sell or buy firearms, drugs, or any other object or substance that is prohibited on school grounds. Don't view materials or send messages that encourage people to violate the law. Do not use the Internet to send or transmit materials that encourage illegal activities. Don't use the Internet to download or send confidential or copyrighted materials (pictures, music, or movies that are copyrighted).
- *Sending Harmful Messages or Materials.*  
Don't transmit threatening, harassing, or offensive messages over the Internet. This includes posting messages

in newsgroups, chat rooms or forums, and transmitting messages via e-mail or instant messaging.

- *Viewing Inappropriate Materials.*  
Don't use the Internet to download, transmit, or view pornographic materials. In addition, do not use the Internet to view, transmit, or download materials that are inappropriate.
- *Uploading Harmful Materials.*  
Don't upload a virus, Trojan horse, Worm, or the harmful form of programming or software.
- *Unauthorized Access.*  
Don't use the Internet to gain unauthorized access to other information systems, networks, or computers. Don't use another person's password to access the Internet. Don't send messages that mislead or confuse the recipient as to who is sending the message. Don't allow others to use personal passwords.

#### DO NOT REVEAL PERSONAL INFORMATION VIA THE INTERNET.

Never reveal personal information: home address, telephone number, or Social Security number via the Internet. Don't give last names or any other information that might allow a person to locate users without first asking permission of a teacher, supervisor, or parent. Never arrange to meet someone communicated with on the Internet. Don't reveal personal information about a student or person without the Internet. Don't reveal personal information about a student or person without the permission of that person, or the permission of that person's parents.

#### *Security*

Security on any computer system is a high priority, especially when the system involves many users. If a security problem is identified on the Internet, notify a teacher and system administrator, or the Quincy College Internet Coordinator. Don't demonstrate the problem to other users. Don't use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

#### *Failure to Comply*

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or teacher who receives an account will be part of a discussion with a Quincy College staff member pertaining to the proper use of the network.) The system administrators deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as necessary. The administration, faculty, and staff of Quincy College may request the system administrator to deny, revoke, or suspend specific user accounts.

#### *Vandalism*

Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in the cancellation of privileges.

#### *Monitoring and Filtering*

Quincy College may monitor any Internet activity occurring on Quincy College equipment or accounts. If Quincy College discovers activities which do not comply with applicable law or policy, records retrieved may be used to document the wrongful content in accordance with due process. Note that electronic mail (e-mail) is guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.

#### *Disclaimer*

Quincy College assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. Quincy College is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

We encourage all users to use Internet access responsibly. For any questions regarding this Internet Acceptable Use Policy, feel free to contact IT at 617-984-1698.

**Policy 9 – 07: COLLEGE LOGO, SIGNAGE, NAME AND TRADEMARK**

The College's logo, name, signs and trademarks may not be used by any individual or organization without the written permission of the College President. The only exception to this policy is College employees conducting College business.

**Policy 9 – 08: SALES AND SOLICITATIONS**

It is the policy of Quincy College not to permit sales of retail items on the College campus. Solicitations may be allowed as long as the items are legal and approved by the College President.

## **Policy 9 – 09: DISSEMINATION OF INFORMATION**

As a public institution, Quincy College abides by the laws and statutes governing release of information. In an effort to promote our mission and to foster a positive community relationship, all inquiries from representatives of the media shall be immediately referred to the President of the College. No College employee is authorized to discuss College business with the media without the President's approval.

The official source of all public relations information about the College is the President's Office. All requests for public relations information should be referred to the President.

All matters concerning job applicants and employees are kept confidential. Requests for information on prospective, current, or former employees should be directed to the Director, Human Resources. This service is maintained for the protection of employees and for compliance with laws pertaining to personal privacy.

### ***Job Applicant Information –***

As part of the interview process, confidential application information, such as resumes, application forms, or background investigation information, may be given to Quincy College employees involved in the interviewing process to determine qualifications of a job applicant for the open position. In the event that such a job applicant is offered and accepts employment at Quincy College, copies of the application information will be kept in the personnel file of the applicant selected for the position.

### ***Employment Reference or Other Outside Requests –***

Generally, Quincy College provides only limited information to outside business or government entities that request information about employees or former employees. Quincy College provides only limited information to outside business or government entities that request information about employees or former employees. Quincy College will verify information by either confirming or denying the accuracy of the information provided in the following areas:

- Date of Employment,
- Job Title, and
- Current Compensation (if authorized by the employee in writing).

No other information will be volunteered. All requests for information should be directed to the Director, Human Resources.

When an inquiry pursuant to a law or regulation comes from a government agency, Quincy College will comply with the terms of the inquiry and release the information requested or required by law. These inquiries may involve such situations as a police investigation, garnishments, Internal Revenue Services cases, Workers' compensation cases, court subpoenas, etc.

### ***Credit Information –***

These requests are normally for credit information relating to an application for a mortgage, a loan, retail credit, or other related credit. Quincy College will honor these requests only upon receipt of written approval for release of such information from the employee.

## **Policy 9 – 10: USE OF COLLEGE TECHNOLOGY & ASSETS**

### ***Personal Use of College Computers –***

Quincy College has provided you with computer equipment and software in order to facilitate the execution of your job on behalf of the College. The equipment represents a significant investment by the College and is not intended for personal use.

Employees may not keep personal information in files that are stored on the local disk drives or the College's PCs or other files stored in the network of the College's machines. The prohibition of personal information on College PCs is for the following reasons:

1. The College owns and has access to all of its machines and all of the information stored on them or on a machine connected with them through a network. The College has legitimate reasons for monitoring files stored on our machines or on machines connected with our equipment through a network and we may have occasion to examine them from time to time.
2. The college may make "backups" of information stored on PC's or through a network with the College's machines.
3. The College cannot and does not ensure the privacy or confidentiality of personal information stored on its machines (particularly those connected with the network) or any other machines connected through a network with our machines.
4. Files stored on College computers may, from time to time, be erased (become genuinely unrecoverable) as a result of system maintenance or system failure or for some other reason.

### ***Software Use –***

Software provided by the College for management or instructional use by employees may not be duplicated for either College or personal business. Violators will be subject to disciplinary action.

Exceptions to the policy may be granted, with the provisions of the law, by the President of the College.

### ***Voice Mail –***

The voice mail system is provided to assist employees with delivering and receiving prompt messages related to business matters. The Quincy College voice mail is to be used in a professional manner that is consistent with Quincy College standards of business conduct and as part of the normal execution of an employee's job responsibilities.

For the Quincy College voice mail system to be used as an effective business communication tool, the following steps are recommended:

1. Update your voice mail greeting on a daily basis, whenever possible.
2. Check your voice mail regularly.
3. Return voice mail calls promptly.
4. Delete old calls from your voice mail system.

When leaving a voice mail message, either on Quincy College's system or when making external business related calls, please keep your voice mail messages professional, clear, and concise.

When used effectively, voice mail can save all parties time by not having to play "phone tag," so always state the reason for your call when you are leaving a voice mail message.

It is always helpful to leave your name and telephone number at the beginning and the end of a voice mail message. Speak slowly and, if necessary, take an extra moment to spell your name. Please remember that voice mail is a form of communication and you are representing the company when leaving messages on any voice mail system and when recording your own voice mail greeting. Do not leave messages that are incomplete, unorganized or otherwise unprofessional.

Mark voice email messages as “urgent” only when a voice mail is urgent. Do not use this feature to move a message to the front of a recipient’s mailbox.

#### ***Personal Use of Phones, Fax, Etc. -***

College property is to be used by employees for business purposes. Quincy College discourages the use of its telephones, fax machines, mail facilities, and photocopy machines by employees for other than College business.

The use of office supplies for personal use is prohibited. Office supplies are not to be removed from campus. College technology shall not be removed from the College unless prior approval has been obtained from the Vice President of Administration and the Chief Financial Officer.

Technology may be removed for the sole purpose of conducting College business from a location away from the campus.

If the use of College property or supplies is abused, or interferes with your ability to perform your job or anyone else’s ability to perform their job, corrective action will be taken. Such action may result in the need for you to reimburse the College for the cost of using such equipment and/or disciplinary action up to and including termination of employment.

#### ***Right to Know & Hazardous Substances –***

As required by the Occupational Safety and Health Act of 1970, all employers must furnish to employees a workplace that is free from recognized hazards that are causing or are likely to cause death or serious harm to employees; likewise, employees must comply with all OSHA health standards, rules, regulations and orders issued under the Act that apply to their own actions and conduct on their jobs.

At Quincy College job safety and health protection are important and the company strives to provide a safe workplace for each employee. In return, Quincy College requests that each employee be attentive to his/her work environment and take action to correct any hazardous situation.

Since our facilities are limited to office environments and since we have limited hazardous substances, maintaining a hazardous free workplace requires each employee and management to be more attentive to obstacles that could harm others such as electrical wires, boxes or items in walkways, or equipment that is properly secured or in good working order. If you observe what appears to be a hazardous situation, please report it immediately to your manager or take action to correct the situation provided you are not at risk of being harmed.

Also be aware that as you enter the facilities of our clients and potential customers, you may be asked to wear personal protective equipment, to adhere to certain safety precautions, or to avoid certain areas due to hazardous chemicals or other unsafe conditions. Please be sure to abide by the requests of our clients and potential customers regarding their safety procedures.

If you think you have been exposed to a hazardous substance, immediately seek assistance. Contact your supervisor or a Vice President, or if at a client site, contact the safety manager or other appropriate representative.

## **Policy 9 – 10A: EMAIL ACCEPTABLE USE POLICY**

Electronic mail (E-mail) has become a major means of communications at Quincy College. Email use raises a number of issues including privacy of messages, email address publication, right of discovery, acceptable use, harassment, and storage. However, use of Quincy College's electronic mail systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of Quincy College. All users must be aware that communicating electronically has legal ramifications, which must be clearly understood, if potential problems are to be avoided.

For the purpose of this policy, email also includes email attachments (documents and graphics, etc.). Quincy College understands that risks for this College in providing user access to email cannot be eliminated but they can be significantly reduced through careful planning and appropriate policies and procedures.

The objectives of this policy are to outline appropriate and inappropriate use of Quincy College's email systems and services in order to minimize disruptions to services and activities, as well as to comply with applicable policies and laws. The College recognizes that principles of academic freedom, freedom of speech, and privacy of information hold important implications for email and email service. The College will not routinely inspect, monitor, or disclose email content without the holder's consent. However, there may be circumstances as in Appendix A under which email may be inspected without the holder's consent.

### ***Scope –***

This policy applies to all email systems and services owned by Quincy College, all email account users/holders at Quincy College (both temporary and permanent), and all College email records in the possession of College employees or other email users of the email services provided by the College. This policy applies equally to email headers, summaries, addresses and addressees.

### ***Account Activation/Termination –***

Email access at Quincy College is controlled through individual accounts and passwords. Each user of Quincy College's email system is required to read and sign a copy of the Email Acceptable use Policy prior to receiving an email access account and password. It is the responsibility of the employee/students to protect the confidentiality of their account and password information.

All full-time employees of Quincy College are entitled to an email account. Email accounts will be granted to third part non full-time employees on a case-by-case basis. Possible non full-time employees that may be eligible for access include:

- Adjunct faculty
- Full-time degree seeking students

Applications for these temporary accounts must be submitted in writing to the Quincy College IT Department. All terms, conditions, and restrictions governing email use must be in written and signed agreement.

Email access will be terminated when the employee or third part terminates their association with Quincy College, unless other arrangements are made. Quincy College is under no obligation to store or forward the contents of an individual's email inbox/outbox after the term of their employment has ceased.

### ***General Expectations of End Users –***

Important official communications are often delivered via email. As a result, employees of Quincy College with email accounts are expected to check their email in a consistent and timely manner so that they are aware of important company announcements and updates, as well as for fulfilling business- and role-oriented tasks.

Email users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must be aware of how to remove himself or herself from the list, and is responsible for doing so in the event that their current email address changes.

Email users are also expected to comply with normal standards of professional and personal courtesy and conduct.

### ***Appropriate Use –***

Individuals at Quincy College are encouraged to use email to further the goals and objectives of Quincy College. The types of activities that are encouraged include:

- Communicating with fellow employees, teachers, business partners of Quincy College, and clients/students within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities.

#### ***Inappropriate Use –***

Quincy College's email systems and services are not to be used for purposes that could be reasonably expected to cause excessive strain on systems. Individual email use will not interfere with others' use and enjoyment of Quincy College's email system and services. Email use at Quincy College will comply with all applicable laws, all Quincy College policies, and all Quincy College contracts.

The following activities are deemed inappropriate uses of Quincy College systems and services and are prohibited:

- Use of email for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
- Use of email in any way that violates Quincy College's policies, rules or administrative orders, including, but not limited to, College policies and procedures.
- Viewing, copying, altering, or deletion of email accounts or files belonging to Quincy College or another individual without authorized permissions.
- Sending of unreasonably large email attachments. The total size of an individual email message sent (including attachment) should be one megabyte or less.
- Opening email attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- Sharing email account passwords with another person, or attempting to obtain another person's email account password. Email accounts are only to be used by the registered user.
- Excessive personal use of Quincy College email resources. Quincy College allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial amount of resources. Quincy College prohibits personal use of its email systems and services for unsolicited mass mailings, non-Quincy College commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

#### ***Monitoring and Confidentiality –***

The email systems and services used at Quincy College are owned by the College, and are therefore its property. This gives Quincy College the right to monitor any and all email traffic passing through its email system. In addition, backup copies of email messages may exist, despite end-user deletion, in compliance with Quincy College's records retention policy. The goals of these backup and archiving procedures are to ensure system reliability and prevent business data loss.

If Quincy College discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, email records may be retrieved and used to document the activity in accordance with due process. All reasonable efforts will be made to notify an employee if his or her email records are to be reviewed. Notification may not be possible, however, if the employee cannot be contacted, as in the case of employee absence due to vacation.

Use extreme caution when communicating confidential or sensitive information via email. Keep in mind that all email messages sent outside of Quincy College become the property of the receiver. A good rule is to not communicate anything that you wouldn't feel comfortable being made public. Demonstrate particular care when using the Reply command during email correspondence.

***Reporting Misuse –***

Any allegations of misuse should be promptly reported to the IT department. If you receive an offensive email, do not forward, delete, or reply to the message. Instead, report it directly to the individual named above.

***Disclaimer –***

Quincy College assumes no liability for direct and/or indirect damages arising from the user's use of Quincy College's email system and services. Users are solely responsible for the content they disseminate. Quincy College is not responsible for any third-party claim, demand, or damage arising out of use of the Quincy College's email systems or services.

***Failure to Comply –***

Violations of this policy will be treated like other allegations of wrongdoing at Quincy College. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of Quincy College's email systems and services may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of email access;
2. Disciplinary action according to applicable Quincy College policies;
3. Termination of employment; and/or
4. Legal action according to applicable laws and contractual agreements.

**APPENDIX A**

***Harassment:***

It is a violation of this policy to use email to harass or threaten other students, staff or organizations.

***Copyright:***

Sending copies of documents in violation of copyright laws, into email communications in violation of copyright laws is prohibited.

***Representation:***

Email users shall not give the impression that they are representing, giving opinions, otherwise making statements on behalf of the College or any other Department.

***False Identity (Spoofing):***

Email users are not to use an identity other than their actual name, student number or an informal name. Informal names are to be directly associated with the correct email account.

***Unauthorized Access:***

Attempting unauthorized access and attempting to breach any security measures or attempting to intercept any email transmission without authorization is a violation of this policy.

***Interference:***

College email shall not be used for sending or forwarding chain emails, spamming, and creating or distributing letter-bombs.

**Web-Mail –**

Quincy College has adopted Outlook Web Access as the official means of web-mail for full-time faculty and staff. Outlook Web Access can be reached by typing <http://mail.quincycollege.edu> in the address field of Internet Explorer or by selecting the Outlook. By adopting Outlook Web Access as the default mail client, faculty and staff have a multitude of new features and accessibility to their email than ever before with standard mail clients like Netscape. Some new features include the ability to view and modify your personal calendar, an online task list, a global College directory of email addresses, a single personal address book accessible from home or office (no need to synchronize), and access to Exchange public folders. Since the new system is web-based, it is easier for you to get your mail than ever before. There are no settings required on your machine. Simply type [mail.quincycollege.edu](mailto:mail.quincycollege.edu) from your home PC. IT will not support users' home computers.

**Email User Agreement –**

I have read and understand the Email Acceptable use Policy. I understand if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws or company policy.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Policy 9 – 11: CODE OF ETHICS AND CONFLICT OF INTERESTS**

To maintain respect and competition as an institution of higher education, Quincy College expects all employees to comply with all laws and to maintain the utmost standards of personal integrity, fairness, and good judgment. Only by upholding these high standards can Quincy College expect to maintain the trust of current and future students, customers, employees, and the general public.

This code sets forth standards of conduct for employees of Quincy College relating to conflicts of interest, receiving and giving gifts, relationships, community activities, and violation of law.

### **Conflict of Interest:**

Employees must refrain from participating in any work activity or business venture which could conflict with the interests of Quincy College and interfere with the ability of an employee to satisfy work-related obligations.

### **Gifts:**

When either receiving or giving tangible gifts due to a business relationship with a current or potential customer, client, or other person or entity, discretion must be used to prevent the appearance of influence or obligation towards others. As a guideline, the receipt, or giving of any tangible gift of a nominal maximum value of \$50 is permissible when either a refusal to accept or not to give would offend or damage business relationships. Receiving direct or indirect favors, payments, services, loans, trips, or excessive business entertainment from students, customers or suppliers are strictly prohibited.

### **Relationships:**

Relationships may develop at work that could result in employees becoming involved in what would be considered a personal, rather than a business, relationship. If a personal and intimate relationship develops between you and any Quincy College employee to whom you or the other employee reports to or is supervised by, it must be disclosed to the next level of management immediately. The College reserves the right to make changes to the reporting and/or supervisory work relationship that will reduce potential conflicts of interest, including transferring one or both employees to other departments or locations.

### **Community Activities:**

Employees of Quincy College are encouraged to become involved in charitable, political, and community affairs. Employees should make it clear, however, that they are acting as individuals rather than as representatives of Quincy College so as not to be perceived as stating the position of the College on any issue.

### **Violation of Law:**

In the interest of safeguarding the image of Quincy College in the communities in which we do business and in our industry, the following action will be taken regarding violation of the law:

Any employee of Quincy College who is charged with a felony offense may be subject to suspension without pay, pending disposition of the charge.

Any questions about these policies or compliance with them should be directed to the President of the College. No employee will be disciplined for raising legitimate concerns or questions regarding these matters and their identities will be protected to the extent possible.

## **Policy: 9 – 13 Policy Regarding Research on Human Subjects**

Quincy College assumes responsibility for safeguarding the right and welfare of human subjects at risk in all research activities. The College is guided by ethical principles as outlined in "Belmont Report" of September 30, 1978, agrees to abide by regulations as detailed under "Title 45 Code of Federal Regulations Part 46 and declares that these regulations apply to all research with Human Subjects, regardless of the funding source.

The College will apply for federal wide assurance if applicable, with the United States Department of health and Human Services office for Human Research protection (OHRP). The assurance details the policies for the protection of human subjects and includes the duties and procedures of the institutional review board.

The College will have an educational Institutional Review Board to see that research at Quincy College follows proper procedures, with no fewer than five members. This will satisfy the compositional requirements for membership as described in 45 CFR 46. Chaired by V.P. Academics or the nominee, the board will have at least two faculty members from different fields, one nominee from the President, two outside nominees appointed by the President, and one non-faculty member appointed by V.P Administration. The decision will be by simple majority. If the proposal is coming from one member of the IRB, the member must refrain from voting. The term of this board will be for three years.

### **Principles:**

1. Quincy College is committed to academic research and the freedom to do this. However, in undertaking research care must be taken to protect the privacy of the individuals and research methodology must minimize risks and avoid harming individuals.
2. The researcher should not withhold any information the subject requests, about any aspect of the research likely to be significant to the subject or induce subjects to participate by means that might affect the subject's ability to decide freely.
3. Researcher must promise and maintain confidentiality and should inform subjects about their limits or capacity to adhere to confidentiality clause.
4. The researcher should explain to subjects, the purpose of the research. Special care should be taken because the subjects sometimes cannot understand the risks. Subjects must be in a position to freely refuse their participation.
5. The Office of Institutional Research will provide administrative and logistic support for the activity of IRB.
6. The Committee will review submitted research plans and approve, disapprove, or state conditions for the conduct of the research applying principles and procedures outlined in the policy and in applicable federal regulations.
7. It is the responsibility of faculty member to supervise student research in their courses and departments.
8. All research documents & data will be maintained for three years.

### **Procedures for Proposals:**

1. The IRB will meet once a month, as needed, during Fall and Spring semester
2. In basic review, following questions should be answered:
  - a. Are adequate procedures in place to ensure privacy and confidentiality?
  - b. Has informed consent been sought and documented?
  - c. Does the IRB approve of the consent form?
  - d. Have the risks to subjects been minimized?
  - e. Are the risks reasonable as compared to anticipated benefits?
  - f. Is the selection of subjects equitable?
  - g. Are safeguards in place to protect vulnerable population?
  - h. If the research is funded from an outside source, are the protocols consistent with the grant application?
3. IRB decision will be promptly communicated to researcher in writing within 15 working days.
4. Copies of all applications and approvals as well as annual reviews will be maintained in the office of the Institutional research.

### **Training:**

If applicable, Human Subject Assurance Training to be done by Institutional Officer, any researcher, and the IRB chair.  
<http://ohrp-ed.od.nih.gov/cbts/assurance/>

## **Section X: PERSONNEL POLICIES AND PROCEDURES**

### **Policy 10 - 01: REASONABLE ACCOMODATIONS FOR PERSONS WITH DISABILITIES**

Quincy College does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, veteran status, or disability in any matters relating to recruitment, selection, employee training and development, promotion, benefits and other terms and conditions of employment.

Quincy College is committed to providing, upon request, reasonable accommodation to a qualified job applicant or employee with a disability so that the job applicant or employee may have equal opportunity to apply for a job, to perform the essential functions of the job, or to be afforded equal opportunity on other benefits or privileges or employment unless such a request for an accommodation imposes an undue hardship.

## **Policy 10 - 02: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) POLICY AND NOTICE OF PRIVACY PRACTICES**

### I. POLICY:

It is the policy of Quincy College to protect the privacy of employee personal health information in compliance with applicable laws. This type of information is retained because the College provides group health insurance benefits through the City of Quincy. Under federal law, employee health information, known as protected health information (PHI), is information about you, including demographic information, that may identify you and that relates to health care services provided to you, the payment of health care services provided to you, or your physical or mental health or condition in the past, present or future. This Notice of Privacy Practices describes how the College, and/or representatives of the City of Quincy, may use and disclosed your PHI and your rights to access and control this information.

As a group health plan, we are required by Federal law to maintain the privacy of PHI and to provide you with this notice of our legal duties and privacy practices. We are required to abide by the terms of this Notice of Privacy Practices. The College reserves the right to change the terms of this notice at any time and is obligated to abide by the terms of the current notice. Any change in the terms of this Notice will be effective for all PHI that we are maintaining at that time. If a change is made to this Notice, a copy of the revised Notice will be provided to all individuals covered under the plan at that time.

### II. PROCEDURES:

#### ***Uses and Disclosures:***

Treatment, Payment and Health Care Operations Federal law allows a group health plan to use and disclose PHI, for the purposes of treatment, payment and health care operations, without your consent or authorization. Examples of permitted uses and disclosures that we, as a group health plan, may make under each section are listed below:

#### *Treatment:*

Treatment refers to the provision and coordination of health care by a doctor, hospital or other health care provider. As a group health plan administrator, we do not provide treatment.

#### *Payment:*

Payment refers to the activities of a group health plan in collecting premiums and paying claims under the plan for health care services you receive. Examples of uses and disclosures under this section include the sending of PHI to an external medical review company to determine the medical necessity or experimental status of a treatment; sharing PHI with other insurers to determine coordination of benefits or settle subrogation claims; providing PHI to the plan's UR Company for pre-certification or case management services; providing PHI in the billing, collection and payment of and fees to plan vendors such as PPO Networks, UR Companies, Prescription Drug Card Companies and reinsurance carriers; and sending PHI to a reinsurance carrier to obtain reimbursement of claims paid under the plan.

#### *Health Care Operations:*

Health Care Operations refers to the basic business functions necessary to operate a group health plan. Examples of uses and disclosures under this section include conducting quality assessment studies to evaluate the plans performance or the performance of a particular network or vendor; the use of PHI in determining the cost impact of benefit design changes; the disclosure of PHI to underwriters for the purpose of calculating premium rates and providing reinsurance quotes to the plan; the disclosure of PHI to stop-loss or reinsurance carriers to obtain claim reimbursements to the plan; disclosure of PHI to plan consultants who provide legal, actuarial and auditing services to the plan; and use of PHI in general data analysis used in the long term management and planning for the plan and company.

#### *Other Uses and Disclosures Allowed Without Authorization:*

Federal law also allows a group health plan to use and disclose PHI, without your consent or authorization, in the following ways:

- To you, as the covered individual.
- To a personal representative designated by you to receive PHI or a personal representative designated by law such as the parent or legal guardian of child, or the surviving family members or representative of the estate of a deceased individual.
- To the Secretary of Health and Human Services (HHS) or any employee of HHS as part of an investigation to determine our compliance with the HIPAA Privacy Rules.
- To a Business Associate as part of a contractual agreement to perform services for the group health plan.
- To a health oversight agency, such as the Department of Labor (DOL), the Internal Revenue Service (IRS)

and the Insurance Commissioner's Office, to respond to inquiries or investigations of the plan, requests to audit the plan, or to obtain necessary licenses.

- In response to a court order, subpoena, discovery request or other lawful judicial or administrative proceeding.
- As required for law enforcement purposes. For example to notify authorities of a criminal act.
- As required to comply with Workers' Compensation or other similar programs established by law.
- To the Plan Sponsor, as necessary to carry out administrative functions of the plan such as evaluating renewal quotes for reinsurance of the plan, funding check registers, reviewing claim appeals, approving subrogation settlements and evaluating the performance of the plan.
- In providing you with information about treatment alternatives and health services that may be of interest to you as a result of a specific condition that the plan is case managing.

The examples of permitted uses and disclosures listed above are not provided as an all-inclusive list of the ways in which PHI may be used. They are provided to describe in general the types of uses and disclosures that may be made.

***Uses and Disclosures with Your Authorization:***

Other uses and disclosures of your PHI will only be made upon receiving your written authorization. You may revoke an authorization at any time by providing written notice to us that you wish to revoke an authorization. We will honor a request to revoke as of the day it is received and to the extent that we have not already used or disclosed your PHI in good faith with the authorization.

*Your Rights In Relation To PHI:*

**Right to Request Restrictions on Uses and Disclosures.** You have the right to request that the plan limit its uses and disclosures of PHI in relation to treatment, payment and health care operations or not use or disclose your PHI for these reasons at all. You also have the right to request the plan restrict the use or disclosure of your PHI to family members or personal representatives. Any such request must be made in writing to the Privacy Contact listed in this Notice and must state the specific restriction requested and to whom that restriction would apply.

The plan is not required to agree to a restriction that you request. However, if it does agree to the requested restriction, it may not violate that restriction except as necessary to allow the provision of emergency medical care to you.

*Right to Receive Confidential Communications:*

You have the right to request that communications involving PHI be provided to you at an alternative location or by an alternative means of communication. The plan is required to accommodate any reasonable request if the normal method of disclosure would endanger you and that danger is stated in your request. Any such request must be made in writing to the Privacy Contact listed in this Notice.

*Right to Access to Your Protected Health Information:*

You have the right to inspect and copy your PHI that is contained in a designated record set for as long as the plan maintains the PHI. A designated record set contains claim information, premium and billing records and any other records the plan has created in making claim and coverage decisions relating to you. Federal law does prohibit you from having access to the following records psychotherapy notes; information compiled in reasonable anticipation of, or for use in a civil, criminal or administrative action or proceeding; and PHI that is subject to a law that prohibits access to that information. If your request for access is denied, you may have a right to have that decision reviewed. Requests for access to your PHI should be directed to the Privacy Contact listed in this Notice.

*Right to Amend Protected Health Information:*

You have the right to request that PHI in a designated record set be amended for as long as the plan maintains PHI. The plan may deny your request for amendment if it determines that the PHI was not created by the plan, is not part of designated record set, is not information that is available for inspection, or that the PHI is accurate and complete. If your request for amendment is declined, you have the right to have a statement of disagreement included with the PHI and the plan has a right to include a rebuttal to your statement a copy of which will be provided to you. Requests for amendment of your PHI should be directed to the Privacy Contact listed in this Notice.

*Right to Receive an Accounting of Disclosures:*

You have the right to receive an accounting of all disclosures of your PHI that the plan has made, if any, for reasons other than disclosures for treatment, payment and health care operations, as described above, and disclosures made to you or

your personal representative. Your right to an accounting of disclosures applies only to PHI created by the plan after April 14, 2003 and cannot exceed a period of six years prior to the date of your request. Requests for an accounting of disclosures of your PHI should be directed to the Privacy Contact listed in this Notice.

*Right to Receive a Paper Copy of this Notice:*

You have the right to receive a paper copy of this Notice upon request. This right applies even if you have previously agreed to accept this Notice electronically. Requests for a paper copy of this Notice should be directed to the Human Resources Privacy Contact listed in this Notice.

**Complaints:**

You may bring your complaint to the College's Human Resources Department by contacting Human Resources at 617-984-1768 located at Saville Hall-211. You may file a complaint with the College by notifying the Human Resources. Grievance policy and procedures will be implemented and it is unlawful for any person or persons to retaliate against an individual for putting forth a complaint. Investigative procedures outlines in the Harassment policy shall pertain to complaints of this nature as necessary for implementation of fair and consistent practices.

You may also bring your complaint to the Secretary of Health and Human Services if you believe your privacy rights have been violated by the College. You may contact the Office of Civil Rights, Department of Health and Human services at 200 Independence Avenue, SW, Washington D.C, 20201.

Complaints should be filed in writing with the Privacy Contact listed in this Notice. The plan will not retaliate against you for filing a complaint.

Privacy Contact: You may contact the Privacy Officer for the plan through your employer's Human Resources Department at 617-984-1768.

Effective Date of Notice: Under the auspices of the City of Quincy, Quincy College published this notice and it becomes effective on April 14, 2003.

## **Policy 10 - 03: CODE OF CONDUCT AND PROFESSIONALISM**

### I. POLICY:

#### *College-Wide Integrity and Ethical Standards*

The successful business operation and reputation of Quincy College ("The College") is built upon the principals of fair dealing and ethical conduct of its employees and is one of its most valuable assets. The College's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of the College is dependant upon student's and community trust and the College is dedicated to preserving that trust. Employees owe a duty to the College, its students, and constituents to act in a way that will merit their continued trust and confidence. It is the policy of Quincy college to comply with all applicable laws and regulations and the College expects all its employees to conduct business in a manner consistent with College policies and in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct.

All Employees and others that provide services for compensation for the College ("Employees" and "Agents"), therefore, shall conduct all work-related activities in keeping with the highest ethical standards. Employees and Agents are also expected to conduct their personal affairs in a manner which will not reflect discredit on the College, and must avoid situations that might lead to a conflict, or even the appearance of a conflict, between the Employee's or Agent's interests and his or her responsibilities to Quincy College.

Quincy College depends upon each and every Employee's or Agent's observance of ethical standards and consistent use of good judgment, fairness and personal integrity. We expect Employees and Agents to be courteous, discreet, dependable and principled in dealings with students, co-workers, management and others. All Employees or Agents are required to adhere to the ethical standards published by the professional organizations of their discipline with special emphasis on those policies that pertain to unacceptable behavior with students or patients in the clinical educational settings.

Dual relationships (a personal and work-related relationship) of any type between service providers and customers are complex and should be reviewed with supervisors to determine the appropriateness of maintaining that relationship. Such professional behavior is very important in our business, and we take this expectation very seriously, as should Employees and Agents.

### II. PROCEDURES:

In general, the use of good judgment, based on high ethical principles, will guide the employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the immediate supervisor and, if necessary, with Human Resources for advise and consultation.

#### A. Conflict of Interest:

The Conflict of Interest Law, Massachusetts General Laws, Chapter 268A, is designed to prevent situations in which an individual's private interests conflict with his or her responsibilities as a public employee. The law has provisions which prohibit the acceptance of gifts, which prohibit the involvement of public employees in state contracts and related matters in which they may have a financial interest, and which restrict the types of secondary state employment certain types of employees may accept. The law has numerous other provisions of a similar nature.

Compliance with the law is the individual responsibility of the employee. Violation of the law can result in fines as well as criminal penalties. Employees who have specific questions about the Conflict of Interest Law should contact the Human Resources Department at 617-984-1768, the Ethics Commission at 617-727-0060 or visit their website at [www.state.ma.us/ethics](http://www.state.ma.us/ethics).

Employees and Agents shall disclose in writing to the President any person to whom they are closely related or any organization with which they are affiliated who or which presently transacts business with the College or a related entity or might reasonably be expected to do so in the future. Each disclosure shall be updated and

resubmitted to the President on an annual basis. In addition, an Employee or Agent is required (as a matter of policy) at any time during which such Employee or Agent becomes aware of an actual or potential conflict of interest, to immediately disclose such conflict to the President. The disclosure shall identify in writing the nature of the conflict and all the material facts and circumstances surrounding the conflict, which would be necessary for the President to make an informed decision with respect to the transaction. The disclosure of an employee is not limited to his or her own conflicts, but shall include any conflict of any other employee or agent which is known to an employee or agent.

Upon the disclosure of an actual or potential conflict of interest of an employee, the President may take action despite the conflict if all of the following conditions are met:

- the employee with the conflict provides the material information to the President;
- a majority of the disinterested governors, even if less than a quorum, takes action with respect to the conflict and with all material information;
- if the common interest is disclosed and the contract or transaction is fair and reasonable to the corporation.

*Violations of the Conflict of Interest:*

If the President has reason to believe that an interested party has failed to disclose an actual or potential conflict of interest, it shall inform the person of the basis for such belief and allow the person an opportunity to explain the alleged failure to disclose.

If, after hearing the response of the employee and making such further investigation as may be warranted in the circumstances, the President and/or Board of Governors determines that the employee has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Compliance with this policy of business ethics and conduct is the responsibility of every College employee. Disregarding or failing to comply with this standard of business ethics and conduct may result in disciplinary action, up to and including possible termination of employment.

*Gifts or Favors:*

Employees or Agents must not use their College positions for personal gain or advantage or give that appearance. Employees, Agents and their families must not accept gifts or favors with a value of more than fifty dollars (\$50.00) from students (or their family members), suppliers or vendors. To accept gifts or favors with a value of more than fifty (\$50.00) is a violation of Quincy College policy and may result in disciplinary action up to and including termination of employment.

*Improper Payments:*

No Employee or Agent may make or receive any payments or authorize any expenditure in connection with the College business that represents bribes, kickbacks or payoffs; are falsified, deliberately unrecorded or undocumented in College's records when required; violates applicable laws or regulation.

No Employee or Agent shall exert influence on another Employee or Agent to provide services to or purchase goods from another Employee or Agent.

*Outside Activities:*

Outside employment or participation in the affairs or another businesses or organizations may create conflicts of interest and interfere with the Employee's or Agent's primary responsibilities to College. An Employee or Agent may hold a job with another organization or another department within the College as long as he or she satisfactorily performs his or her job responsibilities with his or her primary function at the College. All Employee's and Agent's performance will be reviewed by the standards set forth in the appropriate current collective bargaining agreement and/or the College policy and will be subject to the College's scheduling demands, regardless of any existing outside work requirements. Personal interests that conflict or appear to conflict with the interest of the College shall be avoided. While the existence of such actual and potential conflicts of interest can be determined only upon the review of the particular circumstances of a given situation, and it is impossible to list every circumstance that might present a conflict, the following examples serve to illustrate the type of situation that should be avoided:

- Ownership of a substantial financial interest or management controlled by an Employee or Agent or any member of his or her family for any outside concern that does business with, or is a competitor of Quincy College, other than ownership of securities of a publicly-owned corporation traded on the open market.
- Representation of Quincy College by an Employee or Agent in any transaction in which the Employee or Agent or any member of his or her family has a substantial interest.

If the College determines that an Employee's or Agent's outside work interferes with performance or the ability to meet the requirements of the College as they are modified from time to time, the Employee or Agent may be asked to terminate the outside employment if he or she wishes to remain with the College. Outside employment will present a conflict of interest if it has an adverse impact on the College.

*Confidentiality and Dissemination of Information:*

As a public institution, Quincy College abides by the laws and statutes governing releases of information and confidentiality. In an effort to promote our mission and to foster positive community relations all inquiries from representatives of the media shall be immediately referred to the President of the College. No Employee or Agent is authorized to discuss College business with the media without the President's prior approval.

The official source of all public relations information about the College is the President's Office and as such, all requests for public relations information shall be referred to the President.

Employees and Agents of the College have a legal obligation to maintain confidentiality. As an Employee or Agent of Quincy College, you shall not disclose information determined to be confidential in nature in accordance with applicable laws and guidelines unintentionally by indiscrete conversation (for instance, on elevators, on the telephone, and/or in common/public area) or by careless handling of record documents and other documents containing confidential information. Confidential information includes, but is not limited to, the following examples:

- Students records
- Any document that lists a Social Security number
- Wages and salaries
- Employee data and records
- Any other information designated as confidential by a member of the administration.

All Employees and/or Agents of Quincy College shall adhere to policies regarding confidentiality of student records, release of records, release of PHI, documentation of confidential information, Electronic Communication and Internet/Intranet Usage. Should an employee improperly use or disclose confidential business information, the employee will be subject to disciplinary action, up to and including termination of employment. This applies even if the employee does not get any benefit from releasing the information.

*Proper Accounting:*

It is necessary that all Employees and Agents comply with the accounting rules established by the College. The records of College must accurately reflect transactions. Undisclosed or unrecorded funds, assets or accounts of the College and/or its students will not be established for any reason, and false entries will not be made in the books and records of the College and/or its students.

All disbursements made on behalf of the College, its students and/or their representatives are to be used only for the purpose described in documents supporting the disbursement. Personnel responsible for keeping the books and records of the College should communicate fully with management, internal auditing personnel, and independent auditors when the circumstances dictate.

The above procedures extend to all Employees and Agents involved in the disbursement of Quincy College funds and/or custodial accounts for which the College bears fiduciary responsibility including, but not limited to: petty cash; student accounts; cash receipts; credit cards; purchase orders; vendor credit lines; checking accounts. Use of the College's funds or assets for unlawful or improper use is strictly prohibited.

Any violation of this policy may be against criminal law and as such may result in disciplinary action up to and including possible termination of employment and possible criminal prosecution.

***Legal Compliance:***

It is the policy of Quincy College to comply with all applicable laws and regulations. Individual employees have the responsibility of following all College policies and procedures, current collective bargaining agreements, and complying with all laws and regulations under which the College operates. Any violation of College policy may result in disciplinary action up to and including termination of employment.

***Documentation:***

Falsification of any documentation whether student related or not, may result in disciplinary action up to and including termination.

## **Policy 10 - 04: CRIMINAL OFFENDER RECORD INFORMATION (CORI) CHECKS**

### I. POLICY:

Quincy College reserves the right to conduct a criminal record background check on any/all employees or agents as authorized by the Criminal System History Board (CSHB), in accordance with relevant licensing regulations and as required under MGL Chapter 71 Section 38. In addition, the College may conduct a CORI on all volunteers, consultants, students, trainees, etc. whose work involved the potential for unsupervised contact with students who are of minor age and/or persons receiving services at our affiliate clinical sites.

### II. PROCEDURES:

Quincy College shall follow the procedures set forth by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), under the standards and guidelines set forth by the Accreditation Review Committee on Education in Surgical Technology (ARC-ST) and in accordance with CSHB guidelines and state law.

## **Policy 10 - 05: WORK ATTIRE/DRESS CODE POLICY**

### I. POLICY:

Quincy College is an Equal Opportunity Employer. The appearance and grooming habits of each employee of Quincy College is vitally important in contributing to the positive public perception of the College. All employees are expected to dress in a manner appropriate to their job functions. Extremes in fashion are not appropriate for the workplace. Although the College does not have a uniform code for its employees, it is expected that employees will use professional and good judgment in their choice of clothing and in their appearance, and dress in proper business attire.

### II. PROCEDURES:

Each department sets guidelines according to health and safety considerations, student or public contact, job functions and in accordance with the expectations of Quincy College policy. Executive Staff Team Members are responsible for setting reasonable and appropriate departmental guidelines, and must review their guidelines with their Vice President and the Director of Human Resources. In general, it is expected that all managers set forth a standard that all employees present a professional image to the community and it's students unless such professional business attire is determined to be a safety risk or inappropriate due to the function of a particular position.

Human Resources will review this policy with all new employees as part of new employee orientation.

## **Policy 10 - 06: EMPLOYMENT VERIFICATION AND PUBLIC INFORMATION**

### I. POLICY:

As a public education institution and department of the City of Quincy, it is the policy of Quincy College to disseminate information according to and consistent with applicable City and College personnel policy provisions, local guidelines and requirements, current collective bargaining agreements and Federal, state and local laws.

All employees are advised that, under Massachusetts law, except as otherwise exempted, the names, positions, titles, home addresses, telephone numbers (if listed), and salary data of college employees are public information. It is the policy of the College to release this information in accordance with the guidelines and requirements of applicable laws and in response to requests for information.

### II. PROCEDURES:

The College shall provide information upon receipt of a written request for information listings. The Human Resources Department shall provide employment verifications and reference checks only upon receipt of a signed authorization and release form, with said form available from the Human Resources Department upon request. Responses to such inquiries will be limited to dates of employment, position and most recent or last salary as documented and substantiated by Quincy College records. No employment or reference data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Salaries are released in writing to financial institutions when a written request, accompanied by the release signature of the employee, is received. Salary verification forms will be forwarded directly to financial institutions; they will not be returned via the employee.

## **Policy 10 - 07: PERSONNEL RECORDS**

### I. POLICY:

The Human Resources Department maintains a file on each employee of the College. The files are the property of Quincy College and are considered confidential in nature. It is the policy of the College to maintain all Personnel Records under the provisions of the Fair Information Practices Act, and according to and consistent with applicable City and College personnel policy provisions, local guidelines and requirements, current collective bargaining agreements and Federal, state and local laws.

### II. PROCEDURES:

Employees may obtain access to their files by completing an access request in writing to the Human Resources Department and the employee shall make a mutually convenient scheduled appointment with Human Resources. Personnel Records must be examined in the presence of a member of the Human Resources staff. During the record review, the employee may request that certain documents be copied for him/her.

## **Policy 10 – 08: OSHA AND THE RIGHT TO KNOW**

As required by the Occupational Safety and Health Act of 1970, employers must furnish to employees a workplace that is free from recognized hazards that are causing or are likely to cause death or serious harm to employees; likewise, employees must comply with all OSHA health standards, rules, regulations and orders issued under the Act that apply to their own actions and conduct on their jobs.

At Quincy College job safety and health protection are important and the company strives to provide a safe workplace for each employee. In return, Quincy College requests that each employee be attentive to his/her work environment and take action to correct any hazardous situation.

Since our facilities are limited to office environments and since we have limited hazardous substances, maintaining a hazardous free workplace requires each employee and management to be more attentive to obstacles that could harm others such as electrical wires, boxes or items in walkways, or equipment that is properly secured or in good working order. If an employee observes what appears to be a hazardous situation he/she shall report it immediately to the department manager. All employees should be aware that as he/she enters a facility of one of our clients and/or potential customers, he/she may be asked to wear personal protective equipment, to adhere to certain safety precautions, or to avoid certain areas due to hazardous chemicals or other unsafe conditions. Employees must abide by the requests of our clients and potential customers regarding their safety procedures.

If an employee thinks he/she has been exposed to a hazardous substance, he/she is encouraged to immediately seek assistance. Contact your supervisor or Office Of Campus Services or if at a client site, contact the safety officer or other appropriate representative for that site.

### ***The Right To Know:***

The Massachusetts Right-to-Know Law went into effect September 26, 1984. The law requires that all employers label hazardous substances and obtain Material Safety Data Sheets (MSDS) on those substances and that all employees who handle hazardous substances receive right-to-know training.

An employee has the right to request a copy of the MSDS on those substances used in the performance of his/her duties. The MSDS lists the ingredients of the substance, potential hazards, physical characteristics and necessary precautions in using the substance. MSDSs may be obtained from the Environmental Health & Safety Office.

Employees who must use materials that are potentially hazardous should learn what precautions to take before handling the material. This information can be found on MSDSs which may be obtained from the Environmental Health & Safety Office.

## **Policy 10 - 09: WORKERS COMPENSATION POLICY AND NOTICE OF COVERAGE**

### I. POLICY:

In accordance with Massachusetts Workers Compensation (WC) Act, M.G.L. Ch. 152, Quincy College provides Workers' Compensation Insurance coverage for employees who sustain an occupational illness or injury arising out of and in the course of employment. In accordance with the M.G.L. and the guidelines set forth by the City of Quincy, all such employee injuries must be reported regardless of severity or loss of time from work. The WC Insurance coverage provides payment for any necessary medical treatment related to the workplace injury, including payment for partial compensation for lost wages after the first five (5) days of disability if reports and documentation are filed in accordance with regulations and timeframes outlined here within and in accordance with the regulating state and local guidelines.

This Notice to Employees details Worker's Compensation Insurance coverage for Quincy College employees. Coverage becomes effective at the time an employee starts work and is provided by City-Wide Insurance Group through Quincy College, a Department of the City of Quincy. The entire cost is paid by Quincy College. Medical expenses resulting from occupational illness or injury are reimbursable under Workers Compensation rather than the employee's medical insurance plan, provided the procedures and required time frames for reporting and documenting workplace incidents as outlined in this policy and as regulated by the College's insurance carrier. The information contained here within shall serve as "Notice to Employees" in accordance with applicable M.G.L 152.

### II. PROCEDURES:

#### A. Reporting Requirements:

All employees who are injured while on duty must notify their immediate supervisor and are strongly encouraged to seek immediate medical attention.

- The reporting employee or manager must complete a Quincy College Incident Report immediately.
- The original Incident Report must be submitted immediately, on the day the incident occurs, to Human Resources and a copy shall be provided to Campus Services.
- Human Resources must determine if an Employer's First Report of Injury or Fatality - Form 101 needs to be completed. In most cases of work-related injuries or illnesses, the supervising manager will be required to submit the Form 101 on the same day the incident has occurred and per direction of Human Resources.
- Human Resources must submit the Form 101 to the City Solicitors Office within 24-hours of the employee's accident or injury, or from the date in which the employer is made aware of the injury.

The College is required to comply with strict time limits in reporting industrial accidents. If an employee does not notify the College of the injury within 24 hours of the injury, the College is then required to submit the Form 101 within (7) days (not including Sundays or legal holidays) from the date upon which the College received notification from the employee to complete and submit the Form 101. Therefore, all work-related injuries must be reported promptly. Consult Human Resources for further details.

The Department of Industrial Accidents (DIA) has revised the required Form 101. The only acceptable version is dated August 2001. No other forms will be accepted.

#### B. Notice of Intent to Return:

Upon request, an employee must submit a Notice of Intent to Return Form to Human Resources. An employee may not return to work, in his/her regular capacity, or in a modified or light duty capacity, without valid written medical certification authorization.

**Policy 10 - 10: ANNUAL SECURITY REPORT**

The annual security report is on file in the Office of Campus Services.

## **Policy 10 - 11: NATURE OF EMPLOYMENT**

All professional and hourly staff members of the College are employees of the City of Quincy and are subject to the rules and regulations as they pertain to both Quincy College and City employees, and as they apply to colleges under the Board of Higher Education. Unit-employees shall be subject to all rights, privileges and guidelines as detailed in current collective bargaining agreement and must comply with state, federal, local laws and College policies. If a College policy conflicts with a current collective bargaining agreement, the current collective bargaining agreement will usually take precedence.

Appointments, contracts and letters of hire to all positions are approved by the President as authorized by the Board and upon the recommendation of the senior department manager. No offers of employment or appointments are valid except those approved by the President or the President's designee. As appointed by the President, the Director of Human Resources, the Vice President of Academic Affairs and the Vice President of Administration are authorized to confirm offers of employment with the President's final approval.

## **Policy 10 - 12: ATTENDANCE, HOURS OF WORK AND PUNCTUALITY**

All employees are expected to report to work on a regular and punctual basis and as scheduled. Should an employee be unable to report to work as scheduled he/she is required to contact his/her direct supervisor prior to his/her reporting time, and shall follow any/all call-in procedures as set forth but his/her department or senior service director. Quincy College reserves the right to change work hours and/or work site based on the needs of the program and the College, and shall comply with current collective bargaining agreement guidelines when applicable.

The length of the work week is specified in current collective bargaining agreements for association members. Faculty work hours are determined by class schedules and contract provisions. Administrative hours vary to meet the needs of the students and College personnel. Please consult your immediate supervisor for further details.

In general, the College operates on a 35-hour work week unless otherwise stated in a current collective bargaining agreement. Exempt employees operate at a professional level and as such are expected to work as needed to appropriately meet the essential functions of the position. All employees are expected to comply with a standard of professional protocol outlined here within. Failure to comply may result in disciplinary action up to an including termination of employment.

## **Policy 10 - 13: SCHOOL AND CLASS CANCELLATIONS**

### ***Class Cancellations:***

If, due to illness or other emergency, you need to cancel your class, you must call the appropriate faculty secretary prior to the start of class. On the main campus, please call 617-984-1750. Allied Health faculty must notify the Allied Health Secretary at 617-984-1601. In Plymouth, please call the main desk at 508-747-0400. Inform the secretary of your name, the title of your course(s), section number(s), day and time(s) it meets, and the building and room number. If there is an assignment for your students, state this as well.

Day and Evening Adjunct Faculty must contact their respective Dean to determine a plan to make up the contact hours missed. Such arrangements must be decided upon and reported in writing to your Dean within seven days of any absence, unless otherwise directed by your Dean. Any arrangements for make-up time must offer the students your time without penalizing them if they are unable to attend. In extreme emergencies, Adjunct Faculty must in advance of the absence contact their Dean (in writing) requesting the time they will be out and a proposed make-up plan for the contact hours missed. Any coverage of a class you will miss must be approved and arranged through the Dean. Any arrangement other than cancellation that involves payment must be done through the college payroll system.

### ***School/Weather Cancellations:***

The following TV/Radio stations will broadcast Quincy College cancellations: WHDH-TV Channel 7, WBZ-TV Channel 4, WCVB-TV Channel 5, WFXT-TV Fox 25, WBZ AM 1030, WJDA AM 1300. Weather cancellation messages are also posted on the Quincy College weather information line at 617-984-1700, option 8. For those faculty members relying on broadcast media for announcements of weather related cancellations or delays, please note that broadcast references to "Quincy" or "Quincy Public Schools" being cancelled or delayed do not apply to Quincy College. College cancellations or delays will refer specifically to "Quincy College".

In the event that the Plymouth public schools are cancelled, the Plymouth campus of Quincy College will be closed. If the Plymouth public schools are open, the Plymouth campus of Quincy College will hold classes. We are unable to announce the Plymouth campus separately from the Quincy campus on most radio and TV stations, so this is a way to notify students and make judgments that err on the side of safety for Plymouth campus students and faculty. Announcements regarding the Plymouth campus will be on our phone line for weather cancellations at 617 984-1700, option 8.

In general department managers are expected to establish phone chains within offices so fellow workers can inform staff about late arrivals due to weather. The College expects to staff offices if the College does not close for weather emergencies. The College expects that employee absences be coordinate as much as possible and all employees shall follow appropriate protocol for calling in as absent as outlined in the current collective bargaining agreements, the Quincy College policy Manual, the Faculty Handbook and here within.

Any faculty who find they must cancel a class or a day of classes must call 617-984-1750 as well as their appropriate academic Dean, so that students are informed appropriately.

## **Policy 10 – 14: EMPLOYMENT ELIGIBILITY AND SELECTION**

Quincy College does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, veteran status, or disability in any matters relating to recruitment, selection, employee training and development, promotion, benefits and other terms and conditions of employment. Quincy College is actively committed to increasing diversity and making every effort to seek and hire individuals that will have the College reflect the diversity of the communities it serves. As part of this commitment, a member of the Human Resources staff shall become an ex-officio member of all searches for all positions.

### ***A. Recruitment and Hiring:***

The goal of the selection process is to find the person who is best able to perform the essential functions of the position while achieving a workforce that reflects the diversity of the of the community population. Any criterion or process that is used to screen and select candidates, from qualification requirements through the interview, must be job-related and applied consistently to all candidates. If the College is not receiving a satisfactory response from the posting, the College may repost the position vacancy, internally and externally, with a new or extended deadline.

Individuals seeking employment in professional positions must submit a resume, letter of intent, and three references. All other individuals interested in non-exempt or hourly positions must complete a Quincy College Application for Employment or furnish a resume with letter of intent and three employment related references.

All required applicant information must be received in the Human Resources office within the posted time limits to receive consideration.

Quincy College relies on the accuracy of the information contained in the Employment Application, as well as the accuracy of other data presented during the hiring and employment process. Any misrepresentations, falsifications, or material omissions in any of the information or data present throughout the hiring process may affect this application process or outcome unfavorably and may result in the exclusion of the individual from further consideration for employment or may result in discharge from employment if discovered at a later date.

All candidates selected to be interviewed shall be requested to complete the standard Quincy College Employment Application form prior to the interview. The information on the application will supplement the information contained in the resume and gathered during the interview. The Application can be obtained in Human Resources and is a standard form that must be used for all candidates being considered for hire.

Applications for each position will be screened to select a group of candidates to be considered for the position. Candidates will be interviewed in a fair and consistent process following the College's interviewing guideline. All candidate conversations shall be documented and a Candidate Interview Evaluation Form is available in Human Resources for this purpose. Finalists for a position shall be interviewed by the senior department manager and divisional VP and/or President.

Reference checks are a valuable tool to be utilized in the candidate selection process. A minimum of two (2) positive employment references must be obtained prior to making a recommendation for hire or 2 written recommendations verified. All completed reference checks must be documented and will be maintained in a personnel record upon hire. A Reference Check form is available in Human Resources.

Recommendations to employ are made through the administrative process to the College President. Executive level Exempt Non-unit positions are appointed by the President of the College. All other Unit and Non-unit position appointments, contracts and/or letters of hire are made by the President or President's designee and upon recommendation from the divisional manager. The President may designate an executive team member to compose or authorize formal written appointments or contracts of employment but the President is the only hiring authority and shall provide written approval of all personnel action in accordance with M.G.L. Chapter 71.

Consult Human Resources for further guidelines regarding Job Descriptions, personnel request and vacancy approval, posting procedures, recruitment, screening and interviewing guidelines, and candidate selection.

### ***B. New Employee Orientation:***

All new employees must attend Orientation with Human Resources. Human Resources shall arrange an appointment to conduct New Employee Orientation on or before the first day of employment and upon receipt of authorization for hire and required documentation.

Orientation is a forum for the College to provide new employees with necessary information about their employment, payroll, and benefits eligibility. At Orientation HR shall obtain required employment documentation and shall provide new employees with an overview of essential policies and procedures.

New employees must complete tax forms, an emergency notification form, and other required documents at time of hire in compliance with state and federal record keeping requirements. A Form I-9 must be completed at time of hire and in accordance with the Immigration Reform Control Act. The employee must present acceptable original documentations to be verified by Human Resources within 3 days of employment to comply with federal law.

***C. Immigration Reform and Control Act of 1986:***

The Federal Government's Immigration and Control Act of 1986 requires that all new employees must present documents establishing both their identity and employment eligibility. In order to comply with the law, new employees are required to complete an Employment Eligibility Certification Form I-9 and provide acceptable identification. Persons who are not citizens of the United States must also provide evidence that they are permitted to work in the United States. Questions concerning this law should be addressed to Human Resources.

## **Policy 10 – 15: INTERNAL POSTING POLICY AND VACANCY ANNOUNCEMENTS**

### I. POLICY:

Quincy College encourages promotion from within the organization. Human Resources will post all vacant positions consistent with College policy and the guidelines of current collective bargaining agreements.

Current employees in good standing who meet the minimum qualifications of a posted vacancy are eligible to apply. Probationary employees or employees in warning status are not eligible for a position transfer unless College Administration determines it is in the best interest of the students, College and the employee.

### II. PROCEDURES:

Human Resources shall, in good faith effort, post and make available vacant positions in the Vacancy Posting bi-weekly on Friday. Human Resources shall make a good faith effort to make available the Vacancy Posting in the following manner and will, at minimum, comply with the provisions of current collective bargaining agreements:

- Email document to all email users bi-weekly
- Post on approved boards college-wide and in accordance with current collective bargaining agreements
- Hard copies available in the President's Office and in Human Resources
- Posted bi-weekly on the Quintranet

All vacant positions shall be posted internally for a minimum of 7-days. Promotional opportunities shall be posted internally in accordance with current collective bargaining agreements and College policy.

Current employees interested in applying for posted positions shall complete an Internal Application and forward to Human Resources with a resume, letter of intent and three (3) letters of recommendation. Non-exempt hourly vacant positions may waive the requirement of resume submittal. All internal applicants in good standing who meet the minimum requirements of the posted position and who apply within the 7-day posting period will be granted an interview.

External advertising by the College may be concurrent with internal postings upon HR approval, and in accordance with current collective bargaining agreements.

## **Policy 10 – 16: VOLUNTEERS**

Although unpaid volunteers can be helpful in many areas, the use of volunteers raises concerns, including issues with confidentiality, potential liability, and claims for unemployment compensation.

In light of these facts, should you still desire to use the services of a volunteer, you should contact your senior service manager; provide him/her with a list of the volunteer's duties, a schedule of the desired hours and an explanation as to why these tasks could not be performed by regular college employees. Upon approval of the senior service manager and/or the President, the volunteer candidate shall complete an application for employment, be interviewed by the appropriate senior service manager or his/her designee, and undergo the standardized College hiring procedures.

## **Policy 10 – 17: POSITION CLASSIFICATION AND CATEGORIES**

Each position has a designated status of either Exempt or Non-Exempt in accordance with FLSA, federal and state wage laws. Non-exempt employees are entitled to overtime pay or compensatory time off under specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hours laws, however, may acquire such rights and privileges as bargained for if the Exempt employee is a member of an Association and as such should refer to the current collective bargaining agreement.

Unit positions shall connote any position falling under one of the Association's collective bargaining agreement. All Unit positions shall be categorized as defined in current collective bargaining agreements. Non-unit positions shall connote all positions not included under one of the Association's collective bargaining agreement. All Non-unit Positions shall be categorized as defined by the College and approved by the President and the Board.

Quincy College recognizes three Categories of positions: Regular, Temporary, and Grant Funded.

Position status refers to the FLSA exemption status and refers to Full-time (FT), Part-time (PT) and Limited Part-time (LPT) or hourly status.

### *Regular Positions:*

These are positions that exist as regularly scheduled and consistent hours for a full school/calendar year that are budgeted line items. These positions regularly scheduled at 20-hours (.5 FTE) per week or more for a full school calendar year and are budgeted as benefit eligible as part of their compensation. Professional Staff and Faculty positions are included in this category.

Limited part-time (LPT) positions are regularly scheduled hours of less than 20-hours per week that are listed as budgeted line items and are non-benefit eligible positions.

### *Temporary Positions:*

These are positions that exist for a specified period of time. While some temporary positions may be continued beyond the original term and may continue for an extended period, they must be renewed periodically and are dependant upon continued budgetary approval or funding. These positions are NOT benefit eligible in accordance with the provisions of M.G.L. Ch. 32, due to the seasonal and temporary nature of the position. Employees in these positions fall under the provisions of the Omnibus Budget Reconciliation Act of 1990 (OBRA). No other benefits are available.

Seasonal and/or emergency hires and Adjunct positions are included under this category. Appointments to an Acting position are temporary in nature as described above. However, temporary or acting appointments typically arise out of an emergency staffing need for a position that is categorized as Regular and as such is typically covered by a current benefit eligible employee. Therefore in certain circumstances the position may be categorized as benefit eligible.

Consult with Human Resources for specific hiring details when being appointed in an acting capacity.

### *Grant Funded:*

There are positions, which are funded by an alternative sources other than college resources. These positions are typically funded through federal or state contracts, exist only for the term of the grant, and may be continued only with the renewal of the grant as a source of funds. These positions may or may not have benefits depending upon the provisions of the funding of the applicable grant. Benefit eligibility is determined by position category as listed above under regular positions and in accordance with laws and regulations. If a grant funded position is categorized as Regular Part-time (RPT) or Regular Full-time (RFT) and grant funds are made available for the provision of benefits as outlined in the awarded grant then the positions shall be defined as benefit eligible.

Consult Human Resources for further details regarding position classification.

## **Policy 10 – 18: INTRODUCTORY PERIOD AND PROVISIONAL EMPLOYMENT**

### I. POLICY:

It is the policy of Quincy College to require new employees to complete a 6-month Introductory Period beginning on their first day of employment. Managers must complete a performance evaluation at the end of the Introductory Period unless otherwise stated in an applicable current collective bargaining agreement. All individuals appointed to a Regular Non-unit position shall be appointed provisionally until the Introductory Period of 6-months from date of appointment has been successfully completed. When an employee is transferred or promoted into a Regular Non-unit position said employee shall serve an Introductory Period from the effective date of promotion or transfer for a period of 6-months. All Unit employees upon hire shall serve an Introductory Period consistent with the guidelines of the current collective bargaining agreement.

The purpose of the Introductory Period is to provide the employee with the opportunity to become familiar with the position and the College and to provide the employee with feedback on their performance. It also provides the employee an opportunity to demonstrate the appropriate skills, knowledge and work habits, and provides the College an opportunity to evaluate the job match.

### II. PROCEDURES:

Throughout the Introductory Period, the manager shall meet with the employee to discuss performance standards and expectations. The manager develops clear objectives with the employee during the initial meeting.

At the end of the Introductory Period, the manager shall meet with the employee and shall conduct a performance review. The manager shall follow the guidelines for Performance Appraisals set forth here within, or if applicable, as stated in the current collective bargaining agreement.

If the College determines the Introductory Period does not allow sufficient time to thoroughly evaluate an employee's performance the Introductory Period may be extended in writing for a specified period of time. Consult with Human Resources if an employee's performance during the Introductory Period is not meeting the standards set forth. The grievance procedures do not apply to a new employee in an Introductory Period unless otherwise stated in an applicable collective bargaining agreement.

## **Policy 10 – 19: PERSONNEL CHANGES**

### ***A. Employee Notice of Change in Personal Information:***

Employees are responsible for ensuring that all personal information changes are furnished to Human Resources in a timely manner. Changes in address, marital status, emergency notification information, and all other personal information changes must be reported promptly on a Personal Change Notification Form and submitted to Human Resources for processing. No name changes will be made effective without a valid Social Security Card for name verification in compliance with federal regulations. Human Resources shall provide a copy of the Personal Change Notification Form to Payroll/Business Office for processing system changes as necessary.

### ***B. Transfers and Advancements:***

The divisional manager is responsible for providing notification to Human Resource in the event that an employee's position status changes. Such changes may include: Position Title change, Position Category or Classification Change (such as RFT position dropping to RPT) Licensure change, and separation or resignation. Please contact Human Resources for details and procedures.

## **Policy 10 – 20: EMPLOYEE PROFESSIONAL DEVELOPMENT**

Quincy College recognizes that the skills and knowledge of its employees are critical to the success of the college. When possible and as set forth by the President and the Board, the College may sponsor an educational assistance program to encourage personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the College. For program specifics and eligibility criteria, please contact the President's office and/or Human Resources.

Unit employees shall consult the current collective bargaining agreement for rights and privileges pertaining to professional development.

Eligible employees may qualify for participation in the College Tuition Remission program outlined here within.

## **Policy 10 – 21: PERFORMANCE APPRAISAL PROCESS**

### I. POLICY:

The College recognizes that our success is measured by the long-term satisfaction and achievement of our students, and the positive partnerships we develop. Our most valuable resources to achieving our mission are our faculty, administration and support staff. Each individual employee's performance contributes to our ability to successfully achieve and excel in all aspects of our mission and values. The College's performance management system for all Non-unit employees is designed to foster communication, encourage employees to reach their fullest potential, and to recognize employees for contributing to the mission of the College.

The intent of the evaluation is to help each employee and supervisor assess in a constructive way the employee's performance over a specific period of time and in relation to agreed upon standards and objectives in order to assure that the goals of the institution are being fulfilled.

Performance reviews shall be conducted at the end of an employees Introductory Period and Annually thereafter unless otherwise specified in current collective bargaining agreements. For more information on how to conduct evaluations and the standardize evaluation tools available, managers should contact Human Resources.

### II. PROCEDURES:

The performance of each unit employee is evaluated at the intervals and in the manner specified in the applicable current collective bargaining agreements.

The evaluation of Non-unit College employees shall be conducted according to a format approved by the President and in accordance with College policy.

Managers and employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis. The evaluation shall be conducted for all employees at the end of their Introductory Period and annually thereafter. The evaluations shall be conducted in the following manner:

- at the conclusion of the spring semester
- utilizing the job description and applicable Performance Appraisal Tool
- the manager shall schedule a performance appraisal meeting at a mutually agreeable time
- the employee shall come prepared with a self evaluation completed
- the performance evaluation shall be signed by the manager
- the employee shall be provided with the opportunity to respond with his/her comments in writing and attached to the evaluation
- the employee shall sign the evaluation acknowledging that he/she has been presented with the evaluation and that he/she understands the evaluation, the employee signature does not connote agreement with the content of the evaluation only that he/she understands the content.

Every employee is entitled to review his/her performance evaluation form before it is placed in his/her personnel file. All evaluation are maintained as a permanent document in the employee's personnel file.

Academic Supervision: Instructors are supervised by the college official listed below depending on the prefix of their course numbers:

ACS, ART, BIO, CHE, CSA, CSI, ENG, ENV, FRN, GOV, HIS, ITA, MAT, PHL, PHY, PSY, SCI & SOC instructors are supervised by the Assistant Dean of Science (617-984-1748).

ALH, PNU & RNU instructors are supervised by the Dean of Allied Health (617-984-1695)

ACC, BUS, CJS, ECO, EDU, EMG, FIN, FSC, HSV, LAW, LBR, MGT & MKT instructors are supervised by Dean Robert Baker, Jr., Business & Public Service (617-984-1642).

Plymouth Campus instructors are supervised by Dean Anna Williams-Cote (508-747-8156).

*Student Evaluations:*

In order to assess the academic quality of education at Quincy College and in order to provide instructors with a means of evaluating their teaching effectiveness, students are asked to evaluate their instructors in all classes towards the end of the semester. You will receive a packet of course evaluations in your mailbox along with instructions for administering the evaluations. The completed forms are then forwarded to the Vice President of Academic Affairs, Saville Hall, and then to the appropriate Dean for review. Evaluations are generally redistributed to faculty during the following semester for their examination. Adjunct Instructors/Professors are also evaluated by their respective Dean on a rotating basis.

## **Policy 10 – 22: PROGRESSIVE DISCIPLINE PROCESS**

Quincy College is dedicated to promoting a professional work environment and expects its employees to operate in a manner consistent with the suggestions, guidelines and policies here within. In the event that a supervisor or manager needs to address employee conduct he/she shall consider the following procedures and contact Human Resources for further guidance. The procedures outlined here within are not mandatory and any step may be eliminated on the basis of and determination of the severity of the employee misconduct or infraction.

### **Step 1. Verbal Warning:**

An initial verbal warning may be given verbally to the employee by his/her supervisor. The supervisor shall specify problem area(s), state expectations for improvement, and confirm the employee's understanding of what is expected. The supervisor shall keep a written record of the conversation in his/her own management files. This written documentation shall become part of the employee's personnel record if the discipline process moves forward to the next step. There may be instances where the supervisor omits the verbal warning and proceeds directly to a written warning.

### **Step 2. Written Warning:**

After consultation with Human Resources, a written warning may be issued to the employee by his/her supervisor and shall become part of the employee's personnel record. The written warning shall specify the problem area(s), state expectations for immediate and sustained improvement, and shall be signed by the supervisor and countersigned by the employee. The warning period can be extended at the discretion of the supervisor and in consultation with the senior service Director and the Director of Human Resources.

### **Step 3. Discharge:**

No employee shall be transferred or promoted during a warning period, unless senior divisional manager and/or the President determine it to be in the best interest of the College, students and the employee.

The President may designate an executive team member to compose or authorize formal written separation notices, however, the President is the only authority to authorize a separation and shall provide written approval of all personnel action in accordance with M.G.L. Chapter 71.

Unit employees will be managed in a manner consistent with current collective bargaining agreements. Quincy College reserves the right to terminate an employee for good cause. Employees terminated during the Introductory or Probationary Period shall not be subject to the provisions of Policy 10 – 23 Grievance provisions here within unless otherwise stated in a current collective bargaining agreement.

## **Policy 10 – 23: GRIEVANCE PROCEDURES**

### I. POLICY:

This policy is designed to facilitate the prompt, fair, impartial and informal settlement of complaints. Under this policy, an employee has the opportunity to be heard at each step of the procedure. The resolution of a complaint at any step in this procedure shall not constitute an admission by the College that it has violated any policy in regard to the employee. A complaint may be filed at the level at which the action or inaction being appealed occurred. For members of one of the Associations at Quincy College, the procedures detailed in the current collective bargaining agreement for that association shall apply.

### II. DEFINITIONS:

Day - "Days" under this policy shall mean calendar days unless specifically noted otherwise.

Complaint - A complaint asserts an allegation by an employee or group of employees that a specific policy, contained herein, of the City of Quincy or specific policy of the College has been breached in its application to him/her. A complaint shall state all the known facts pertaining to the alleged breach on which the appeal is based, including but not limited to: the name and title of the person(s) against whom the complaint is directed; the date when such breach is alleged to have occurred; a statement of all known facts, documents and materials supporting the complaint; the specific policy allegedly breached; and the relief sought by the complaining party. All exhibits upon which the complaining party intends to rely shall be attached to the complaint at Step I.

Complaining Party - Person(s) who files a written complaint under this policy.

Professional Judgment - For the purposes of this procedure, every decision to renew or fail to renew an appointment, to terminate any such appointment, or to grant or refuse to grant a sabbatical leave, a promotion or a salary increase, shall be deemed to have been made pursuant to an exercise of professional judgment; and that every complaint that, explicitly or by implication, questions the merits of any such decision, but no other decision, shall be deemed to be a complaint that questions an exercise of professional judgment. In matters of professional judgment, the scope of review of the action is limited to a determination of whether the judgment was made in an arbitrary, capricious or unreasonable manner.

### III. PROCEDURES:

#### ***Step 1 (Supervisor Level)***

If an employee believes that a specific College policy has been breached in its application to him/her, he/she shall file a written complaint with his/her immediate supervisor, with a copy to the College President and the Director of Human Resources. The complaint shall be filed within ten (10) days of when the employee knew or should have known of the breaching event. The employee and the immediate supervisor shall meet within a reasonable time to attempt to resolve the problem. A written memorandum of the outcome of this meeting shall be prepared by the supervisor and delivered to the complaining party within ten (10) days following the meeting and a copy to be submitted to Human Resources. A Grievance Review Record shall be completed by the manager and submitted to Human Resources with a copy of the written memorandum attached. Human Resources shall maintain said documents in a separate and confidential file.

#### ***Step 2 (President's Designee Committee Meeting)***

If said employee is not satisfied with the outcome at Step 1, within ten (10) days of receipt of the Step 1 Memorandum, he/she may file with the President and Human Resources, a copy of the original complaint and a request for a meeting or a determination without a meeting on the matter. The President shall assign a Grievance Review Committee. If a meeting is requested, the committee shall give reasonable notice of the time, date, and place of the meeting, which shall whenever practicable be held within thirty (30) days after committee receives the complaint. No new issues may be raised at Step 2 beyond those raised in the initial complaint.

A meeting under this Handbook shall be conducted by Grievance Review Committee. All meetings shall be closed to the public. Both parties are entitled to be accompanied by an advisor at the meeting, however, the advisor may not directly participate in the meeting or question witnesses. Both parties may present witnesses at the meeting. All questioning

of the parties and witnesses shall be conducted by the committee conducting the meeting. At the meeting, the formal rules of evidence shall not apply. In all cases the meeting shall be conducted in a fair and impartial manner. An official record may be kept of the proceeding.

The Grievance Review Committee conducting the meeting shall issue a written decision to all parties involved within thirty (30) days of the meeting. The decision shall include:

- a summary of the facts
- a summary of the evidence and witness statements presented
- a conclusion based on the evidence presented as to whether a violation of this policy has occurred.

The decision shall be hand delivered or sent by certified mail, return receipt requested, to the employee and to his/her designated representative.

### ***Step 3 (Appeal to President)***

If said employee is not satisfied with the decision issued at Step 2, within seven (7) days of his/her receipt of the Step 2 decision, the employee may file a written appeal with the President. The written appeal shall detail the professional's exceptions to the Step 2 decision. The President shall review the Grievance Review Committee's decision and the employee's appeal, and shall issue his/her decision within thirty (30) days after receipt of the appeal. The President's decision shall be final.

## **Policy 10 – 24: EMPLOYEE SEPARATION**

### I. POLICY:

It is expected that resignations will be mutually agreed upon and conducted in a manner consistent with College policy and current collective bargaining agreements and will not disrupt the operations of the College or the provision of quality services to our students.

### II. PROCEDURES:

An employee who wishes to resign or retire from his/her position shall address a letter of resignation to the President of the College and submit the letter to his/her immediate supervisor who shall then forward the letter to Human Resources. It is expected that an employee shall submit letter of resignation at least 2-weeks prior to the effective date of resignation. It is requested that managerial employees and teaching staff provide 4-weeks written notification out of professional courtesy. All Unit employees must submit resignations in accordance with current collective bargaining agreements.

Under no circumstances, unless otherwise stated in a current collective bargaining agreement, shall vacation or personal time be used within the two weeks prior to an effective date of resignation. Final Paychecks will not be direct deposited. Please consult with Human Resources regarding the details of compensation and benefits upon effective date of resignation.

In the event that an employee is terminated for cause or misconduct such termination is subject to the provisions of College policy, local guidelines and applicable collective bargaining agreements. Supervising managers shall consult Human Resources in the event that corrective disciplinary action is determined to be an appropriate course of action.

Individuals employed under grant funds are subject to the above provisions and cannot continue to be employed when the funding for the grant ceases.

## Policy 10 – 25: SALARY ADMINISTRATION

Employees are paid in accordance with their contract, letter of appointment or current collective bargaining agreement and as mandated by federal and state wage laws. Pay cycles are determined by position classification, category and status. All Regular Exempt professional employees are paid on a 52-week pay cycle and as such receive a weekly paycheck on Friday upon provision of services and submittal of proper time keeping documentation. Regular Full-time and Part-time Unit faculty members are paid on either a 21-week or a 26-week cycle and must complete upon hire a Deduction Notification Form indicating cycle preference. Each paycheck will include earnings for all work performed through the end of the current payroll period. Employees should consult with Human Resources or Payroll/Business Office to determine pay-cycle.

In the event that a regularly scheduled payday falls on a day off, such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

### A. *Adjunct Pay Practices:*

Adjunct faculty teaching during the Fall and Spring are generally paid in three equal installments distributed throughout the Semester; Summer and Intersession Adjuncts are paid in two payments. At the beginning of each semester Adjunct employees shall receive a notice from the Business Office announcing the payroll schedule dates.

#### Important note:

Receipt of an Adjunct employee's first paycheck will depend upon submission of a corrected official class list to the Enrollment Services Office, Newport Hall, 150 Newport Avenue Ext. On a scheduled date, the second paycheck is mailed to the employee's home unless the employee has made previous arrangements to pick up the paycheck in person. The final check will be available in the Enrollment Services Office, when the employee turns in his/her final grade sheet and attendance record.

The final check is usually presented in person, but it may be mailed out upon request of the instructor. Apart from the final check, all other checks will be mailed directly to the faculty member's mailing address, unless special arrangements are made for pick up. Changes in address, marital status, emergency notification information, and all other personal employee information changes must be reported promptly on a Personal Change Notification Form and submitted to Human Resources for processing.

### B. *Direct Deposit:*

As a City of Quincy employee, College eligible employees may participate in the payroll Direct Deposit Program. It comes at no cost to you and is a simple, convenient and worry-free way to complete your personal banking. The Direct Deposit system allows you to deposit your total gross pay into any bank of your choice, including most Credit Unions. If you chose to deposit to the Quincy Municipal Credit Union, you must go to the Credit Union and generate your payroll authorization form from there. The system only has the ability to direct deposit an employee's pay to one (1) bank. However, if the employee chooses to authorize a Quincy Credit Union (QCU) Deduction (such as a car payment) the system will perform the deduction and then the deposit the gross pay amount less the deduction to the QCU or another bank of the employee's choice, as authorized.

To enroll in Direct Deposit an employee must complete a Direct Deposit Authorization Form and attach a blank check with VOID written on it. Submit this form to Payroll for processing. Forms are available in the Human Resources Office.

When making any changes, or closing an account to which you have authorized a direct deposit, it is imperative that you notify Payroll/Business Office at least 4 weeks in advance of the date of closing, or change in account. To change an account number or bank, an employee must complete a new authorization form and attach a blank check with VOID written on it. All account changes or terminations must be submitted in writing to Payroll/Business Office.

Upon completion and submittal of the authorization form, a pre-notification process is necessary and typically takes twenty (20) working days to complete. Once this process is complete, the direct deposit will take effect and the employee will receive a pay advice mailed to the home address provided by the employee. This twenty (20) day processing period applies to any account changes or terminations after the initial enrollment in the Direct Deposit Program.

Employees may initially enroll in the Direct Deposit Program at any time. Once enrolled, an employee may terminate enrollment at any time, provided proper written notification is submitted to the Payroll Office. Once voluntary termination of Direct Deposit has been authorized in writing, the employee must wait at least three (3) months before he/she is eligible to re-enrolling the City of Quincy Direct Deposit Program.

As a direct deposit participant, an employee will see, as part of his/her pay advice, details of payment, deductions, and new direct deposit information. Please contact Payroll and/or Human Resources for further details.

The Quincy Credit Union located at 180 Quincy Ave. in Quincy offers a wide range of services. An employee may arrange for direct deposit or an automatic deduction from your paycheck. Contact the Credit Union directly at (617) 479-5558 for specific information related to services.

C. *Payroll Deductions:*

Benefit eligible employees are required to complete a Deduction Notification and Authorization Form in Human Resources.

The law requires that Quincy College make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The College may deduct Social Security taxes on each employee's earnings up to a specified limit called the Social Security "wage base." Most college employees will receive other retirement deductions in lieu of Social Security Deductions and must complete a Form SSA-1945.

Quincy College may offer other programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. Any questions concerning why deductions are made from a paycheck or how they were calculated please contact Payroll/Business Office.

D. *Pay Periods:*

Paychecks are issued on Fridays and cover a pay period prior to the week payment is processed. As an example, if a 52-week employee receives a pay check on Friday April 14, 2006 the payment of wages covers the period of Sunday April 2nd through Saturday April 8th. Pay cycles vary and is contingent upon the position and category. Regular 52-week employees are paid weekly upon completion of assigned hours. Regular Full-time and Part-time Faculty shall choose either a 21-week or 26-week payment cycle. Adjunct employees are typically paid in three (3) increments during a contracted semester. Summer and Intersession Adjunct employees are typically paid in two (2) increments and is dependant upon the provisions outlined here within. Consult with Payroll/Business Office for further details.

## **Policy 10 – 26: PAYMENT OF WAGES POLICY**

Quincy College makes a good faith effort and is committed to complying with State and Federal laws and regulations regarding the payment of wages for services rendered.

If an employee believes that money has been improperly deducted from their wages, the employee shall first contact their immediate manager. If after discussion with their manager the employee determines there is still a discrepancy the employee shall contact Payroll in the Business Office. If the employee still believes that there is a discrepancy he/she may contact Human Resources.

## **Policy 10 – 27: TIME SHEETS**

### I. POLICY:

Quincy College maintains a record of hours for each employee in accordance with Federal and state wage and hour laws. Each employee must complete a time sheet for each pay period. A time sheet is a legal document and therefore must be accurate, completed and signed in ink, and signed by the service manager. If it is determined that falsification of hours or omission of appropriate record of hours has occurred, disciplinary action up to and including termination of employment may occur.

### II. PROCEDURE:

Each employee must complete a time sheet in ink and submit to his/her immediate supervisor for signature approval. Service manager/director shall sign the time sheet verifying the information as accurate, complete and true. Original Time Sheets are due in the Presidents Office no later than 10am each Friday.

Employees should consult with their immediate supervisor for further details regarding expectations, timelines and procedures.

## **Policy 10 – 28: BENEFITS SUMMARY**

Eligible Quincy College employees are offered a wide range of benefits and a number of the programs, such as workers' compensation and unemployment insurance cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employee classification/category and in accordance with M.G.L. Ch. 32.

Human Resources (HR) can identify the programs for which an employee is eligible. Details of many of these programs can be found here within.

Eligible Unit-employees should refer to their current collective bargaining agreement. The information provided here within is for the purpose of providing a summary of possible benefits available to eligible employees and should not be interpreted as a binding offer of benefits. Should information contained here within conflict with current collective bargaining agreements, typically the agreement will take precedence.

Some benefit programs require contributions from the employee, but most are fully paid for by the College. The following benefits programs offered by Quincy College to eligible employees include, but not limited to:

- Annuity and Retirement Plans
- Tuition Remission
- Health and Dental Insurance Coverage
- Life Insurance Coverage
- Various Paid Time Off (PTO)
- Paid Holidays
- Quincy Credit Union Membership Benefits
- Club membership specials and occasional discount specials

A. Eligibility:

An employee must be active in a position categorized as Regular and the position is budgeted as a benefit-eligible position of 20-hours per week or more (.5 or greater). Consult with Human Resources for further details or to determine eligibility.

## Policy 10 – 29: INSURANCE COVERAGE PLANS

Employees are advised to consult with Human Resources to obtain detailed information about any of the insurance coverage plans outlined here within, for further information regarding employee eligibility and for plans services access and enrollment deadlines. Benefit deductions are determined by coverage election and employee pay cycle. The College provides, upon hire and annually thereafter for eligible employees, a rate sheet detailing employer contributions, employee contributions and COBRA coverage costs. Please refer to the current Fiscal Year Deduction schedule for further details.

A. Health Insurance Coverage:

Eligible employees may enroll in Health Insurance Coverage Plans offered through the City of Quincy's City-Wide Group Insurance Plan to be financed by the Board and coverage plan participants. The College pays a portion of the premium cost depending on the selected coverage plan. An eligible employee is entitled to enroll in College offered Health Insurance coverage of his/her choice within 30 days of his or her date of hire or eligibility, upon experiencing a qualifying event or annually during the period of Open Enrollment. Once enrolled, an eligible employee may change his/her coverage plan options only during the period of Open Enrollment that occurs annually during the month of May. Benefit deductions are determined by coverage election and employee pay cycle.

For further details regarding plan coverage and special membership advantages, enrolled employee should refer to the coverage plan's member services website available in the enrollment materials.

B. Dental Insurance Coverage:

Eligible employees may enroll in Dental Insurance Coverage Plans offer through the City of Quincy's City-Wide Group Insurance Plan to be financed by the Board and participating members. The College pays a portion of the premium cost. An eligible employee is entitled to enroll in College offered Dental Insurance coverage of his/her choice within 30 days of his or her date of hire, upon experiencing a qualifying event or annually during the period of Open Enrollment. Once enrolled, an eligible employee may change his/her coverage plan options only during the period of Open Enrollment that occurs annually during the month of May.

C. Life Insurance Coverage:

All active Regular benefit eligible employees are offered Life Insurance and accidental death and dismemberment insurance pursuant to the City-Wide Group Insurance Plan to be financed by the Board and participating members. Basic and Voluntary Group Life Insurance Plans are offered upon hire and Part-time eligible employees will receive pro-rated benefits. Quincy College provides Life Insurance through Boston Mutual Life Insurance Company. If you do not elect coverage within thirty days from date of hire, you must wait until the open enrollment period in May to enroll. Elected coverage becomes effective on the first day of the month following the new deduction from your paycheck and the employee shall receive notification of effective date.

- Basic Coverage: The cost of Basic coverage is shared between the employee and the College while. The College pays a portion of the premium cost of the Basic Life Insurance Coverage. Coverage is effective 30-days after initial payroll deduction is made. Basic coverage may be carried into retirement and continues as long as contributions are made.
- Voluntary Coverage: An eligible employee must enroll in Basic Coverage to be eligible for Voluntary Coverage enrollment. The employee is responsible for paying the full cost of the Voluntary Coverage. Voluntary coverage is reduced upon retirement and coverage is terminated at age 75.

## **Policy 10 – 30: NOTICE OF CONTINUED HEALTH INSURANCE COVERAGE (COBRA)**

### I. POLICY:

Quincy College shall comply with Federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), requiring employers sponsoring group health insurance plans to offer employees and their families the opportunity for a temporary extension of coverage, called continued coverage, where coverage would otherwise end. This Notice of Continuation Coverage Rights was created to inform you and your family and spouse of your rights and obligations under the COBRA provisions of the law. COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary". You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his/her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his/her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the Plan as a "dependent child."

#### **COBRA Coverage Availability:**

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction in hours of employment, death of the employee, or the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event.

### II. PROCEDURES:

#### **YOU MUST GIVE NOTICE OF SOME QUALIFYING EVENTS:**

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to Human Resources.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), your divorce or legal separation, or a dependent child's losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment terminates, COBRA continuation coverage for his spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage generally lasts for only up to a total of 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

- 1). **Disability extension of 18-month period of continuation coverage:**  
If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 19-month period of continuation coverage. To benefit from this extension, a qualified beneficiary must notify the Plan Administrator within 60 days of the Social Security Administration's determination and before the end of the original 18-month period; and provide a copy of the Social Security Administration's determination.
  
- 2.) **Second qualifying event extension of 18-month period of continuation coverage:**  
If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both), or gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

If you have questions:

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to Human Resources or contacts identified below. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at [www.dol.gov/ebsa](http://www.dol.gov/ebsa). (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.)  
Keep your Plan Administrator Informed of Address Changes: In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

## **Policy 10 – 31: RETIREMENT AND ANNUITY PLANS**

A variety of annuity plans are available to employee and contingent upon position classification and category and are provided in accordance with applicable laws and regulations.

All annuity deductions are given pre-tax status unless a request to waive pre-tax status is provided in writing. Employees are required to complete a Deduction Notification and Authorization Form for any of the Health, Retirement or Annuity deduction. Employees enrolling in a retirement plan or OBRA shall be required to complete an SSA-1945 Form indicating an understanding of the effects an employee's enrollment will have on Social Security benefits and deductions.

If an employee is interested in a voluntary supplemental annuity plan, he/she should contact the office of Human Resources for details.

All Regular Exempt employee working in a position of 24-hours per week or more must apply for membership in the City of Quincy's Retirement System, unless said employee is in and continues under the Massachusetts Teachers' Retirement System. All Regular Faculty members must enroll in the Massachusetts Teachers Retirement System (MTRS). Contact Human Resources for enrollment procedures, eligibility and mandates.

All Limited Part-time (LPT) temporary and Seasonal employees working less than 20-hour per week or no regularly scheduled weekly hours shall enroll in a specified OBRA plan in accordance with the Omnibus Reconciliation Act and as mandated by the City of Quincy.

For further details regarding enrollment mandates, enrollment procedures, forms and available plans contact Human Resources.

## **Policy 10 – 32: PAID TIME OFF BENEFITS (PTO)**

### **A. Personal Time:**

Each Regular staff employee in a budgeted benefit eligible position shall be allowed up to two days of leave with pay for the purpose of transacting or attending to pressing personal, legal, business or family matters which require absence during a workday and which may not be completed otherwise. Except in an emergency situation, as may be authorized by the President, no personal leave shall be allowed three days before or three days after a holiday or vacation period, or during a college enrollment or registration period. Requests for such leave must be submitted in writing on the appropriate form to the appropriate senior staff officer at least 24 hours in advance of the requested day off when possible.

Unless otherwise specified in a contract or current collective bargaining agreement, active Regular employees working in a budgeted benefit eligible position of 20-hours per week (.5) or more shall be afforded Personal time pro-rata and are subject to the same guidelines here within.

Personal time is granted at the beginning of each Fiscal Year. New employees hired after July 1 of the current fiscal year will be allotted personal time of a pro-rated amount after completion of one full calendar month of employment. Unused earned Personal time is not to be carried-over from one fiscal year to the next. Employees hired after the 15th day of the month shall not count the initial month of hire for accrual calculation.

### **B. Sick Time:**

Each active Regular employee in a budgeted benefit eligible position shall be afforded Sick time in the amount as stated in the contract, current collective bargaining agreement or letter of appointment. Each active Regular employees working in a budgeted benefit eligible position of 20-hours per week or more shall be afforded Sick time pro-rata and are subject to the same guidelines here within.

Sick time is granted at the beginning of each Fiscal Year unless otherwise stated in a current collective bargaining agreement, contract or letter of hire. New employees hired after July 1 of the current fiscal year shall be allotted Sick time of a pro-rated amount after completion of one full calendar month of employment. Employees hired after the 15th day of the month shall not count the initial month of hire for accrual calculations. Earned Sick time may be carried-over from one fiscal year to the next to the extent unused with out limitation.

The College reserves the right to request from any employee seeking to use sick leave time documentation from a physician in a way of explanation of said sick leave request. The employee shall comply with all such requests from the College, the College reserves the right to deny paid sick time requests where the illness is not documented and/or a pattern of abuse exists.

Unless otherwise specified in a contract or current collective bargaining agreement, an employee will not earn or accrue sick leave benefits during any significant leave of absence other than a military leave of absence. Military leave has no effect on this calculation of accrued sick leave benefits.

### **C. Vacation Time:**

Unless otherwise stated in an appointment letter, contract or current collective bargaining agreement, active Regular employees in a budgeted benefit eligible position shall, upon hire, receive a specified number of vacation days pro-rata to be accrued at the end of each month not to be implemented until the completion of one full calendar month of employment. Employees hired after the 15th day of the month will not count the initial month of hire for accrual purposes.

Earned vacation time is a cash-out benefit meaning that upon separation an employee is entitled to receive payment equal to the number of days earned to the extent unused upon effective date of separation.

Vacation leave may be accumulated and carried-over from one fiscal year to the next in an amount not to exceed one year of accumulated accruals unless otherwise specified in a contract or current collective bargaining agreement or as authorized by the President.

All requests for vacation leave must be submitted in advance on the appropriate form, first to your supervisor and then to your senior service manager. Members of the Executive Staff submit their vacation requests directly to the President.

Designated regular professional employees as specified by Executive Team members and/or senior divisional managers, are not permitted to take vacation time off during the following periods due to the heavy workload associated with the start of the school year:

- during the last two weeks of August into the first two weeks of September
- during the last two weeks of January into the first two weeks of February

Non-unit regular employees are granted the Monday and Friday of Spring Break week as two additional paid days off not to be deducted from the employees Paid Time Off bank but to be given as a paid Holiday, as listed below, to compensate for required attendance at both January and May Commencement activities annually.

D. Compensatory Time:

Hourly non-exempt staff are entitled to an equal number of hours of compensatory time when they are directed by their supervisor to work additional hours beyond the 35 hour week. Professional exempt staff are salaried employees and as such are not entitled to overtime or compensatory time off. Unit members should consult their current collective bargaining agreement to determine eligibility for this compensation benefit.

A compensatory time request form must be completed and signed by the senior service director and forwarded to the Human Resources Office.

E. Holidays:

The College is closed for the following paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Patriot's Day	Thanksgiving Friday
Memorial Day	Christmas Day
Independence Day	

\*Monday and Friday of Spring Break as scheduled by College

\*One half day New Years Eve as determined by the President

\*One half day before Thanksgiving Day as determined by the President

\*One half day before Christmas when Christmas occurs between Tuesday and Saturday as determined by the President

For general purposes, unless otherwise noted in a current collective bargaining agreement, for eligible employees, when a holiday falls on a Saturday, Holiday observance will be on the preceding Friday. When a Holiday falls on a Sunday, Holiday observance will be on the following Monday. Refer to your specific contract for details. The dates of some holidays vary from year to year.

## **Policy 10 – 33: EMPLOYEE ASSISTANCE PROGRAM (EAP)**

### I. POLICY:

Quincy College recognizes drug and alcohol dependency as an illness and a major health problem. Please refer to our Drug-Free Workplace Policy. The College is primarily concerned with the safety and well-being of our students and employees, and recognizes the wellness of our employees directly affects the success or failure of the college to provide quality educational services and to successfully achieve our mission.

Employees, including student employees, needing assistance in dealing with such problems are encouraged to find the appropriate help. Employees who are enrolled in any of the health insurance plans offered through the Quincy College City-Wide Group Health Insurance Plan should consult their plan booklets or vendor service offices to determine which programs may be paid through their health insurance. The Human Resources Department can provide information regarding Employee Assistance Programs (EAP). This matter will be held in the strictest confidence and will only be disseminated on a need to know basis.

### I. PROCEDURES:

Employees may need professional counseling services if they are experiencing personal problems that affect their work performance or that prevent them from enjoying a sense of wellness. Such problems can include stress, death in the family, change in living circumstances, making difficult decisions about life, or mental health/substance abuse problems. The City of Quincy's Employee Assistance Program serves all Quincy College staff members and offers programs and seminars relative to the dangers of drug and alcohol abuse in the workplace. The EAP also offers confidential drug counseling and rehabilitation assistance.

Employees enrolled in the GIC Indemnity Plan or the Commonwealth PPO may contact the Employee Assistance Program (EAP) at the telephone on the health plan membership card. Calls will be kept in strict confidence, as will any subsequent health care records.

Employees enrolled in an HMO should contact the HMO's Member Services Department for the procedure to access care.

## **Policy 10 – 34: FAMILY AND MEDICAL LEAVE (FMLA)**

### I. POLICY:

An eligible employee may take up to 12 weeks of unpaid family/medical leave within a 12-month period for certain family and medical reasons as specified under the Family and Medical Leave Act (FMLA) of 1993. The 12-month period is measured forward from the first day FMLA leave is taken. An employee is eligible if he/she has worked for Quincy College for at least one year and for at least 1,250 hours over the previous 12 months. Upon return from FMLA leave employees, other than key employees, must be restored to the same or an equivalent position with equivalent pay, benefits, and other employment terms.

Quincy College will grant a FMLA (as defined below) to an eligible employee for: 1) the birth, adoption or foster care placement of a child and to care for such child; 2) the care of the employee's spouse, child or parent who has a serious health condition; 3) the employee's own serious health condition that makes the employee unable to perform the functions of his or her position in accordance with the Family and Medical Leave Act of 1993.

FMLA leave is not an additional form of paid leave. An employee is required to substitute any accrued paid personal, vacation, and sick leave for unpaid FMLA leave. An employee is not required to substitute compensatory time for unpaid FMLA leave, but he/she may request to have compensatory time substituted for unpaid FMLA leave. Paid long-term disability and workers' compensation leave run concurrently with FMLA leave. The use of accrued paid leave during an FMLA leave is subject to all the usual collective bargaining agreement stipulations and to college policies that normally apply to requesting and using such leaves. The substitution of accrued paid leave time for unpaid leave time does not extend the 12-week leave period. Employees who do not have appropriate accrued leave available may be granted unpaid FMLA leave.

Employees are required to request such leaves at least thirty days in advance if the need for the leave can be anticipated. Otherwise, they should request the leave as soon as they become aware of the need to take it. Employees should contact Human Resources to obtain an FMLA leave request form as much in advance of the requested leave period as possible.

### II. PROCEDURES:

#### 1. Eligibility:

To be eligible, an employee must have been employed by Quincy college for at least 12 months and have worked at least 1250 hours during the 12-month period immediately preceding the first day of leave. If a female employee does not satisfy these eligibility requirements, she may be eligible instead for an 8-week maternity leave for the purpose of giving birth or adopting a child. She also may be eligible for such an 8-week leave if she has exhausted her 12-week annual FMLA allotment for reasons other than the birth or adoption of a child. Similarly, a male employee who does not satisfy the eligibility requirements or has exhausted his allotment may be entitled to a 2-week paternity leave.

#### 2. Twelve Month Period:

An eligible employee may take up to 12 weeks for leave in any rolling 12-month period measured backward from the date an employee uses any FMLA leave. This means that at any point in time, the amount of leave available is 12 weeks less the amount of leave used during the preceding 12 months.

#### 3. Special Limitations on Leaves:

If Quincy College employs both spouses and both spouses request leaves for the birth, adoption or foster care placement of a child, for the care of that child, or to care for a parent with a serious health condition, then the aggregate, combined leave for both employees shall be limited to 12 weeks during any rolling 12-month period.

Family leave for the birth, adoption or foster care placement of a child or for the care of that child must be completed within 12 months of the child's birth, adoption or foster care placement.

#### 4. Intermittent or Reduced Schedule Leaves:

Upon receipt of medical certification of the need for leave on an intermittent or reduced schedule basis, Quincy College will grant such leave for purposes of the employee's own serious health condition or to care for a parent, child or spouse with a serious health condition. The College may transfer the employee temporarily to an alternate position for which the employee is qualified and which better accommodates the intermittent or reduced schedule during the leave. The employee will receive his or her same salary while working at the alternate position.

5. **Notice and Scheduling of Leave:**  
If the need for leave is foreseeable, the employee must request a leave at least 30 days in advance of the date on which he or she intends to begin a leave of absence. If the employee is unable to foresee the need for leave 30 days in advance, then the employee must give Quincy College notice as soon as is reasonably possible. If the leave is requested for purposes of planned medical treatment for the employee or his or her spouse, parent or child, the leave should be scheduled at a time which is least disruptive to Quincy College's operations to the extent feasible. Employees who require a leave must complete a Leave Request Form, which can be obtained from the Human Resource Office.
6. **Certification of Serious Health Condition:**  
The College may condition its approval of a leave for purposes of personal or family illness on the employee's submission of a satisfactory Certification of Physician or Practitioner Form from the employee's or family member's health care provider. The College will provide the employee with a Certification of Physician or Practitioner Form for this purpose, and it is the employee's responsibility to ensure that the health care provider submits a fully completed form to Quincy college in a timely manner. The College may, in its discretion and at its expense, required the employee to obtain second or third medical opinions from independent health care providers. The College may also require an employee on FMLA leave to submit periodic re-certifications throughout the leave. Failure to provide an appropriate certification, upon request, may result in the postponement, denial, or curtailment of leave.
7. **Periodic Status Reports:**  
The College may require an employee on leave to report periodically on the employee's status and intent to return to work.
8. **Reinstatement from Leave and Fitness-For-Duty Certification:**  
An employee who has complied with his or her obligations under this policy will be reinstated to the position he or she held prior to leave or to an equivalent position, unless business conditions resulted in the elimination of the employee's former position during the leave or the employee would not otherwise have continued to be employed had he or she continued in active employment. Quincy College, however, may refuse to restore those employees considered to be "key", for purposes of the Family and Medical Leave Act, to their previous position under certain circumstance. Employees who have taken a leave in excess of five days due to personal illness must submit a medical certification from his or her health care provider verifying that the employee is able to return to work and perform his or her regular job duties. Reinstatement may be delayed until a satisfactory medical certification has been provided.
9. **Compensation during FMLA Leave:**  
An employee whose leave qualifies as FMLA leave must use up all earned and unused vacation and personal leave during his or her leave. In addition, if the leave is for the employee's own health condition, the employee must use up his or her earned, unused sick days at the beginning of the leave. The remaining portion of the FMLA leave will be unpaid.
10. **Benefits During FMLA Leave:**  
During an FMLA leave, the employee will remain covered under Quincy College's health insurance plan on the same conditions as coverage would have been provided had the employee not been on leave. Upon requesting a leave, an employee will be advised of the procedures for making his or her health care premium contributions during the leave period. If the employee fails to return to active employment for at least 30 calendar days after an unpaid FMLA leave, Quincy College may exercise its right to recover its share of health insurance premiums from the employee, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee's control.
11. **Benefits Upon Reinstatement from Leave:**  
An employee who returns from leave will retain the same benefit status he or she held prior to going on leave. The employee, however, will not accrue any additional benefits or seniority during unpaid FMLA leave. The period of leave will be treated as continued service for purposes of eligibility and vesting requirements for Quincy College's retirement plan(s).
12. **Other Terms and Conditions:**  
The policies and guidelines stated in this Family and Medical Leave section shall be subject to such other terms and conditions as are provided in the Massachusetts Maternity Leave Statute and the Family and Medical Leave Act of 1993.

## **Policy 10 – 35: LEAVE OF ABSENCE OTHER THAN FAMILY AND MEDICAL LEAVE**

### I. POLICY:

The conditions applicable to all Leaves of Absence (LOA) other than Family and Medical Leave are outlined in the following procedures. It is the policy of Quincy College to address leave of absences in accordance with applicable laws and current collective bargaining agreements. If the employee requesting the LOA is a member of an Association the procedures outline in the current collective bargaining agreement will take precedence.

### II. PROCEDURES:

1. **Request for Leave:**  
An employee seeking to take a leave of absence must submit a completed Leave Request Form to the employee's supervisor at least 30 days in advance of the date on which the employee intends to begin the leave. If the employee is unable to foresee the need for leave 30 days in advance, then the employee must give Quincy College notice as soon as it is reasonably possible.
2. **Reinstatement Rights:**  
If an employee has been granted a leave of absence and returns to work on the day previously agreed upon with Quincy College, the College will reinstate the employee to his or her former or similar job, unless, consistent with applicable law, the College cannot reinstate the employee as a consequence of business or operational reasons. If reinstatement is not possible, Quincy College may consider the employee on a preferential basis for rehire into available positions for which the employee applies and for which Quincy College considers the employee qualified.
3. **Benefits During Leave:**  
During paid leaves, an employee may continue to participate at group rates in Quincy College's group insurance plans in accordance with the same terms and conditions as are applicable to active employees. At the commencement of a leave, the College will provide the employee with information explaining the steps the employee must take if he or she wishes to continue group insurance coverage during the leave.

An employee must use up all earned and unused vacation and personal time during an otherwise unpaid leave of absence, and to the extent the employee would otherwise be entitled to receive sick leave and benefits, the employee must also use up all earned and unused sick days during the leave.

Time spent on unpaid leave of absence will not be counted for purposes of determining length of service, and an employee will not continue to accrue vacation, sick and personal days during an unpaid leave of absence.

An employee will not be eligible for holiday pay or tuition reimbursement during a leave of absence.

**Policy 10 – 36: BEREAVEMENT LEAVE**

Each Regular employee in a budgeted benefit eligible position may receive up to three (3) days bereavement leave upon the death of an immediate family member. Immediate family member for the purposes of Bereavement shall mean spouse, child, parent, brother, sister, grandparent or any permanent member of an employee's household.

Unit members will be granted leave in accordance with current collective bargaining agreements.

## **Policy 10 – 37: OTHER LEAVES OF ABSENCE**

If an employee is absent more than three (3) regular work days the managing supervisor shall notify Human Resources. Human Resources may provide guidance and leave determination.

### **Military Leave:**

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents it.

Employees will continue to receive full pay while on leave for two-week training assignments and shorter absences. The portion of any military leaves of absence in excess of two weeks will be unpaid. The portion of any military leave of absence in excess of two weeks will be subject to Administrative Council review for payment. Employees may use any available paid time off for the absence. Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, the College will provide all insurance benefits. Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence. This will continue for the full term of the military leave of absence on the same terms and conditions as if the employee were in active employment with the College.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave up to 18 months, must apply for reinstatement in accordance with all USERRA and applicable state laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining length of service for benefits based on length of service, such as the rate of vacation accrual and job seniority rights. Contact the Human Resources Department for more information or questions about military leave.

## **APPENDIX A: FORMS, ACKNOWLEDGEMENTS AND NOTIFICATIONS**

- 1. Non-Discrimination Policy Acknowledgement**
- 2. Sexual Harassment Policy Acknowledgement**
- 3. Drug Free Workplace and Smoking Policy Acknowledgement**
- 4. HIPAA Policy and Notification of Privacy Practices Acknowledgement**
- 5. Employment Verification Authorization to Release and Waiver Form**
- 6. Quincy College Incident Report**
- 7. Employer's First Report of Injury Form 101**
- 8. Notice of Intent to Return**
- 9. Quincy College Application for Employment**
- 10. Candidate Interview Evaluation Form**
- 11. Reference Check Form**
- 12. Emergency Contact Form**
- 13. Form I-9**
- 14. Vacancy Posting – SAMPLE**
- 15. Internal Application**
- 16. Employee Personal Information Change Form**
- 17. Job Description/Performance Evaluation Form - SAMPLE**
- 18. Direct Deposit Form**
- 19. Deduction Notification Form**
- 20. COBRA Notice and Acknowledgement Form**
- 21. SSA-1945**
- 22. Vacation Request/Professional Development Travel Request Form**
- 23. Tuition Remission Request Form**
- 24. Leave request Form**
- 25. Certificate of Health Care Provider Form**
- 26. Hang Tag Request Form**
- 27. Purchase Requisition Form**
- 28. Employee Handbook Acknowledgement of Receipt**

## **Section XI: Campus Security Policies**

### **(A compliance document for the Jeanne Clery Disclosure of Campus Security policy and Crime Statistics Act)**

#### **Policy 11 – 01: Timely Warning**

In the event that a situation arises, either on or off campus, that in the judgment of the President of the College or Chief of the Quincy or Plymouth, constitutes an ongoing or continues threat, a campus wide 'timely warning' will be issued. The warning will be issued through the College email system to faculty and staff and to students through website and closed circuit TV's.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the College community and individuals, the Office of the Campus Services and Marketing will post a notice on the [www.quincycollege.edu](http://www.quincycollege.edu) website. Anyone with information warranting a timely warning should report the circumstances to the Campus Services by phone (617 984 1760) and/or the local police department at 911.

## **Policy 11 – 02: Reporting the Annual Disclosure of Crime Statistics**

Campus Services prepares the annual disclosure of Crime Statistics to comply with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is available on our website at [www.quincycollege.edu](http://www.quincycollege.edu)

This report is prepared in cooperation with local police in Quincy and Plymouth. Quincy College is a department of the City of Quincy and does not maintain a separate police force. We have no residence halls.

Each year in the fall, a letter is sent to all students advising them of the availability of the Crime Statistic Report on the website. H.R also sends notifications to all staff and faculty about the availability of this report on the website with the paycheck and email. Copies of this report may also be obtained from the Office of Students Services or by calling 617 984 1760. All prospective employees may get a copy of this report from Human Resources by calling 617-984-1768. Prospective students will be informed on our Application Form that the crime report is available on our website or from Campus Services.

Campus Services which oversees campus security maintains and reports statistics concerning the occurrence of the following criminal offenses that have been reported to campus authorities or local police during the most recent calendar year as well as the two preceding calendar years:

- a. Murder
- b. Rape
- c. Robbery
- d. Aggravated assault
- e. Burglary
- f. Motor vehicle theft
- g. Harassment

Campus security also maintains and reports statistics concerning the occurrence on campus of any arrests during the most recent calendar year for the following crimes:

- a. Liquor law violations
- b. Drug abuse violations
- c. Weapons violations

The Resource Officers from Campus Services work closely with the Quincy Police Department. It is a college policy to report all serious crimes to the Quincy Police Department and to cooperate fully in the prosecution of those involved regardless of their status on campus.

## Policy 11 – 03: Reporting of Criminal Offenses

For all non-emergencies, please contact Executive Director Bill Hall at 617-984 -1760, and dial 911 for emergencies only by using phones in any administrative office. Any suspicious activity in and around campus should be reported by calling the above number or you may also report a crime to the following:

Executive Dean Paula Smith	Newport Hall	617 984 1654
Dean Bob Baker	Newport Hall	617 984 1642
Dean Ken Bindseil	Newport Hall	617-984-1643
Dean of Allied Health	Temple	617 984 1695
Chair RN Kristin Parks	Temple	617 984 1614
VP Pushap Kapoor	Saville Hall	617-984-1775
Assistant Dean of Science	Saville Hall	617 984 1748
Executive Director Lorri Mayer	Saville Hall	617-984-1768
Dean Anna Williams Cote	Plymouth Campus	508 747 0400

For all off campus crimes, please report to local police.

### *Voluntary Confidential Reporting Procedures*

If you are the victim of a crime and do not want to pursue action within the College or the criminal justice system, you may want to consider making a confidential report. With your permission, Executive Director Campus Services can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

### *Limited Voluntary Confidential Reporting*

As a department of the City of Quincy, Quincy College has no written policy about Limited Voluntary Confidential Reporting. Instead those procedures are the purview of the police department.

**Policy 11 – 04: Access to Campus Facilities:**

All campus buildings in Quincy and Plymouth are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday. During non-business hours access to all College facilities is by key (Issued to Executive Staff).

Students are required to carry their Quincy College Identification card at all times while on campus. Students must produce their ID cards when so asked by a college official. No solicitation is allowed on campus and buildings are opened at least 45 minutes before the start of the first class of the day and are locked not more than 45 minutes after the last class of the day.

Science laboratories, computer laboratories, libraries, and typing rooms and supply rooms are locked at all times when not in use and are not open to students unless there is a teacher or lab monitor present.

Vehicles are ticketed or towed as per the parking policy. Visitors may park in the designated spaces.

Quincy College has no residence halls.

## **Policy 11 – 05: Law Enforcement Authority and Interagency Relationships;**

Quincy College is a department of the City of Quincy and has no police officers with full arrest powers on campus. In case of an emergency, emergency number 911 is called in.

Information is exchanged and Campus Services is in close contact with the local police.

The Quincy College Campus Services office has the authority to ask persons for identification and to determine whether individuals have lawful business at Quincy College. Resource Officers have the authority to issue parking tickets, which are deposited with the City's Treasurer's office. Criminal incidents are referred to local police. All crime victims and witnesses are strongly encouraged to immediately report the crime to College officials or directly to police. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

## **Policy 11 – 06: Procedures for Reporting a Crime or Emergency**

Students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents by filing an incident report or by calling 617 9841760. In case of an emergency, please call 911 directly.

All incident reports are forwarded to respective heads of departments for resolution. If assistance is required from the police or fire department, Campus Services will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Life Counselors, will offer the victim a variety of services including 24 hour hotlines.

The Office of the Life Counselor has information about resources and the information is made available in the event they become the victim of crime.

All crimes should be reported to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community.

All reports will be investigated. The College does not have procedures for voluntary, confidential reporting of crime statistics. Violation of the law will be referred to law enforcement agencies and when appropriate, to the College Disciplinary Committee for review. When a potentially dangerous threat to the College community arises, timely warnings will be issued through email announcement, the posting of flyers at appropriate places on campus, in-class announcements or other appropriate means.

## **Policy 11 – 07: Alcohol and Substance Abuse Policies**

Quincy College views alcohol and substance abuse as a serious problem. In compliance with the Drug Free Workplace Act, the College sends to all students/staff in Fall, a letter which informs all that the policy (Policy 3.04) is in place and is available on our website [www.quincycollege.edu](http://www.quincycollege.edu).

The use of illegal substances and underage drinking at the College is prohibited.

For a copy of this policy please contact the Office of Marketing at 617-984-1777 or Human Resources at 617-984-1768.

Quincy College strongly encourages all members of the College community to take an active role in reporting crime and any safety problem you become aware of immediately.

## **Policy 11 – 08: Security Awareness and Crime Prevention Programs**

Right now, Quincy College is capable of releasing information to the College community through computer memos, two way radios, closed circuit TV's and mass email. Each building is under surveillance through a closed circuit camera.

Life Counselors conduct several alcohol awareness programs throughout the school year with the help police. Programs are based on state law, the consequences of violating the laws, how college/police will respond to any violation and how problems can be avoided.

Quincy College presents programs and events to promote awareness of drug and alcohol abuse and its consequences. The College also provides screening and makes referrals for students dealing with drug and alcohol issues.

During orientations in September and January, students will be informed of the services offered by Quincy College. Slide presentations will outline ways to maintain personal safety. They will also be informed about the crime statistics on campus and areas surrounding the campus.

At least twice during the academic year, the Director of Student Affairs, in cooperation with life counselors and Campus Services, will present crime prevention awareness sessions on sexual assault, drug abuse, theft, and vandalism, as well as educational sessions on personal safety.

A common theme of all awareness and crime prevention programs will be to encourage students and employees to be aware of their responsibility for their own security and the security of the others.

In addition to the above mentioned sessions, information will be disseminated to students and employees through crime prevention awareness packages, security alert posters and articles in College newspaper.

## **Policy 11 – 09: Maintenance and Security of Campus Facilities**

Quincy College is strongly committed to maintain safety on campus. Each building has both exterior and interior cameras that record activities in the area on a continual basis. Each building and parking area also have safe levels of exterior lighting. Our parking lots at Newport Hall, our Plymouth campus, and on the first floor level of Saville Hall, as well as pedestrian walkways have exterior lights. Exterior lighting on rental buildings in Quincy and Plymouth are well positioned to provide adequate illumination. Campus Services and custodians regularly survey and maintain existing lights. Both during the day and at night the Quincy campus has resource officers who patrol our grounds. In Plymouth, the landlord for our campus provides security throughout the evenings. Members of the College community are encouraged to report any deficiencies to Campus Services by calling 617-984-1760.

Resource officers and custodians regularly check the security of doors. Exterior doors are locked, alarmed, and secured each evening.

## **Policy 11 – 10: Sexual Assault Information**

Each year Quincy College presents the Domestic Violence Forum, an educational program developed in collaboration with EMERGE of Cambridge, DOVE of Quincy, the Quincy Police Department, the Weymouth Police Department, Norfolk County Sheriff's Office and Jane Doe, Inc. of Boston that promotes awareness of rape, acquaintance rape, domestic violence, and other types of sexual assault. Students, staff, and the public are encouraged to attend each year. Quincy College is also represented on the Hingham and Plymouth Area Roundtables on Domestic Violence and Sexual Assault.

Quincy College provides no housing for students, but our licensed counselors are always available by request to help students or staff access resources should a sexual assault occur on or off campus.

Quincy College has in place a Sexual Harassment Policy and Harassment Free Workplace Policy (Policy 3.03) that defines the policy, and details the procedure and the investigative process. It is available on our website [www.quincycollege.edu](http://www.quincycollege.edu)

As a department of the city, Quincy College maintains the policy that victims of a sexual assault of any kind should contact the Quincy Police Department.

Quincy College is committed to provide any help and on and off-campus resources if requested.

Quincy College will also change the victim's academic situation if such is requested.

## **INDEX**

### **A**

Academic Amnesty	91
Academic Integrity Policy	89
Academic Record Changes	92
Academic Placements	65
Academic Policies	66
Academic Probation Policy	80
Academic Standing	70
Accreditation Statement	10
Add/Drop Process	84
Admissions Policies	48
Advanced Placement	61
Advanced Standing	58
Allied Health Admissions Policy	51
Annual Security Report	177
Application Procedures	134
Attendance and Performance	71
Attendance, Hours of Work and Punctuality	179
Auditing a Class	72
Award Adjustments	135
Awarding of Aid	134

### **B**

Benefits Summary	199
Bereavement Leave	210
By-laws of the Board of Governors	16

### **C**

Certificate Requirements	68
Civility	22
Code of Conduct and Professionalism	167
Code of Ethics	20
Code of Ethics and Conflicts of Interests	161
Collections Policies and Procedures	125
College Business	143
College Environment	38
College Logo, Signage, Name and Trademark	152
Community Use of Facilities	149
C.O.R.I. Policy (for students)	53
Cost of Attendance	137
Course Selection	85
Criminal Offender Record Information (CORI) Checks (for Staff)	171

### **D**

Dean's List	81
Deferment Fee	138
Degree Requirements	67
Disbursement of Financial Aid	137
Disciplinary Process for a Social or Other Violations	116
Dissemination of Information	154

Drug-Free Workplace Policy	45
----------------------------	----

### **E**

Early Admission	63
Email Acceptable Use Policy	157
Emergency Loan Fund	142
Employee Assistance Program (EAP)	206
Employee Professional Development	188
Employee Separation	194
Employment Eligibility and Selection	181
Employment of Relatives	145
Equal Opportunity and Non-Discrimination Policy	40
Employment Verification and Public Information	173
Experiential Learning Credits	62

### **F**

Family and Medical Leave (FMLA)	207
Final Grade Appeal Process	87
Financial Aid Process	128

### **G**

General College Policies	6
General Eligibility Requirements	134
General Studies Admission	49
Goals	9
Governance	11
Governance Process	19
Grading Policies	73
Grading System	74
Graduate with Honors	83
Grievance Procedures	192

### **H**

Hazing Policy	109
Health Insurance	105
Health Insurance Portability and Accountability Act (HIPAA) Policy and Notice of Privacy Practices	164
Holds Policy	79
Honors Convivium	82

### **I**

Identification Card Policy	107
Incomplete Grades	75
Independent Study	84
Insurance Coverage Plans	200
Internal Posting Policy and Vacancy Announcements	183
International Student Admission	57
Internet Acceptable Use Policy	150
Introductory Period and Provisional Employment	186

<b>L</b>		Rules, Regulations, Rights and Responsibility	134
Leave of Absence Other Than Family and Medical Leave	209	<b>S</b>	
Lockers	106	Salary Administration	195
<b>M</b>		Sales and Solicitation	153
Make-Up Examinations	78	Satisfactory Academic Progress	139
Matriculation	66	School and Class Cancellations	180
Mission	6	Search and Seizure	111
<b>N</b>		Security Policies	101
Nature of Employment	178	Senate By-laws	23
Notice of Continued Health Insurance Coverage (COBRA)	201	Services to Students with Disabilities	104
<b>O</b>		Sexual Harassment Policy and Harrassment-Free Workplace	41
Open Enrollment Policy	48	Smoking Policy	46
Orientation	94	1981 Statute Creating a Special Account	11
OSHA and the Right to Know	175	1994 Statute Establishing a New Board of Governors	12
Other Leaves of Absence	211	Student Accounts	120
<b>P</b>		Student Financial Aid	127
Paid Time Off Benefits (PTO)	204	Student Grievance Procedure	112
Parking Regulations	98	Student Life	94
Past Due Accounts	123	Student Participation in Governance	108
Payment Deferral	122	Student Rights and Responsibilities	38
Payment of Wages Policy	197	<b>T</b>	
Performance Appraisal Process	189	Third Party Billing	126
Persona Non Grata Policy	47	Time Sheets	198
Personnel Changes	187	Transfer Credit Policy	59
Personnel Policies and Procedures	163	Travel/Professional Development Policy (Non-Foundation)	146
Personnel Records	174	Tuition and Fee Schedule	120
Phi Theta Kappa Honor Society	95	Tuition Deposits	121
Policy on Racial Harassment	44	Tuition Remission	144
Policy on Student Organization	96	Types of Assistance	132
Position Classification and Categories	185	<b>U</b>	
Principles and Practices	127	Use of College Technology & Assets	155
Program Review	33	<b>V</b>	
Progressive Discipline Process	191	Values	7
Promises	8	Variance to Program Requirements	69
Pro-Rata and Federal Refund Schedules	141	Verification	134
Purchasing Policy	143	Verification of Student Identity for Distance Education	93
<b>R</b>		Veterans' Benefits	103
Readmission to Quincy College	64	Volunteers	184
Reasonable Accommodations for Persons with Disabilities	163	Voter Registratin	119
Recruitment Expenses	148	<b>W</b>	
Repeating Courses	77	Withdrawal	76
Research on Human Subjects	162	Withdrawal/Refund Schedule	124
Retention and Disposal of Records	115	Work Attire/Dress Code Policy	172
Retirement and Annuity Plans	203	Workers Compensation Policy and Notice of Coverage	176

