

Academic Information

This section of the Catalog contains academic term definitions and procedures, and information on core curriculum, grading, and frequently asked academic questions.

Academic Definitions

Academic Deficiency

The student has a number of alternatives when their academic status falls to Academic Deficiency:

1. If applicable, the student may complete his/her incomplete course work and bring the academic record back into Good Standing before the beginning of the next semester.
2. The student may submit an appeal to the Appeals Committee. The Committee will consider alternatives and make recommendations to the Senior Vice President and Vice President of Faculty and Instruction.
3. The student may request special academic counseling and planning with College counselors or developmental program staff who will consider alternatives and make recommendations to the Senior Vice President and Vice President of Faculty and Instruction.
4. If no action is taken within the identified timeframe, the student remains in deficiency status and in a non-degree program for one academic semester. After one academic semester, a student may apply for readmission to a degree program.

Academic Degrees

The Board of Higher Education has statutory authority to confer Associate Degrees to individual community colleges. Upon recommendation of the faculty, those candidates who qualify may be awarded a degree of Associate in Arts (A.A.), the degree of Associate in Science (A.S.), or the degree of Associate in Applied Science (A.A.S.).

A Certificate is awarded to students who complete at least 30 credits in a Board of Higher Education approved program.

Academic Forgiveness

Academic forgiveness provides a second chance for students who had an unsuccessful start in an academic degree or certificate program in the past. It allows students who have demonstrated recent academic success to have failing grades (D+ and lower) removed from their grade point average (GPA) while retaining credit for grades of C- or higher. Academic forgiveness will only be granted one time per student.

Academic Forgiveness Eligibility Requirements

Student must have been absent from Massasoit Community College with no recorded grades for a minimum of three full academic semesters (fall and spring semesters only; Winter Session and Summer Session do not qualify).

Student must be currently matriculated in a degree or certificate program (cannot be non-degree).

Student must be seeking their first degree or certificate from Massasoit Community College (cannot have graduated previously from Massasoit).

Student must have completed at least one semester and earned at least 12 credits with a GPA of 2.50 or higher in their returning semester(s).

If all eligibility requirements are met and academic forgiveness is granted, then all courses with a grade of D+ or lower taken before the defined absence will be excluded from GPA calculations and "Academic Forgiveness Approved" will be noted on transcripts for each approved semester. These courses will still remain on college transcripts and will continue to be considered attempted courses in the completion rate and grade point average when determining satisfactory academic progress (SAP) for financial aid.

Academic Probation

Students who are not in Good Standing will be placed on Academic Probation and are strongly encouraged to meet with a counselor. The purpose in meeting with the counselor is to consider one or more of the following options:

1. a reduction or change in the student's intended course selection for the next probationary semester;
2. a reduction or change in intended work plans for next semester;
3. tutoring;
4. academic assistance program, Latch;
5. a program of regular, periodic meetings with the student's new instructors, counselor, and/or faculty advisor and
6. career reassessment program.

After one semester of Academic Probation, the student will:

1. be removed from Academic Probation if the cumulative grade point average is raised to or above that required for Good Standing.
2. continue on Academic Probation if the probationary semester's grade point average is 2.25 or above, but the cumulative grade point average stays below that required for Good Standing.
3. Will have a status of Academic Deficiency if the semester's GPA is below 2.25 and the cumulative GPA is below that required for Good Standing.

Academic Standing

The cumulative GPA is the total of all Quality Points acquired divided by the total number of credits attempted. Students are considered to be in Good Standing if they maintain a cumulative GPA as indicated:

1.0 upon the completion of 1-15 total credits

1.6 upon the completion of 16-30 total credits

1.75 upon the completion of 31-45 total credits

2.0 upon the completion of over 45 total credits

Withdrawals, Incompletes, Passes, and Audits are not completed courses and, therefore, do not factor into the GPA.

The minimum cumulative GPA for graduation is 2.0. Students receiving financial aid are also required by government regulations to comply with additional standards. Please see Financial Aid Section.

Academic Year

The academic year consists of two semesters of about 15 weeks each. Curricula leading to the degrees of Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.) are designed so that a student pursuing a program can complete graduation requirements in two academic years, or four semesters. In most associate degree programs, the opportunity exists to complete the required curricula over a longer period of six to eight semesters by taking fewer courses per semester. Interested students should contact a counselor or academic advisor for details.

Certificate programs are typically completed in one or two semesters.

Credit Hour

Massasoit has adopted the federal definition of a credit hour: an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is consistent with commonly accepted practice in postsecondary education and that reasonably approximates not less than:

1. One hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time;
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

In determining the amount of work associated with a credit hour, the institution may consider a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

Semester Hour

A semester hour is a unit of credit earned for attending and successfully completing a course during a given semester. A class that awards 3 semester hours represents 150 minutes of instructional time per week for 15 weeks with the expectation of at least two hours of additional work or the equivalent. Laboratory courses may carry additional credit hours, usually at the rate of one credit per two hour lab. Sixty or more semester hours (but not more than 70) are required for graduation from degree programs depending on the curriculum in which a student is enrolled. Certificate programs may require fewer semester hours.

Graduation

Massasoit Community College does not require students to apply for graduation. Students who have completed their program(s) of study and met all graduation requirements will automatically be graduated at the end of the term (January, May/June/August). To graduate from MCC, students must:

- complete all program requirements, both courses and credits, which will be verified by the Office of the Registrar
- have a minimum 2.0 cumulative grade point average (GPA)

Students will be contacted by the Office of the Registrar in their final semester to notify them of their upcoming graduation from their certificate and/or associates degree program and to request the student's desired diploma name and name pronunciation.

Opt out: students will be able to opt out of graduating that term should they choose. A request from the student's Massasoit email address to the Registrar email or submission of the Request to Opt Out of Graduation form is required to delay graduation.

Massasoit has three degree conferral dates: one in January for coursework completed during the fall semester, one in May/June for coursework completed during the spring semester, and one in August for coursework completed during either summer term. Commencement ceremonies are held once a year at the end of the spring semester.

Graduation Requirements

Candidates for graduation must satisfactorily complete all of the following requirements:

- Complete all courses required for each degree/certificate program;
- Complete the minimum credits required for each degree/certificate program;
- A minimum of 15 credits (or 25% of the program) must have been completed at Massasoit for degree programs or at least 50% for certificate programs;
- Achieve a cumulative GPA of at least 2.0;
- Be free from disciplinary probation at time of graduation; and
- Have met all financial obligations in full to the College.

Commencement

Students who have completed all of the graduation requirements by the commencement date are eligible to participate in the ceremony. Information regarding the graduation ceremony for potential graduates will be posted on the Massasoit Community College website. Graduation packets are available for graduation students. Cap and gowns are available through the College virtual bookstore.

Graduation with Honors

Graduation with Honors is an official recognition by the College of outstanding academic achievement by a student during the entire period of his/her enrollment at the College. Honors are given to individuals receiving an Associate in Arts (A.A.), Associate in Science (A.S.), Associate in Applied Science (A.A.S), and our three Board of Higher Education-recognized certificate programs.

A student's cumulative GPA as of his/her last semester in attendance before degree conferral is used to determine Graduation Honors.

- **Honors: 3.3-3.69 GPA**
- **High Honors: 3.7-3.89 GPA**
- **Highest Honors: 3.9 and above GPA**

The corresponding honors designation will appear on a student's official transcript. Phi Theta Kappa membership and Honors Program fulfillment will also appear on a student's official transcript.

Online Learning

Massasoit offers a variety of distance education courses each semester -- from fully online to hybrid to video conference. These options allow students to customize their learning experience to match educational goals, learning styles, and scheduling constraints. To learn more, visit massasoit.edu/online-learning or email onlinelearning@massasoit.mass.edu. Orientation sessions are offered both online and through face-to-face orientations sessions on campus.

Student Status

- Freshmen are students who have completed fewer than thirty credits. Sophomores are students who have completed thirty or more credits.
- Full-time students are those registered for at least twelve credits per semester.
- Part-time students are those who register for fewer than twelve credits per semester.
- Matriculating students are those who have been formally accepted in a program.
- Non-degree students are those who are not in any academic program. A special student who is part time registers for courses on a space-available basis.

SACHEM

Massasoit is a fully-participating member of the Southeastern Association for Cooperation in Higher Education in Massachusetts (SACHEM), a consortium of nine institutions of higher education in Southeastern Massachusetts whose purpose is to provide extended educational opportunities through cooperative programs and projects in a variety of educational and cultural endeavors.

Of particular interest to students is the opportunity to enroll in selected courses at other SACHEM institutions as part of a full-time course-load at no additional cost.

The schools included in this consortium are:

- Bridgewater State University, Bridgewater
- Bristol Community College, Fall River
- Cape Cod Community College, West Barnstable
- Dean College, Franklin
- Massachusetts Maritime Academy, Buzzards Bay
- Massasoit Community College, Brockton
- Stonehill College, North Easton
- University of Massachusetts, Dartmouth
- Wheaton College, Norton

Details of the cross-registration program for those who are interested may be obtained from the Registrar's Office.

Transcripts

Transcripts are a cumulative record of a student's grades at Massasoit. Students may need a copy of their transcript for an employer, for admission to a transferring institution, for personal records, etc.

To order transcripts, current or recent students who have an active MyMassasoit portal account can log into their account, find the Registrar Links card, then click "Order Official Transcript".

Former students with no active MyMassasoit account can create an account with Parchment to order transcripts. Transcript requests forms are available in Student Central (Student Center in Brockton, 1st Floor in Canton) and online.

Transcripts can only be released directly to the student or to a person or entity designated by the student (a photo ID is required when picking up a transcript in person). Transcripts are \$3.00 per copy and must be paid for upon ordering using any major credit or debit card.

For more information, visit massasoit.edu/transcripts.

The Registrar's Office does not print unofficial transcripts. Active students can view and print their unofficial transcripts from the MyMassasoit portal.

Academic Honors

Commonwealth Honors Program

The Commonwealth Honors Program at Massasoit offers students honors courses in a variety of academic disciplines. Students are generally identified in their English Composition I classes, but any matriculated student who carries a GPA of 3.2 or better, or who receives permission from one of the Coordinators, may be admitted. Admission typically comes after completion of 12 college credits, but exceptions are made for highly motivated students. Honors classes feature a seminar format of teaching and learning, a high degree of student participation, and ongoing conferences between students and their professors. All honors classes are designated as such on students' transcripts.

Students may enroll in individual courses or work to complete the program and graduate as Commonwealth Honors Scholars. Students who complete all academic requirements of the Commonwealth Honors Program receive a \$250 scholarship.

The small size and intimate atmosphere of honors classes appeal to students who seek a strong voice in their education. Students receive sustained assistance in planning their future educational goals, including transfer. Students receive a \$100 waiver for each three- or four-credit honors course.

The Brockton and Canton campuses have a dedicated Honors Center. The Honors Center is where students study, use computers, and meet with other students in the program.

Honors Program Highlights:

- Annual recognition awards
 - Student presentations by members of the Honors Speakers Bureau
 - Extracurricular activities for cultural enrichment
 - Statewide undergraduate conference
 - Student presentation of original work in oral and visual form before peers, faculty, and the public.
- Massasoit Community College is a member of the National Collegiate Honors Council.

Dean's List

Students who have earned a GPA of 3.4 or higher in a semester in which they have completed at least nine credits are considered candidates for the Dean's List. Students who have received a Failure or Incomplete cannot be included on the Dean's List. However, students who make up work and whose Incomplete grades are changed by the professor may be added to the Dean's List for one full semester only.

Massasoit Green Key

The Massasoit Green Key Award is an honorary activities society, established in 1968, designed to recognize the contributions made by students in the College and the wider community and to encourage involvement and participation in the life of the College. Although selection is primarily based on leadership, participation, and unselfish contributions of one's time, energy, and ability, the student must also be making satisfactory progress in his or her academic pursuits. Membership in this organization represents the highest honor the College can bestow for outstanding leadership in both the College and the community.

Honors Courses

An Honors course is any course of the College which is taught in an Honors format. This format involves a seminar style of teaching and learning, a high degree of student involvement in both class discussion and the presentation of reports, and ongoing consultations between student and instructor. Students admitted to a course on an Honors basis are usually recommended by one instructor of the department and, as a condition for entry, are interviewed by the instructor of the Honors course itself. Students may be asked to read course materials or texts before the first class of the course. Each course taken in an Honors format is so noted on the student's transcript.

Phi Theta Kappa

In 1985 the Honor Society of American Community and Junior Colleges established a chapter of Phi Theta Kappa at the College. The purpose of the society is to recognize publicly those students who pursue the ideals of scholarship, leadership, fellowship, and service. Students who have successfully completed 12 credits toward a degree program, achieved at least a 3.5 cumulative grade point average, and who have demonstrated leadership in the community and the College are eligible to be inducted into this society. Massasoit's chapter of Phi Theta Kappa is Alpha Kappa Upsilon.

Academic Frequently Asked Questions

Change of Program

Students interested in changing their program of study initiate the process with an advisor in the Advisement & Counseling Center in Brockton, the Enrollment Center in Canton, or the Main Office in Middleborough. Required paperwork is filled out during a discussion with the advisor, and career counseling is provided if necessary. All completed requests are filed with the Registrar's Office.

Please note: applications to selective admissions programs are submitted to the Admissions Office.

Directed/Independent Studies

The intent of special studies is to provide:

1. an alternative method for completing catalog courses (Directed Study); and
2. an opportunity to explore subject matter not presently offered (Independent Study).

Students who wish to take a directed or independent study course must fill out the Directed/Independent Study Form found on the MyMassasoit Student portal and discuss it with the faculty member who is willing to guide their studies.

This discussion is to occur prior to the start of the semester in which the directed/independent study course will be held. The student must sign and submit this form to their faculty member no later than the end of the semester's add/drop period.

Students who plan to complete a Commonwealth Honors project must discuss their project with their faculty member within the first three weeks of the semester. They are to sign and submit their Directed/Independent Study Form no later than four weeks after the start of the semester. The form will require the signed approval of the faculty member, Division Dean, and Vice Provost of Academic Affairs. Students may have up to two directed/independent courses per program while attending Massasoit.

Concurrent Curricula

The College allows students to be enrolled simultaneously (concurrent curricula) in up to three certificates and one degree program at the student's request before the completion of the certificate requirements, or in two degree programs at the student's request before the completion of the first degree. There is a maximum of four concurrent programs at a time. Students should complete a program modification form with an advisor in the Advising, Career & Transfer Center.

Credit for Prior Learning

[Prior Learning Assessment \(PLA\)](#) is a process through which students enrolled in a degree or certificate program at Massasoit Community College may earn college credit for knowledge gained through training, military service, work experience, volunteer service, or other experiential learning that occurred prior to enrollment at the college.

Through prior learning assessment, Credit For Prior Learning (CPL) may be awarded for college-level learning for which documentation exists to verify a student's mastery of course outcomes.

Student Learning Assessment

In keeping with Massasoit Community College's commitment to excellent educational experiences and high-quality programs for its students, and consistent with practices at other institutions within the state and nationally, Massasoit Community College routinely engages in the assessment of student learning at the course, program, institution and system levels.

The learning outcomes assessment process may include a variety of methods such as standardized tests, student surveys and focus groups, campus developed instruments, and a review of student course and co-curricular work. In circumstances beyond the individual course level, where a student's course or co-curriculum work is selected for assessment, the identity of the student will be protected. The student's name, grade or other identifying information will be removed before the student work is reviewed. Selected student work may be subject to review by a limited cohort of higher educational personnel, primarily faculty. Assessment of student learning is undertaken primarily for the purpose of improving student learning, curriculum development, instructional improvement, and enhancing student academic success.

Assessment activities will have absolutely no effect on a student's grade, academic standing, ability to transfer, or ability to be graduated. Massasoit Community College will take all necessary steps to ensure the confidentiality of all student records and student work reviewed through this process in accordance with FERPA regulation.

Cancellation of Classes

To view school cancellations, visit the Massasoit website at massasoit.edu.

When cancellation of classes is necessary due to inclement weather, announcements will be made at approximately 6 a.m. on the following radio and TV stations: WPLM-FM (99.1), WCTK (98.1), WBZ-TV (Ch. 4), WBZ-AM (1030) WHDH-TV (Ch. 7), NECN (Ch. 8), WFXT-TV (Ch. 25). Each campus may be independent of the other in regards to class cancellations in an emergency situation. Evening school cancellations are broadcast over the same stations at approximately 3:00 p.m. To sign up for the campus alert system, visit www.getrave.com/login/massasoit or the Massasoit website under Campus Police.

Please do not call the College.

For individual class cancellations and classroom changes, please log in to the MyMassasoit web portal where class cancellations will be posted on the home page.

English 101 Substitution

A student, based on testing scores, may place out of ENGL 101 English Composition I and substitute any college-level writing course in its place. This is also the case if a student placed into an equivalent to ENGL 102 at another school and was not required to take the ENGL 101 equivalent. Currently there are only two options for replacement: ENGL 119 Creative Writing or JOUR 120 Journalism Basics for the Digital Age.

