

MASSASOIT
COMMUNITY COLLEGE

Student Handbook
2019-2020

The Mission of the College

Massasoit Community College is a dynamic, diverse learning community that supports all students in their education, leading to a career, transfer to four-year institutions, and the pursuit of lifelong learning. Faculty and staff are committed to student success and strive to offer accessible and innovative programs with comprehensive support services to prepare students for membership in a global society.

Accepted by the Massasoit Community College Board of Trustees, April 8, 2015 and approved by the Massachusetts Board of Higher Education, June 16, 2015.

About This Handbook

This handbook published by the Dean of Students Office provides information about student life, regulations and policies at Massasoit Community College. Please use it as a reference guide. It should be noted, however, that information contained in this booklet is not a contractual agreement with any party represented at the College. All information contained herein is subject to change at any time in accordance with the Massachusetts Board of Higher Education or legislative policy. Information may differ depending on enrollment in day or evening classes. Please contact the appropriate office for clarification of any material presented in this booklet.

Statement of Student Responsibility

The student handbook is made available to Massasoit Community College students via the Massasoit web site at www.massasoit.edu. In all cases, the student bears ultimate responsibility for reading the handbook and following the academic policies and regulations of the College. A hard copy of the student handbook may be obtained by contacting the Dean of Students

.....

Massasoit Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the Chief Diversity Officer & Title IX Coordinator, Yolanda Dennis, Office of Diversity and Inclusion, 508-588-9100, x1309, Brockton Campus, Administration Building, Room 219, ydennis@massasoit.mass.edu, or the Associate Dean of Students & Deputy Title IX Coordinator, Joseph DiMaria, 508-588-9100, x1417, Brockton Campus, Student Center, Room 208A, jdimaria@massasoit.mass.edu, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.



STUDENT HANDBOOK

2019-2020

A Message from the Dean of Students

Students,

It is my pleasure and privilege to serve as your Dean of Students and as your chief advocate. Massasoit is a vibrant learning community that strives to meet the needs of our diverse student body. We recognize that community college students come to college with widely differing goals. Whether you're a student in Brockton, Canton, or Middleborough, a transfer student, or a student earning a degree or certificate, your success is our number one priority.

While pursuing these goals, you may be faced with challenges. Sometimes these challenges may seem insurmountable. In approaching these challenges, you should be aware that there are many people and services at Massasoit that are dedicated to helping you through these situations and whose purpose is to enhance your ability to succeed.

I have the privilege of providing leadership to many areas responsible for co-curricular learning. The dedicated professionals within these departments facilitate out-of-class experiences that help students engage in their academic program of study. In cooperation with the faculty, these departments hold a shared vision of student learning and an unwavering commitment to your success. Please feel free to contact me or any member of our staff if we can be of assistance. We are here to ensure that your experience is an exceptional one!

Sincerely,

Dr. Slandie Dieujuste, Ph.D.

Dean of Students

LOCATIONS



Brockton Campus

1 Massasoit Boulevard
Brockton, MA 02302



Canton Campus

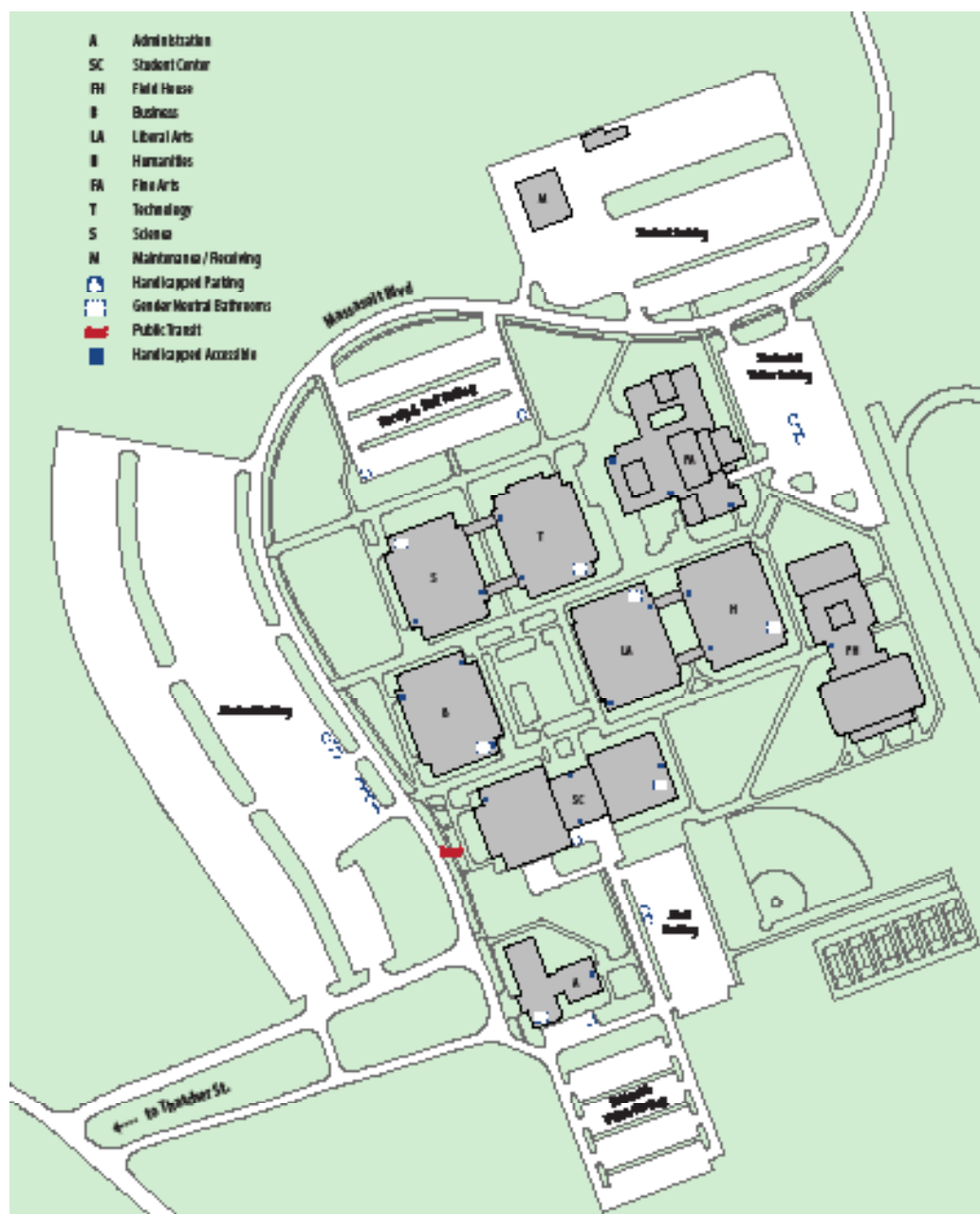
900 Randolph Street
Canton, MA 02021



Middleborough Center

49 Union Street
Middleborough, MA 02346

Brockton Campus Map



For Information about...

...See

Absences	Your Professor/Dean of Students
Academic Advising	Advising, Career & Transfer Center/Your Advisor
Academic Records	Student Central
Add/Drop Process	Student Central or Advising, Career & Transfer Center
Affirmative Action, Equal Opportunity & Diversity	Office of Diversity & Inclusion/Office of Human Resources
Alumni Association	Office of Development & Alumni Relations
Athletic Programs	Athletic Department
Books and Supplies	College Bookstore
Career Services and Information	Advising, Career & Transfer Center
Change Of Program	Advising, Career & Transfer Center
Child Care	The Children's Center
Computer Usage	Information Technology
Counseling	Advising, Career & Transfer Center
Course Registration	Student Central
Disability Services	Access & Disability Resources
Diversity Programming	The Unity Center
Emergencies	Campus Police
Financial Aid	Student Central
Graduation Information	Dean of Students
Health Insurance	Student Central
ID Cards	Student Life Office
Lost & Found	Student Life Office
Parking Information	Campus Police
Satisfactory Academic Progress	Student Central
Scholarships	Library/Advising, Career & Transfer Center/Massasoit Website
Sexual Harassment/Sexual Violence	Office of Diversity & Inclusion/Office of Human Resources
Student Clubs & Organizations	Student Life Office
Student Government	Student Life Office
Student Grievances	Dean of Students
TV/Radio Center	Fine Arts Building
Transcripts	Student Central
Transfer Information	Advising, Career & Transfer Center
Tuition/Fees/Billing	Student Central
Tutoring	Academic Resource Center (ARC)
Veterans Benefits	Veterans Center
Withdrawal From Classes	Student Central or Advising, Career & Transfer Center
Work Study Program	Student Central

ACADEMIC CALENDAR

2019-2020

FALL 2019

September

Sep 2
Sep 3
Sep 4

Labor Day
Convocation
Fall classes begin

October

Oct 14
Oct 21 - Nov 1
Oct 29

Columbus Day (no classes)
Advising period for Spring
Advising Day (no day classes)

November

Nov 4 - Nov 8

Priority registration period for Spring
Veterans Day (no classes)
Spring registration open to all
Thanksgiving Recess (no classes). Begins at 4:00 p.m. Wed., Nov. 27.

Nov 11 Mon
Nov 12 Tue
Nov 27 - Dec 1

December

Dec 6

Dec 17
Dec 18 - Dec 23

Dec 25
Dec 31

Last day to withdraw from Fall classes
Last day of Fall classes
Final exams (day, evening, online)
Christmas Day
New Year's Eve

SPRING 2020

January

Jan 1
Jan 2

New Year's Day
Winter Session begins; last day to register for Winter Session

Jan 9

January conferral date for graduates

Jan 10

Last day to withdraw from Winter Session classes

Jan 15

Last day of Winter Session classes

Jan 20

Martin Luther King, Jr. Day

Jan 21

Spring classes begin

February

Feb 17
Feb 25

Presidents' Day (no classes)
Convocation (no day classes)

March

Mar 15 - March 22
Mar 30 - Apr 10

April

Apr 1
Apr 2
Apr 6 - Apr 10

Apr 13
Apr 20

May

May 1

May 11
May 12 - May 18

May 21
May 25
May 29

Spring Break (no classes)
Advising period for Fall

Summer registration begins
Advising Day (no day classes)
Priority registration period for Fall
Fall registration open to all
Patriots Day (no classes)

Last day to withdraw from Spring classes
Last day of Spring classes
Final exams (day, evening, online)
Convocation
Memorial Day
Commencement

SUMMER 2020

June

Jun 1

Jun 25

Summer Session Summer I classes begin
Last day to withdraw from Summer I classes

July
Jul 1
Jul 3
Jul 4
Jul 8

Last day of Summer I classes
Independence Day observed
Independence Day
Summer Session II classes begin

August

Aug 4

Aug 10
Aug 21

Last day to withdraw from Summer and Summer II classes
Last day of Summer and Summer II classes
August conferral dates for graduates

POLICIES

Absence Due to Religious Beliefs

In accordance with Chapter 151C of the Massachusetts General Laws, any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirement, on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school.

No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of their availing themselves of the provisions of this section.

Academic Honesty

Faculty have the right to manage their class, including addressing directly with students issues of academic dishonesty. When there is information that academic dishonesty occurred, faculty are encouraged to share that information with the CCA. A faculty member may choose to take action as outlined in the course syllabus, including issuing a failing grade for the assignment or the course, or may choose not to issue a grade and/or refer the matter directly to the CCA for administration under this policy.

Where the issuance of a failing grade by a faculty member for academic dishonesty will result in a student's dismissal from a program (for example in nursing and other health care programs), the charge of academic dishonesty shall be directly referred to the CCA for administration under this policy, which shall be completed, where practicable, within thirty (30) days.

If the student believes that there is substantial evidence of error or injustice associated with a failing grade issued because of academic dishonesty, the student may file a grievance under the Student Grievance Procedure's Grade Appeal Process.

accepting admission to Massasoit Community College, students also accept the responsibility for maintaining high standards of academic integrity and scholarly practice. Plagiarism using another person's words or ideas without acknowledgement is strictly forbidden. This means that dependence on the ideas or language of others in a student's oral, written, technical and artistic work must be properly acknowledged and documented. Information

on documentation is contained in most writing handbooks and is generally covered by an instructor in one of a student's composition courses.

Academic dishonesty also includes but is not limited to a student giving or receiving aid during examinations or in completing laboratory assignments, computer programs, or other work assigned in courses, unless given explicit permission by the instructor.

It is the responsibility of the individual instructor to enforce this policy. If an infraction occurs, an instructor may take action which reflects the seriousness of the infraction, and could range from an informal verbal warning to, but not beyond, the issuance of a grade of F for the course.

In addition to action taken relative to the specific course, the course instructor may bring any matter related to academic honesty to the Assistant/Associate Dean, who may bring the matter to the Provost for consideration of further disciplinary action.

The student's right to due process is guaranteed in any disciplinary action involving faculty members and the administration. If a student has a complaint or a grievance they should contact the Dean of Students. The Student Grievance Procedure is contained in the Student Handbook which is available in the Student Life Office and the Office of the Dean of Students. The procedure outlines the necessary steps a student must follow to file a grievance.

Affirmative Action

Massasoit Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the Chief Diversity Officer & Title IX Coordinator, Yolanda Dennis, Office of Diversity and Inclusion, 508-588-9100, x1309, Brockton Campus, Administration Building, Room 219, ydennis@massasoit.mass.edu, or the Associate Dean of Students & Deputy Title IX Coordinator, Joseph DiMaria, 508-588-9100, x1417, Brockton Campus, Student Center, Room 208A, jdimaria@massasoit.mass.edu, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States

Complaint Process

Informal Complaint

When employees or students believe their equal opportunity rights have been breached, the complaint process is a mechanism for resolution. Prior to the filing of a formal written complaint under this plan, the parties to a dispute are strongly encouraged to attempt to reach an informal resolution of the dispute. It is recommended that the Affirmative Action Officer be consulted with and participate in any efforts by the parties to informally resolve a complaint. An informal resolution is achieved through open dialogue between the parties that allows for the airing of any misunderstandings or disputed issues.

Formal Complaint

The following rules apply throughout all phases of the formal complaint process: (1) all parties to a complaint may have a personal advisor (for union employees this may be a union representative and in cases involving allegations of sexual violence the personal advisor may be an attorney); (2) the role of a personal advisor is limited to providing discrete advice and counsel to the party; (3) the filing of a complaint under this Policy shall not preclude a Complainant from pursuing a complaint in a separate legal forum; (4) a grade dispute based on alleged Prohibited Conduct shall proceed under this Policy and not the Grade Appeal Process contained in the Student Grievance Procedure; and (5) all findings reached under Complaint Procedure must be based on a "preponderance of evidence" (i.e.; more likely than not) standard.

At any point during the Affirmative Action complaint procedure, either party may request mediation by contacting the Chief Diversity Officer, Executive Director of Affirmative Action and Title IX Yolanda Dennis, 508-588-9100, x1309, Administration Building, Room 233, or email ydennis@massasoit.mass.edu.

Mediation shall be mutually agreed upon, and not reasonably refused by either party. The Affirmative Action Officer, or the President's designee, shall select an impartial mediator who shall be mutually agreed upon and not unreasonably refused by either party, make the arrangements, determine the timetable for mediation process, and inform the parties of the timetable in writing.

Interim Protective Measures

Title IX requires the College to take reasonable steps to ensure equal access to its education programs and activities and protect individuals from Prohibited Conduct, including taking interim

protective measures before the outcome of an investigation. The College shall take these steps promptly once it has notice of an allegation of Prohibited Conduct, including sexual violence.

Examples of interim protective measures include, but are not limited to, the following:

- access to counseling services and assistance in scheduling an appointment, on or off campus;
- imposition of an interim suspension or on-campus "no contact" order;
- rescheduling of exams and assignments;
- providing alternative course completion options;
- changing class schedules, including withdrawing from a course without penalty;
- limiting access to certain College facilities or activities pending resolution of the matter;
- voluntary leave of absence;
- providing an escort to ensure safe movement between classes and activities; and/or
- providing academic support services, such as tutoring.

The specific interim measures implemented and the process for implementing those measures will vary depending on the facts of each case.

When a Complainant believes that he/she has been subjected to Prohibited Conduct, the Complainant may file a formal written complaint with the Affirmative Action Officer, or in the case of an alleged Title IX Offense, the Chief Diversity Officer, Executive Director of Affirmative Action and Title IX Yolanda Dennis, Office of Diversity & Inclusion, 508-588-9100 x1309, Brockton campus, Administration Building, Room 229, ydennis@massasoit.mass.edu. The College's Affirmative Action Complaint Procedure is contained in the College's Policy on Affirmative Action, Equal Opportunity & Diversity at www.massasoit.edu/EEO.

Confidentiality of Process

The complaint procedure will be conducted as confidentially as reasonably possible to protect the privacy rights of all individuals involved. The College may share information concerning the complaint with parties, witnesses and/or others during any phase of the procedure on a need-to-know basis and shall share information with union representatives as provided for in G.L. c.150E. All individuals with whom information is shared shall be advised of the confidential nature of the information and directed

not to discuss the matter with anyone other than a personal advisor, if applicable.

Alcohol and Drug Use

No alcoholic beverages may be consumed, served, sold or stored by students, guests, invitees, educators, administrators or executives of the College at the Brockton, Canton or Middleborough education campuses or athletic facilities or in any motor vehicle owned or leased by Massasoit Community College, without the advance (not more than 90 days) written approval of the College President.

If, after having secured the required written approval, alcohol is served or sold by anyone, then it must be served or sold strictly in accordance with applicable state law. All arrangements for the delivery, service, sale, storage and removal of alcoholic beverages at the education campuses or athletic facilities of Massasoit Community College shall be coordinated with the Director of Food Services, and he or she shall identify and retain the name of the responsible person.

No alcoholic beverages may be consumed, served, sold or stored by outside organizations or off-campus entities or their guests or invitees of the College using any Massasoit Community College education campus or athletic facility or in any motor vehicle owned or leased by the College without the advance (not more than 90 days) written approval of the College President. If, after having secured the required written approval, alcohol is served or sold by anyone, then it must be served or sold strictly in accordance with applicable state law. All arrangements for the delivery, service, sale, storage and removal of alcoholic beverages at the education campuses or athletic facilities of Massasoit Community College shall be coordinated with the Director of Food Services, and he or she shall identify and retain the name of the responsible person.

No alcoholic beverages may be consumed, served, sold, or stored at the Massasoit Community College Conference Center in Brockton, without the advance (not more than 90 days) written approval of the College President. However, the President may delegate such function granting authority to an authorized leasing agent or the Conference Center Manager or the Director of Food Services, provided, such function granting authorization is in writing and the agent's authorization was dated within the past twelve (12) months. If, after having secured the required written approval to hold or conduct a function, alcohol is served, sold or stored by anyone, then it must be served, sold or stored strictly in accordance with applicable state liquor laws. All arrangements for the delivery, service, sale, storage, and removal of alcoholic beverages at the Massasoit Community College Conference Center in Brockton shall be coordinated with the Director of Food Services, and he or she shall identify and retain the name of the responsible person for each authorized function.

Notwithstanding, the restrictions and limitations otherwise included in this Alcohol & Drug Policy, a duly licensed bar, cafe, pub or other liquor serving establishment may be operated at the Massasoit Community College Conference Center in Brockton. Whether such liquor serving establishment is directly managed and operated by College personnel or by some other independent entity, it shall be subject to the general supervision of the President of the College and closely monitored and supervised on a continuing basis by either the authorized leasing agent or the Conference Center Manager or the Director of Food Services as may from time to time be determined by the President in writing. Any duly licensed bar, cafe, pub or other liquor serving establishment operated at the Massasoit Community College Conference Center in Brockton shall strictly observe all state liquor laws, all applicable ordinances established by the City of Brockton and all rules and regulations established in writing by the person designated by the President to closely monitor and supervise the liquor serving establishment.

No alcoholic beverages may be consumed, served, sold or stored at any Massasoit Community College student group activity or function, whether held on-campus or off campus. The only limited exception to this strict prohibition is for recognized religious ceremonies or situations where it is absolutely certain every student present will be of legal drinking age, and the advance (not more than 90 days) written approval of the College President has been secured.

If, after having secured the required written approval, alcohol is served or sold by anyone, then it must be served or sold strictly in accordance with applicable state liquor laws. Notwithstanding the defined limited exceptions, no College funds, no College funds indirectly made available to students and no student fees shall be used in support of any Massasoit Community College student group activity or function at which alcoholic beverages will be consumed, served or sold, whether held on-campus or off campus.

No unlawful drug or illegal substance may be consumed, served, sold, stored or used by students, guests, invitees, educators, administrators or executives of the College at either the Brockton, Canton or Middleborough education campuses or athletic facilities or in any motor vehicle owned or leased by Massasoit Community College.

No unlawful drug or illegal substance may be consumed, served, sold, stored or used by outside organizations or off-campus entities or their guests or invitees using any Massasoit Community College education campus or athletic facility or in any motor vehicle owned or leased by the College.

No unlawful drug or illegal substance may be consumed, served, sold, stored or used at any Massasoit Community College Conference Center in Brockton.

No unlawful drug or illegal substance may be consumed, served, sold, or used at any Massasoit Community College student group activity or function, whether held on-campus or off-campus. There are no exceptions to the College policy that no College funds, no College funds indirectly made available to students and no student fees shall be used in support of any Massasoit Community College student group activity or function at which any unlawful drug or illegal substance will be served, sold, or used, whether held on-campus or off-campus.

Any person actually observed consuming, serving, selling or storing alcoholic beverages on College property in violation of this Alcohol & Drug Policy or applicable state liquor laws and any person actually observed consuming, serving, selling, storing or using any unlawful drug or illegal substance on College property in violation of this Alcohol & Drug Policy or applicable state drug laws or substance laws shall be required to immediately leave the property of Massasoit Community College. Such individuals are also subject to arrest and criminal penalties as provided by state law, and the College may report such apparent violations to law enforcement authorities for further investigation and prosecution.

In addition, students and College personnel should be aware that they are subject to such civil penalties as may be deemed appropriate, under the particular circumstances, by the President of Massasoit Community College, including the distinct possibility of temporary suspension or even permanent dismissal from employment or attendance at the College.

It is the official policy of Massasoit Community College to assist students and College personnel in dealing with problems they may be experiencing with alcohol, drugs and chemical substances, provided that the student or employee acknowledges that he or she may have a problem and seeks to remedy the situation before the College administration decides that it must take action under this Alcohol & Drug Policy. Students seeking information concerning substance abuse, rehabilitation programs and counseling services should contact Advisement and Counseling.

It is not a violation of this Alcohol & Drug Policy for a student, guest, invitee, educator or administrator to carry, consume, possess or otherwise use a prescription drug or an over the counter drug or medicine in a lawful manner. No authorization to carry, consume, possess or otherwise use a prescription drug or an over the counter drug or medicine need be sought or secured from the President or any other College official, provided such consumption or use is lawful and is reasonable under the circumstances involved. However, the College's Alcohol & Drug Policy does not authorize or

condone the abusive use of any lawful drug or medicine, whether obtained by prescription or over the counter, which could result in a drug overdose, chemical dependence, adverse health effects or an accident to anyone on College property or in a College owned or leased motor vehicle. While the President of Massasoit Community College may adopt a different standard for evaluating the circumstances involving the excessive consumption or abusive use of lawful prescription drugs and over the counter medicines and make a reasonable allowance for mitigating circumstance, the President may impose on college personnel and students such civil penalties as he or she may deem appropriate, under the particular circumstances, including the possibility of permanent dismissal from employment or attendance at the College.

Students and College employees need to understand that Massasoit Community College is subject to various state and federal laws that deal with the abusive use of alcohol, drugs and chemical substances, including specifically the federal Higher Education Act of 1965, Title XII, which was an amendment to this Act created by the Drug-Free Schools and Communities Act of 1989, applies to every educational institution receiving federal funding. In addition, certain College employees, including those involved in federally funded grants and projects, are subject to the Drug-free Workplaces Act of 1988, and as a result the College may be a mandatory reporter of certain employee acts that could result in a criminal conviction. See *Disclosure of Student Disciplinary Records* policy for further information.

Animals on Campus

Animals are permitted on campus only for the specific purpose of services pursuant to state and federal disability laws. Please see *Service Animal* policy for further information.

Attendance and Discipline

Students are expected to attend all regularly scheduled classes and laboratory sessions on time. The professor at the beginning of the semester will clarify the attendance policy in writing on the course syllabus.

The College reserves the right to dismiss a student for disciplinary as well as academic reasons when it considers such action in the best interests of the College or the student. In all such cases, the College will state the reason and inform the student of their rights to a hearing.

An instructor may terminate a student's participation in a class or course if the student's behavior disrupts the learning process. Prior to dismissal the student has a right to receive a warning from the instructor and once dismissed can request reasons for the dismissal. The student may request a hearing.

Children on Campus

The staff at Massasoit Community College understand that in some circumstances it may be necessary to bring children on campus. Thus, although not encouraged, children are not prohibited from being on the campus as long as they are under the direct supervision of a parent and/or a designated adult at all times. College staff and faculty members responsible for specific College areas reserve the right to exclude children from that area when, in their judgment, it is in the interest of health, safety, or the educational process. The College cannot be responsible for the care and supervision of unattended children. Campus Police will be asked to locate and return to the custody of the parent any unattended children.

Clergy Act

Massasoit Community College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), which is a federal law requiring most colleges and universities nationwide to publish statistics in order to inform the campus community about certain criminal offenses committed on or near campus. Clery statistics involving Massasoit Community College can be requested by contacting the College Police Department or visiting the College's website at www.massasoit.edu/massasoit-police.

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student may submit to the registrar, dean, chair of the academic department, or other appropriate official, written requests that identify the record(s) he or she wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading

A student may ask the College to amend a record that he or she believes is inaccurate or misleading. The student should submit a request in writing to the College official responsible

for the record, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on or assisting an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Further, upon request, the College discloses education records without consent to officials of another school in which a student seeks admittance or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by an institution of higher education to comply with the requirements of FERPA.

Such complaints may be filed with the Family Policy Compliance Office at the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

5. The College identifies the following student information as directory information: student name, town of residence, college email address, level of education (first year or second year), enrollment status (full- or part-time), program of study, dates of attendance, degrees, and awards received from Massasoit (e.g. Dean's List, athletic awards, etc.). Directory information may be released by the College to a third party requesting such student information without first obtaining the consent of the eligible student. An eligible student has the right to refuse to permit the College from

identifying some or all of those types of information about the student as directory information. An eligible student must notify the College's registrar within two weeks of the beginning of each academic semester if the eligible student does not want any or all of those types of information about a student designated as directory information.

Notwithstanding the College's definition of directory information, the Department of Defense, pursuant to the Omnibus Consolidated Appropriations Act of 1997 (Solomon Amendment), identifies the following information as student recruiting information: student names, addresses, and telephone listings; and if known, students' ages, levels of education, and majors. If an eligible student chooses not to exercise his or her aforementioned right to refuse to permit the College to designate some or all of the student's record information as directory information, the College will release to the Department of Defense, or an agency thereof, that student information which the Department of Defense has designated as student recruiting information. This may result in the nonconsensual disclosure of personally identifiable information. When student information is released pursuant to a Department of Defense request, notice of the request, and the release of student information in accordance therewith, will be posted in a conspicuous location in the College's Registrar's Office for the period of one academic year.

Please see *Disclosure of Student Disciplinary Records* policy for further information.

CORI/SORI (Criminal/Sex Offender Registry Information)

In order for a student to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth's Department of Criminal Justice Information Services, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P. For more information regarding the College's CORI/SORI check process, please contact the Dean of Nursing and Allied Health. (Updated 8/22/12)

Disclosure of Student Disciplinary Records

Disclosure of student disciplinary records without the student's written consent is prohibited under the Family Education Rights and Privacy Act of 1974. Therefore, the Dean of Students Office is unable to share information about a specific student conduct issues, including sharing of information or outcomes and sanctions with the reporting party. However, federal legislation allows victims of violent crimes, including survivors of non-forcible sex offenses, to be informed of the outcome of an accused's disciplinary hearing. The Dean of Students is responsible for this information.

The name of the victim or witness of a crime of violence or non-forcible sexual offense may not be released without the student's prior written consent. Massasoit Community College is allowed to disclose the following information relative to a student found by a campus disciplinary body to have committed a crime of violence or a non-forcible sexual offense:

- Name
- Violation committed
- Sanction imposed by the College

Requests seeking this information should be directed to the Dean of Students, who houses all disciplinary records.

Under certain circumstances, Massasoit Community College is allowed to release to parents of students who are under 21 years old information regarding alcohol or drug-related disciplinary violations. The Dean of Students is responsible for the release of this information.

Fundraising

Recognized student groups may conduct fundraising activities after receiving written approval from the Director of Student Life. Fundraising activities of recognized student groups must relate directly to campus events sponsored by the club or the College. These groups must follow the guidelines established by the Office of Student Life. Contact the Director of Student Life for further information.

Hazing

Hazing, any conduct or method of initiation into any student organization on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person, is strictly prohibited. The crime of hazing is punishable by a fine and/or imprisonment. Anyone knowing that a person was the victim of hazing must report such crime to an appropriate law enforcement official as soon as possible. Failure to report a hazing crime will result in a fine.

All advisors/coaches to clubs, organizations, and teams will distribute a copy of this policy to their members.

An Act Prohibiting the Practice of Hazing was enacted by the Massachusetts General Court in 1985. Chapter 269 of the General Laws was amended by adding in the following three sections:

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity 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. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

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

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

its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the 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 and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of 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 forthwith report to the attorney general any such institution which fails to make such report.

The following Disciplinary Policy shall be applied to any organizer (individual or organization) and/or participants (individual or organization) with any affiliation to Massasoit Community College.

Any individual or organization associated with Massasoit Community College for whom there is reason to believe may have been involved as an organizer or participant in the practice of hazing shall be subject to any or all of the following procedures:

1. A review by the Massasoit Community College Student-Faculty Judiciary Council.
 2. A review by the Massasoit Community College administrative staff and/or Campus Police, as deemed appropriate, subject to established College and statewide grievance procedures.
 3. Criminal prosecution by appropriate law enforcement and judicial agencies.
-

Should there be any questions concerning the College's Hazing Policy, please contact the Dean of Students.

Identification

All full- and part-time students must have a Massasoit Student ID on their person when on the premises of Massasoit Community College. The Brockton and Canton Student Life Offices and the Middleborough Main Office issue photo IDs to all students during regular office hours. The ID is required for use as a library card, admittance to athletic facilities, to sell used books to the College bookstore and to receive discounts or free admission to events sponsored by the College. Students requiring a replacement ID will be charged \$5.00. Massasoit allows students to use a preferred name on their student ID; the preferred ID form is available through the MyMassasoit portal.

Immunization

Chapter 76, Section 15C of the General Laws of Massachusetts requires all **full-time students** (those taking 12 credit hours or more) and all students on a VISA provide proof of immunization for: **measles, mumps, and rubella; tetanus, diphtheria, and pertussis (Tdap); hepatitis B; and Varicella.**

Requirements include:

1. At least one dose of mumps and rubella vaccine(s) given at or after first birthday
2. Two doses of live measles vaccine, given at least one month apart beginning at or after first birthday
3. A booster of Td within the last five years or one dose Tdap if more than five years
4. Three doses of hepatitis B vaccine
5. Two doses Varicella, at least one week apart, after first birthday

IT Acceptable Use

I. Introduction

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. The principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, the right to privacy, and the right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of

others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community, including students.

II. Background and Purpose

This document constitutes a college-wide policy intended to allow for the proper use of all College computing and network resources, effective protection of all individual users, equitable access, and proper management of those resources. This should be taken in the broadest possible sense. This policy applies to the entire college network. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts which currently apply to these services.

Access to networks and computer systems owned or operated by the College impose certain responsibilities and obligations and is granted subject to College policies and local, state, and federal laws. Appropriate use should always be legal, ethical, reflect academic honesty, reflect community standards, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.

III. Definitions

a. Acceptable Use

Acceptable use of the College's computing and networking resources includes usage for academic, educational or professional purposes which are directly related to official college business and in support of the College's mission.

b. Authorized Users

The following individuals are authorized to use the College's Computer Network and Services:

1. current faculty of the College;
2. current staff of the College;
3. current students of the College.

IV. Individual Rights and Responsibilities

a. Acceptable Uses

The College's website, server, and all other related computer equipment and services may be used only for academic, educational, or professional purposes which are directly

related to official college business and in support of the College's mission.

b. Unacceptable Uses

1. Obscene Materials
It is an unacceptable use of the College's computer network to view, download, store, or transmit pornographic materials or obscene materials.
2. Partisan Political Purposes
Pursuant to Massachusetts Campaign Finance Laws, no governmental resources (including fax machines, modems, printers, and/or copy machines) may be used by any person in order to promote or oppose a political candidate or ballot question or for the purpose of disseminating materials that promote a particular vote on a ballot question or a political candidate.
3. Game Playing
Recreational game playing is an unacceptable use of the College's computer network.
4. Downloading
No on-line information may be downloaded and installed on the College's computer systems without the authorization of or supervision by OIT.
5. User ID
No person authorized to utilize the College's computer network and all related services may disclose their User ID to any other person.
6. Transmission of personal information
Use of the College network for transmission or receipt of credit card information, including the Primary Account Number (PAN), PIN, expiration date or any other identifying information on a personal or business credit card is forbidden. The Federal Education Right to Privacy Act (FERPA) and Massachusetts General Law 93H protect personal and confidential information and prohibit any transmission of unencrypted data. No such data may be transmitted across the network by the use of email, chat, instant messaging service, or any other form.
7. Decoding

A user is prohibited from decoding or attempting to decode passwords of access control information.

8. Disruptive Use
It is an unacceptable use to engage in activity that might be harmful to systems or to any information stored thereon, including creating or propagating viruses, disrupting services, or damaging files.
9. Copyrighted Software
A user is prohibited from making or using illegal copies of copyrighted software, storing such copies on the College computer system, or transmitting said copies over the College's computer network.
10. Wasting Computer Resources
A user is prohibited from wasting computer resources, including placing a program in an endless loop, printing excessive amounts of paper, distributing chain letters or engaging in an activity that is not consistent with this policy's Acceptable Use provision.
11. General Prohibition
A user is prohibited from performing any illegal act, including violation of state and federal civil or criminal laws and regulations.
12. Commercial Use
A user is prohibited from performing any commercial ventures resulting in personal income or profit.
13. Communications
A user is prohibited from intercepting, decoding, blocking, or interfering with any communication intended for other persons.

c. Enforcement

The College reserves the right to deny access to its computer and communications network to any user who breaches this or any other college policy. Further, if it is determined that a user is engaging in unauthorized activity, the College reserves the right to disconnect that user from the network. All alleged breaches of this policy will be referred to and reviewed by the appropriate student/staff disciplinary committee. No person authorized to utilize the College's computer network and all related services may disclose their User ID to any other person.

d. Privacy

To the greatest extent possible in a public setting, the College is committed to preserving an individual's privacy. Electronic and other technological methods must not infringe upon privacy. However, users must recognize that the College's computer systems and networks are public and subject to the Commonwealth's public records law. Therefore, users utilize such systems at their own risk. Further, users of the College's computer network System should have no expectation of privacy over any communications, transmissions, or work performed thereon. The College reserves the right to interrupt a user's use of the College computer network, or access a user's communications or transmissions for routine system maintenance, technical problems or criminal investigations.

e. Electronic Mail

Users of the College's computer network system for electronic mail purposes should have no expectation of privacy over any e-mail communications or transmissions sent or received. Further the College reserves the right to access or interrupt e-mail communications or transmissions for routine system maintenance, technical problems or criminal investigations

Each Massasoit Community College faculty, staff and student receives a college e-mail account which is used for all email communications at the College. Such accounts should be checked as often as may be necessary to ensure that any information is timely received.

f. Internet Access

Access to the Internet has been provided to staff and students for the benefit of the College and students. It allows access to information resources and databases around the world.

Everyone using the Internet from the College represents the College while on the Internet. To ensure that the Internet is used in a responsible and productive manner, the following guidelines have been established for using the Internet.

Acceptable Uses of the Internet

The College's website, server, and all other related computer equipment and services may be used only for academic, educational, or professional purposes which are directly related to official college business and in support of the College's mission. Students may use the Internet to research information or download files to be used in reports or presentations for class work. Students may use available lab systems to access their e-mail or chatrooms on a space available basis. Students that need to access files or applications on the College network will be given preference to

use of the lab computers.

Staff may use the Internet in the course of their daily activities to access resources of the Commonwealth or research information to be used in the performance of their position. Databases may be accessed for information as needed and e-mail used for business contacts.

Unacceptable Use of the Internet

The Internet shall not be used for personal gain or advancement of individual views. This includes advertising for a personal non-college related business or sending e-mail to people to convince them of your opinion of a particular topic. In this case, the user should obtain an account from an Internet Service Provider (ISP) at their expense. Pursuant to Massachusetts Campaign Finance Laws, no governmental resources (including computers, fax machines, modems, printers, and/or copy machines) may be used by any person (including a public employee, whether during work hours or otherwise) in order to promote or oppose a political candidate or ballot question or for the purpose of disseminating materials that advocate a particular vote on a ballot question or a political candidate. Further, in addition to a prohibition of any type of political fundraising on State property, a public employee is further prohibited from soliciting or receiving, directly or indirectly, any contribution for any political purpose.

The Internet shall not be used to prevent others from being productive or disrupt the operation of the College networks. This encompasses e-mail spamming, sending harassing or threatening e-mail, or sending messages under an assumed name. Harassment of any kind is prohibited. No member of the community, under any circumstance, may use the College's computers or networks to libel, slander, or harass any other person. The following shall constitute computer harassment:

1. using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials, or threats of bodily harm to the recipient or the recipient's immediate family;
2. using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease;
3. using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient

- has provided reasonable notice that they desire such communication to cease;
- 4. using the computer, to disrupt or damage the academic research, administrative, or related pursuits of another; and
- 5. using the computer to invade the privacy, academic or otherwise, of another or the threatened invasion of privacy of another.

g. Social Networking

Information technology resources provided by the College are the property of the College. Users shall have no expectation of privacy when using such resources. The use of all college information technology resources for social media activities, including but not limited to, Facebook, YouTube, Twitter, blogs or other forms of social media, shall be limited to academic, educational or professional purposes, which are directly related to official College business and in support of the College's mission.

All such uses shall comply with the College's computer use policies. Use of the College's information technology resources for personal social media activities is prohibited.

h. Accessing "Linked Pages" from the College's Web Site

The College is not responsible for, nor does it maintain any control over, any pages that may be linked to its website.

i. Harassment

No member of the community, under any circumstances, may use the College's computers or networks to libel, slander, or harass any other person. The following shall constitute computer harassment:

- 1. using the computer to annoy, harass, terrify, intimidate, threaten, offend, bother another person by conveying obscene language, pictures, or other materials, or threats of bodily harm to the recipient or the recipient's immediate family;
- 2. using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease;
- 3. using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that they desire such communication to cease;

- 4. using the computer to disrupt or damage the academic research, administrative, or related pursuits of another; and;
- 5. using the computer to invade the privacy, academic or otherwise, of another or the threatened invasion of privacy of another.

j. Intellectual Property

A user is prohibited from infringing on any intellectual property, copyright or trademark rights. Users are responsible for recognizing (attributing) and honoring the intellectual property rights of others.

k. Academic Dishonesty

Users should always employ computing resources in accordance with the highest ethical standards. Academic dishonesty (plagiarism, cheating) is a violation of such standards.

l. Responding to Security and Abuse Incidents

All users have the responsibility to report any discovered unauthorized access attempts or other proper usage of the College's computers, networks or other information processing equipment. If you observe, or have reported to you, a security or abuse problem with any College computer or network equipment, including violations of this policy, please notify the Help Desk at x1139 immediately.

m. Security

Users are solely responsible for all materials viewed, stored, or transmitted by way of the College's computer system. The College expects, however, that users will comply with all College rules and state and federal laws related to Internet use. Failure to do so may result in the suspension or revocation of a user's access privileges. Further, users should have no expectation of privacy over e-mail transmissions, and the College reserves the right to access e-mail accounts for routine system maintenance, technical problems or criminal investigations.

n. Violations

Violations of this Policy may result in disciplinary action, up to and including dismissal, as well as civil and criminal liability, and/or a violation of the Electronic Communications Privacy Act or 1986, the Family Educational Rights and Privacy Act, Massachusetts Wiretap and/or Privacy Laws, defamation, copyright and/or trademark infringement laws and state or federal sexual harassment or discrimination laws.

V. Additional Information and Questions

If you have any questions or need help from the OIT organization, please call the helpdesk at 508-588-9100, x1139.

Marijuana Policy

Although Massachusetts law permits the use of medical marijuana and the possession, use, distribution, and cultivation of marijuana in limited amounts, federal law, including the Federal Controlled Substances Act of 1970, the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989, prohibits the possession, use, distribution and/or cultivation of marijuana at educational institutions. Further, as marijuana remains classified as an illegal narcotic under federal law, institutions of higher education that receive federal funding are required to maintain policies prohibiting the possession and use of marijuana on their campuses. Accordingly, the possession, use, distribution or cultivation of marijuana even for medical purposes is prohibited on all Community College property or at College sponsored events and activities. Also prohibited is the operation of a motor vehicle while under the influence of marijuana on Community College property, or at College sponsored events and activities. Further, this policy prohibits the possession, use, or distribution of all marijuana accessories and marijuana products. Marijuana accessories shall include, but not limited to, any device or equipment used for ingesting, inhaling, or otherwise introducing marijuana into the human body. Marijuana products shall include, but not limited to, products that are comprised of marijuana and other ingredients and are intended for use or consumption, such as, but not limited to edible products.

Violations of this policy by any student or employee shall result in disciplinary action, up to and including expulsion or termination in accordance with applicable College policies or collective bargaining agreements.

Specific Laboratory Use

The General Use Policies are designed for all faculty, staff, administrators, and students in most working or learning areas. However, specific laboratories, the library, and work areas will need to develop policies specific to their unique environment.

Library Internet Policy

Massasoit Librarians and staff support student access to the internet by the adoption of the American Library Association Standards and Codes listed below:

- The EDUCOM "Bill of Rights and Responsibilities for Electronic Learners;"
- ALA "Library Bill of Rights;"
- ALA "Freedom to Read;"

- ALA "Code of Ethics;"
- ALA "Freedom to View;"
- ALA "Access to Electronic Information, Services and Networks: An Interpretation of the Library Bill of Rights;" and
- ALA "Access to Library Resources and Services Regardless of Gender or Sexual Orientation: An Interpretation of the Library Bill of Rights."

Copies of these standards are available online. If you have any questions about this policy, or any of the library's policies, please speak to a librarian.

Pluralism

The Community Colleges have historically been a major contributing element to the emergence of our nation as one of the most technologically and economically advanced societies of the world. The important role that the Community Colleges can play is profoundly dependent upon the extent to which they may draw from the full collective of intellectual resources within each college's community of scholars, students and administrators. Any condition or force that impedes the fullest utilization of the human and intellectual resources available represents a force of destructive consequence for the development of our Commonwealth and, ultimately, our nation. Community College students, faculty, staff and visitors must be free from conduct that has the purpose or effect of interfering with an individual's academic or professional performance and creating an intimidating, hostile or demeaning educational or employment environment. Therefore, the Community Colleges establish a policy of unequivocal condemnation of all forms of ethnic, religious, cultural or racial intolerance within the fifteen College communities.

This policy condemns all conditions and all actions or omissions, including all acts of verbal harassment or abuse, which deny or have the effect of denying to an individual their rights to equality, dignity and security in violation of their rights guaranteed under the law. The policy reaffirms the doctrine of civility, appreciation for pluralism and the pre-eminence of individual human dignity as preconditions to the achievement of an academic community that recognizes and utilizes the resources of all persons while recognizing and reaffirming the tenets of academic freedom. The Community Colleges recognize their obligation to protect the rights of free inquiry and expression, and nothing herein shall be construed or applied so as to abridge the exercise of rights under the Constitution of the United States and other federal and state laws. The Community Colleges will vigorously strive to achieve diversity sufficiently reflective of our society. However, diversity alone will not suffice.

There must be a unity and cohesion in the diversity which we seek to achieve, thereby creating an environment of pluralism.

The Community Colleges bear a responsibility by edict and an obligation by social morality to promote understanding and acceptance of ethnic, cultural, religious and racial diversity as we strive to create an atmosphere of dignity for all individuals and groups within our system of public higher education. The President will take reasonable measures to prevent and discourage harassment and will act positively to investigate alleged harassment and to effect a remedy or resolution when an allegation is determined to be valid.

Refunds

The refund policy for both day and evening classes after formal withdrawal is:

REFUNDS	TUITION	FEES
Before classes begin	100%	100%
The first week of classes	100%	100%
The second week of classes	50%	50%

After the second week of classes, no refunds of tuition or fees will be allowed. Refunds are not issued until the add/drop period for both day and evening is completed. Courses meeting fewer than 15 weeks will receive a prorated refund based on the length of the course. Inquiries regarding refunds should be directed to the Student Accounts Office.

Service Animals

Massasoit Community College generally permits service animals assisting individuals with disabilities in all facilities maintained by the College. Therefore, an individual with a disability shall be permitted to be accompanied by their service animal in all areas of the College's facilities where members of the public are permitted. The College reserves the right to impose restrictions on the use of service animals on its property in order to maintain safety or to avoid disruption of College operations.

This policy applies only to facilities owned by the College or under its control. Please be advised that there may be restrictions imposed on the use of service animals in non-college facilities, such as hospitals, science laboratories or other clinical or internship experience locations. Such restrictions are established by the individual facilities according to their own policies and procedures and the College has no control over such restrictions.

"Service Animal" Defined

The Americans with Disabilities Act's regulations define "service animal" as any dog that is individually trained to do work or

perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

Type of Work or Tasks a Service Animal May Provide

Work or tasks performed by a service animal must be directly related to its handler's disability. Examples of work or tasks performed by service animals include, but are not limited to:

- Assisting individuals who are blind or have low vision with navigation and other tasks.
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds.
- Providing non-violent protection or rescue work.
- Pulling a wheelchair.
- Assisting an individual during a seizure.
- Alerting individuals to the presence of allergens.
- Retrieving items such as medicine or the telephone.
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities.
- Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Services that do not qualify as work or tasks performed by a service animal include:

- Crime deterrent effects.
- The provision of emotional support, comfort, or companionship, often referred to as "therapy" or "companion" animals.

Service Animal Documentation

Consistent with state law, all dogs on campus shall:

- Possess an animal license in compliance with Massachusetts law.
- Be properly immunized and vaccinated.
- Wear a current license and rabies vaccination tag.

It is recommended that a service animal wear some type of recognizable symbol identifying it as a service animal. However, there is no requirement for documentation to prove that the animal has had particular training or is a "certified" service animal.

Registration of a Service Animal on Campus

When practicable, a student or employee seeking to use a service animal is requested to notify the Office of Disability Services prior to bringing the animal on to College property. A service animal's handler will be asked to complete a voluntary Service Animal Registration Form, an Acknowledgement of Responsibility, and a Waiver of Liability Agreement. These documents shall be maintained confidentially by the College. If the animal qualifies as a service animal, the handler will voluntarily agree to comply with this policy at all times while the animal is on College property. Members of the general public intending to visit the college with a service animal should notify the College's Office of Disability Services in advance when practicable. Specific questions related to the use of service animals on College property can be directed to Marie McDonnell via email at mmcdonne2@massasoit.mass.edu or by phone at 508-588-9100, x1082.

Permissible Inquiries about a Service Animal

It is permissible for the College to make the following inquiries in order to determine whether an animal qualifies as a service animal:

- Is the animal required because of a disability?
- What work or task is the animal trained to perform?

The College shall not inquire about the nature or extent of a person's disability. Further, the College shall not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

Control of a Service Animal

The College is not responsible for the care or supervision of a service animal. A service animal must be under the control of its handler at all times. A service animal shall have a leash or other tether, unless the handler is unable because of a disability to use a leash or other tether, or the use of such would interfere with the service animal's safe, effective performance of its work or tasks. Under those circumstances where a service animal is not tethered, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

Health, Hygiene and Cleanliness

Service animals must be clean. Daily grooming and occasional baths should be utilized to keep the animal's odor to a minimum. Adequate flea prevention and control must be maintained. If a

service animal's odor is offensive to other individuals, the handler will be requested to bathe the service animal prior to returning to the College. A service animal's handler must clean up after the animal. If due to a disability the handler is unable to do so, the handler shall make alternative arrangements to do so.

Exclusion of a Service Animal from College Property

The College may direct an individual with a disability to remove a service animal from the premises if the animal:

- Is out of control and its handler does not take effective action to control it (including the animal poses a direct threat to others on campus and/or exhibits behavior that interferes with the educational process);
- Is not housebroken, is ill, or presents a reoccurring offensive odor; and/or
- Is not properly licensed and/or vaccinated.

If the College excludes a service animal from its premises, it shall still afford the individual with a disability the opportunity to participate in its programs or activity without having the service animal on the premises.

Public Etiquette Rules

Members of the public should avoid:

- Petting a service animal as it may distract the animal from its work.
- Feeding a service animal.
- Deliberately startling a service animal.
- Calling or attempting to attract the attention of a service animal.
- Attempting to separate a service animal from its handler.

Grievances

Any person who believes that their rights to use a service animal on College property have been violated may file a complaint under the College's Affirmative Action Plan by contacting the College's Affirmative Action Officer.

Sexual Harassment

It is the goal of Massasoit Community College to promote an educational environment and workplace that is free of sexual harassment. Sexual harassment of students or employees occurring in the classroom or the workplace is unlawful and will not be tolerated by Massasoit. Further, any retaliation against

an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

Massasoit Community College takes allegations of sexual harassment seriously. We will respond promptly to complaints of sexual harassment and where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective measures, including disciplinary action where appropriate.

Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment or academic decisions; or
- such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating or sexually offensive learning or working environment.

Under these definitions, direct or implied requests by a supervisor or instructor for sexual favors in exchange for actual or promised job or academic benefits constitute sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work or educational environment that is hostile, offensive, intimidating, or humiliating to another may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and/or its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not.
- Repeated, unsolicited propositions for dates and/or sexual intercourse.
- Sexual epithets, jokes, written or oral references to

sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess.

- Displaying sexually suggestive objects, pictures, cartoons.
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
- Verbal harassment or abuse on the basis of sex.
- Inquiries into another person's sexual activities, practices or experiences.
- Discussion of one's own sexual activities, practices or experiences.

Complaints of Sexual Harassment

If any student or employee believes that they have been subjected to sexual harassment, the student or employee has the right to file an Affirmative Action Discrimination Complaint Form, within the Policy of Affirmative Action, Equal Opportunity & Diversity, at www.massasoit.edu/EEO, or Chief Diversity Officer and Executive Director of Affirmative Action and Title IX Yolanda Dennis, Office of Diversity & Inclusion, 508-588-9100 x1309, Brockton Campus, Administration Building, Room 229, ydennis@massasoit.mass.edu, or Associate Dean of Students & Deputy Title IX Coordinator, Joseph DiMaria, 508-588-9100, x1417, Brockton Campus, Student Center, Room 208A, jdimaria@massasoit.mass.edu.

Sexual Harassment Investigation

When we receive a complaint alleging sexual harassment, the matter is handled pursuant to the Policy on Affirmative Action, Equal Opportunity & Diversity Complaint Procedure. A complaint of sexual harassment will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will be conducted in accordance with this Policy's Complaint Procedure and will include a private interview with the person filing the complaint and with witnesses.

The person alleged to have committed sexual harassment will also be interviewed. Once the investigation is completed, the College will, to the extent appropriate, inform the parties of the results of that investigation.

If it is determined that a violation of this policy has occurred, the College will act promptly to eliminate the offending conduct, and where it is appropriate also impose disciplinary action.

State and Federal Agencies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with the governmental agencies set forth below. Filing a complaint under this Policy does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC & MCAD: 300 days).

United States Equal Employment Opportunity Commission (“EEOC”)

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
800-669-4000
www.eeoc.gov

The Office For Civil Rights (“OCR”)

U.S. Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02110
617-289-0111
www.hhs.gov/ocr

Massachusetts Commission Against Discrimination (“MCAD”)

<i>Boston Office:</i>	<i>Worcester Office:</i>
One Ashburton Place	Worcester City Hall
Rm. 601	484 Main St., Rm. 320
Boston, MA 02108	Worcester, MA 01608
617-994-6000	508-799-8010

<i>Springfield Office:</i>	<i>New Bedford Office:</i>
436 Dwight St.	800 Purchase St.
Rm. 220	Rm. 501
Springfield, MA 01103	New Bedford, MA 02740
413-739-2145	508-990-2390

www.mass.gov/mcad

Title IX/Sexual Violence Policy and Procedure

Massasoit Community College is committed to providing an atmosphere for learning that is free of any conduct that could be considered harassing, abusive, disorderly, discriminatory or criminal. Sexual misconduct (including various categories of sexual assault), domestic violence, dating violence, and stalking violate Federal Civil Rights law and may be subject to College disciplinary sanctions and/or criminal prosecution. Massasoit is committed to fostering a community that promotes prompt reporting of sexual misconduct, domestic violence, dating violence, and stalking in any form and the timely and fair resolution of complaints.

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the person's age or use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Sexual violence can be perpetrated by employees, students, or third parties. All such acts of sexual violence are forms of sex discrimination and are prohibited by Title IX (outlined in the Policy on Affirmative Action, Equal Opportunity & Diversity, at www.massasoit.edu/EEO). Sexual violence includes, but is not limited to rape, sexual assault, sexual exploitation, dating or domestic violence, or stalking.

A victim of sexual violence has the right to file (or not file) an Affirmative Action Discrimination Complaint Form with the College, within the Policy on Affirmative Action, Equal Opportunity & Diversity, at www.massasoit.edu/EEO. For more information or assistance with the process or filing a complaint, please contact the College's Chief Diversity Officer and Executive Director of Affirmative Action and Title IX Yolanda Dennis.

A victim may also choose to file a criminal complaint, in which case the Executive Director of Affirmative Action and Title IX and/or Campus Police can assist the victim with that process. Reporting the incident to the Chief Diversity Officer and Executive Director of Affirmative Action and Title IX or Campus Police does not obligate the victim to file criminal charges. Massasoit Police is located in the Student Center, Room 145 and Room 202 in Canton, and can be contacted by dialing 911 from a college phone or call 508-427-1296 24 hours a day, 7 days a week. All members of the community are required to report all criminal actions to the Campus Police immediately.

All reported or suspected cases of sexual violence shall be reported to the Chief Diversity Officer, Executive Director of Affirmative Action and Title IX Yolanda Dennis, Office of Diversity & Inclusion, Administration Building, Brockton Campus, Room 229, 508-588-9100 x1309, ydennis@massasoit.mass.edu, or the Associate Dean of Students & Deputy Title IX Coordinator, Joseph DiMaria, 508-588-9100, x1417, Brockton Campus, Student Center, Room 208A, jdimaria@massasoit.mass.edu.

Please refer to the Policy on Affirmative Action, Equal Opportunity & Diversity, Section D, IV, Policy Against Sexual Violence and online at www.massasoit.edu/EEO. For more information regarding Title IX, please visit www.massasoit.edu/title-ix.

The College prohibits retaliation against any person who presents a formal or informal complaint of sexual violence or who testifies or

offers evidence connected with a complaint.

Prevention

Massasoit Community College has adopted a pro-action plan with education and awareness programs to prevent incidences of sexual violence on campus.

The prevention of sexual violence depends in part on the awareness of an individual's responsibility for crime prevention and personal safety.

Information is provided through policies, programs and education which include:

- Policy on Affirmative Action, Equal Opportunity & Diversity, www.massasoit.edu/EO
- Sexual Violence Victim's Rights and Information Advisory
- Online training programs, workshops, seminars and posters addressing specific issues.
- Seminars, workshops, pamphlets and posters addressing specific issues, such as, sexual violence, dating violence, stalking and bystander awareness.

Sexual Assault is a serious offense and Massasoit is committed to protecting students against such behavior and to reduce the incidence of such conduct.

Protections for Victims of Sexual Violence

A person subjected to sexual violence shall:

- Be provided with a copy of the College's Sexual Violence – Victim's Rights and Information Advisory, which shall include information concerning counseling, health, and mental health services, victim advocacy and support, law enforcement assistance, and other services available on and off campus;
- Have the right to pursue, or not pursue, assistance from campus administration officials or campus law enforcement;
- Not be discouraged by College officials from reporting an incident to both on-campus and off campus authorities;
- Be provided assistance in contacting local law enforcement if requested and have the full and prompt assistance and cooperation of campus personnel should a civil and/or criminal complaint be pursued;
- Be free from any suggestion that they somehow contributed to or had a shared responsibility in the

violent act;

- Receive the same level of support at any proceeding before College officials as is permitted to the accused party, including the presence of a personal advisor during any disciplinary proceeding and the right to be notified in a timely manner of the outcome of such proceedings and any appeal right available;
- Receive full and prompt cooperation from College personnel in obtaining and securing evidence (including medical evidence) necessary for any potential criminal proceedings;
- Have access to existing College counseling and medical professionals, victim support services, and to obtain referrals to off-campus counseling and support services if desired;
- Be permitted to attend classes, work and participate in College activities free from unwanted contact or proximity to the respondent insofar as the College is permitted and able;
- Be permitted to request changes to an academic schedule if such changes are requested by the alleged victim and are reasonably available; and
- Be informed of any no-contact or no-trespass orders issued by the College and the College's commitment to honor any court-issued restraining or protective orders, to the extent permitted by law.

Recommended Procedures for a Victim of Sexual Violence

For a person subjected to an act of sexual violence, there can be time-sensitive decisions to make about sexually transmitted infections, pregnancy, and collecting physical evidence in the event of prosecution. Individuals who have been victims of sexual violence are advised as follows:

Protect Yourself and Get Medical Attention – A victim should be advised to go to a safe place as soon as possible and seek medical attention immediately. Injuries and exposure to disease may not be immediately apparent. A medical examination can provide necessary treatment and collect important evidence. It is recommended that a physical exam be conducted within 72 hours of the violence.

Submitting to a physical exam does not mean a victim is required to press charges. This action merely preserves the option to do so.

Designated College personnel can assist in providing transportation to the hospital.

Preserve Evidence – It is important to preserve all physical evidence following an act of sexual violence. Physical evidence may be necessary in the event criminal prosecution is pursued. If possible, a victim should be advised not to wash, eat, drink, douche, clean, use the bathroom, or change clothes. If clothes are changed, all clothes that were worn at the time of the incident should not be cleaned and should be placed into an unused or a clean paper bag.

Health and Support Services – Various health and support services are available on and off campus for students and employees who have experienced sexual violence. For information about such services, including counseling, please contact the Chief Diversity Officer and Executive Director of Affirmative Action and Title IX.

Rape Crisis Center Contact Information

Current contact information on rape crisis centers in Massachusetts can be found at the Commonwealth's Executive Office of Health and Human Services' website under Consumer Information: www.mass.gov/dph/sexualassaultservices.

Massasoit Community College On Campus Resources: If you experience sexual harassment, gender discrimination, or sexual violence, we encourage you to reach out right away – we are here to help.

Massasoit Police Department

508-427-1296 or 911

Brockton Police Department

508-941-0200 or 911

Dean of Students Office

508-588-9100, x1402

Massasoit Disability Services

508-588-9100, x1801, Academic Resource Center
x1425, Coordinator of Disability Services

Unity Center

508-588-9100, x1484

Bystander Intervention - Be Proactive

We all have an important role in preventing sexual violence when we are confronted with problematic situations. Bystander intervention is the act of feeling empowered and equipped with the knowledge and skills to effectively assist in the prevention of sexual violence.

Being an active bystander can include:

Speaking out against statements, attitudes, or behavior that may perpetuate a culture endorsing violence as acceptable.

Naming, identifying and stopping situations that could lead to a sexual assault.

Talk openly with friends about the issues and how to confront them.

Encourage your friends to trust their instincts in order to stay safe.

Don't laugh at sexist jokes or comments.

Educate yourself and your friends.

Use campus resources.

If you SEE something, SAY Something! Be a Member of the Massasoit Community!

As a bystander who positively intervenes in instances of sexual harassment or sexual violence, you can:

- Step in during a high-risk incident, whether by disruption, distraction, speaking up, or even calling for help so others can step in. Get campus police or other authorities involved!
- Ask the person who is in the potentially dangerous situation if they are okay and/or want to leave.
- Intervene if you hear or see someone "targeting" another person.

Social Media Guidelines

The Office of College Communications is the administrator for the College's official Facebook, Twitter, and Instagram accounts. Those who wish to contribute content should contact communications@massasoit.mass.edu.

Social media provides Massasoit Community College employees, students, and alumni an opportunity to interact, share ideas, photos, postings, and video. We have set forth guidelines for use for employees and students while affiliated with the college and performing their duties. It does not seek to dictate personal use of social media, nor does it endorse personal uses of social networking on work time or work equipment.

Users must adhere to the College's official Acceptable Use Policy when utilizing social media. Additionally, users must adhere to all Massasoit policies, including those related to harassment, discrimination, respect for diversity, conflicts of interest, and must respect Copyright and Fair Use policies.

Anyone who wishes to create a Facebook page or group for a College affiliated department or program must first meet with

College Communications. Student clubs must go through the Student Life Office prior to Communications Office approval.

A member of the Communications team must be an authorized administrator on the site, and only authorized individuals may send or post messages on behalf of Massasoit. Administrators should monitor their sites for necessary responses and should maintain up-to-date content. Social media sites are not to be used to communicate on official College business. Employees and students are prohibited from using College logos or images on personal sites.

and must respect Copyright and Fair Use policies.

Solicitation

Commercial ventures are not permitted to operate or solicit on College property. The posting of advertisements on college property is subject to the College's Bulletin Board Policy. College offices and committees appointed by the President of the College may conduct fundraising activities, which are directly related to their functional purposes. Materials produced for the promotion of the event must bear the name of the sponsoring office or committee.

Tobacco and Electronic Cigarette Use

State law currently prohibits smoking inside any state building. Massasoit Community College is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees and students. For health and safety reasons, smoking and the use of tobacco and electronic cigarette products (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes), is permitted only in personal vehicles on the Brockton and Canton campuses and in one designated area at each campus (between lots 2 & 3 in Brockton and adjacent to Lot 3 in Canton).

The Tobacco and Electronic Cigarette Use Policy shall apply to all Massasoit Community College employees, students, and visitors. The Middleborough location is smoke free.

ACADEMIC INFORMATION

Academic Advising

Students requiring an assigned advisor will be assigned one by the Advising, Career & Transfer Center. Whenever possible, a student is matched to a faculty member who teaches in their program or a related one. Students are encouraged to consult their advisors at any point concerning choice of courses, programs and transfer information. Each semester during a designated advising period, students meet with their advisors to register for the next semester.

Students can also seek academic advisement year round through the Advising, Career & Transfer Center. Students may make day or evening appointments at any point during their academic career. Massasoit regards the advising process as one of the critical vehicles of communication between the College and the student.

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.), Associate in Science (A.S.), or 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. The College also offers college-approved certificates of fewer than 30 credits, as well as a wide variety of non-credit certificate programs.

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 provides an opportunity for students who have demonstrated academic success in at least 12 credits during one semester or more to have grades lower than a C- removed from their grade point average (GPA) while retaining credit for grades of C- or higher. A student may be granted academic forgiveness once. In order to be eligible for academic forgiveness, the student must be matriculated into a program, have completed at least one semester and earned at least 12 credits with a GPA of 2.5 or higher in the returning semester(s) (12 credits in one semester or six credits each over two semesters), and must be seeking their first degree or certificate from Massasoit Community College. Credits used to confer a degree are not eligible for forgiveness.

Students should first speak with an academic counselor. Forms are available in the Registrar's Office.

Academic Honors

Commonwealth Honors Program

The Commonwealth Honors Program at Massasoit offers three honors courses to students earning an A in a composition class and carrying a GPA of 3.2 after completing 12 college credits. Honors classes feature a seminar format of teaching and learning, a high degree of student involvement in both class discussion and the presentation of projects, and ongoing consultations between student and instructor. Students admitted to an honors course are usually recommended by their instructor in an English Composition class and then interviewed by the coordinator. All honors courses are designated as such on the student's transcript.

Students may enroll in individual courses or work to complete the program and graduate as Commonwealth Honors Scholars.

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 Commonwealth Honors Program is coordinated by Professor Susan Martelli on the Brockton Campus at 508-588-9100, x1836, H113, and by Professor David LaFontaine on the Canton Campus at 508-588-9100, x2838, C311B.

Access to the Honors Center

The Honors Center is a place where students study, use computers, and meet with other students in the program. The center also hosts receptions, film screenings, and other academic activities.

Honors Program Highlights

- Honors field trips
- Extracurricular activities for cultural enrichment
- Annual awards and recognition luncheon
- 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. The Dean's list is managed by the Registrar. For more information, contact registrar@massasoit.mass.edu.

Green Key

Green Key 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.

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 Resource Center

The Academic Resource Center offers a range of tutoring and academic support services. Individual and small-group tutoring is available in many subject areas such as mathematics, sciences, allied health, accounting, computer technology, study skills, reading, writing, and language acquisition, as well as technology courses at the Canton campus. In addition to tutoring, computers are available for writing, research, and course study. Finally, workshops on discipline-specified topics and study skills are offered each semester.

In the ARC, trained tutors help students become more effective, independent learners. Students may access ARC tutors by making an appointment or utilizing walk-in services. Appointments are strongly recommended in order to assure prompt services as well as individual attention upon arrival. Brockton ARC has Group Rooms which groups of 3-6 students may reserve for studying.

The Brockton ARC is located in the Student Center, lower level. For discipline-specified tutoring schedules or to make an appointment, please contact the front desk at 508-588-9100, x1801. The Canton ARC is located in room 126 and can be contacted at 508-588-9100, x2516.

Academic Standing and Progress Toward a Degree

A student's academic standing is determined by the student's grade point average (GPA). The cumulative GPA is the total of all grade/quality points acquired, divided by the total number of credits attempted.

Good Standing

Students will be 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 refer to the Satisfactory Academic Progress policy at www.massasoit.edu/finaid for more information.

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 of 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; or
6. Career reassessment program.

After one semester of Academic Probation, the student will:

1. Be removed from academic probation if the cumulative GPA is raised to or above that required for good standing;
2. Continue on academic probation if the probationary semester's GPA is 2.25 or above, but the cumulative grade point average stays below that required for good standing; or
3. 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 Deficiency

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

1. If applicable, the student may complete their 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 Provost.
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 Provost.
4. If no action is taken within the identified time-frame, 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 Year

The academic year consists of two semesters of about 16 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.

Adding and Dropping Courses

Students have a period of one week from the first scheduled class meeting to add or drop a course. Students who drop all courses during the first two weeks of classes may be assessed additional fees. For courses dropped after classes begin, students should contact Student Central for clarification and to determine the impact on their student record. Financial Aid recipients should contact the Financial Aid Office to determine if a change in enrollment will affect the financial aid award. Contact Student Central for the add/drop period for courses meeting less than 15 weeks.

Advising, Career & Transfer Center

The Advising, Career & Transfer Center offers comprehensive support services whose main objectives are to help students attain their educational goals and to help facilitate student growth and development. Counselors welcome the opportunity to discuss with students any topics that may contribute to a more satisfying college experience.

Students who come to the Center commonly receive support in the following areas:

- Academic Advising
- Career Information/Counseling
- Resume and coverletter writing
- Applying for off-campus jobs
- Transfer Information/Counseling
- Referrals to on- and off-campus resources

Academic Advising

At Massasoit, there are more than 70 programs of study offered with over 800 different courses to select from each year. With so many options available, the Advising, Career & Transfer Center can help students navigate which programs and courses to choose in order to meet their educational and career goals. From the student's initial orientation right through graduation, the center provides assistance on such topics as:

- Program of Study Selection
- Course Selection/Sequencing
- Course Load
- Change of Program Process

Students interested in changing their program of study initiate the process in the Advising, Career & Transfer Center. Required paperwork is filled out during an interview with a counselor and career counseling is provided if necessary. All completed requests for change of program are filed with Student Central except for selective admission programs. Applications to these programs are submitted to the Admissions Office and may have a deadline.

Career Information & Counseling

Choosing a career can be an easy task for some students, while for other students, the task can seem overwhelming. No matter which perspective a student may take towards career decisions, the Advising, Career & Transfer Center is an invaluable resource for any student needing career information and exploration. Counselors collaborate with students in their career decision-making process,

and may help them assess their career interests and values, select a program of study as it relates to a career, and research specific careers and their outlook in the workforce.

There are numerous tools that counselors may employ when working with students regarding career and may include:

- Career Assessments & Inventories
- Career-related Websites
- Career Exploration Workshops
- One-on-one career counseling with an advisor

Personal Counseling

While the ACT Center can provide referrals to outside organizations, the Center does not provide personal counseling services. Students in crisis should contact the Dean of Students office at 508-588-9100, x1402.

Transfer Information

Many students take advantage of Massasoit's affordable tuition and high quality education to begin to begin their college careers. Massasoit's transfer programs allow students to complete the first two years of their four-year degree.

Scholarship opportunities are available for students transferring to four year institutions based on certain criteria. The information is emailed to students in the fall and spring semesters. Scholarship opportunities can also be found on the Advising, Career & Transfer Center page.

Resources for scholarship information include:

- Higher Education Information Center, Boston Public Library: 617-426-0681
- Massasoit Community College Library
- Your local library
- Transfer websites

Center for Experiential Learning

The Center for Experiential Learning at Massasoit is a resource for students, faculty, employers, and community partners who wish to participate in experiential learning opportunities that enhance student learning and integrate theory and practice. Center initiatives include internships and community partnerships.

Change of Program

A student wishing to change one program for another must make an appointment with a Counselor in the Advising, Career & Transfer Center who will advise the student and answer questions regarding

transferability of courses from the current to the new program. The Advising, Career & Transfer Center can be contacted at 508-588-9100, x1461 on the Brockton Campus or 508-588-9100, x2117 on the Canton Campus.

After completing a Change of Program form, the student returns the form to the Admissions Office for review and final decisions. Students who change and are accepted into new programs before October 15th (Fall semester) and March 15th (Spring semester) may apply the change to the current semester. Changes made after October 15th will apply the change to the upcoming Spring semester. Changes made after March 15th will apply to the upcoming Fall semester.

Students should be aware that changes in course and program requirements that take effect in the upcoming Fall semester will apply if the student changes programs after March 15th.

Class Designations

- A **freshman** is a student who has completed fewer than 30 semester hours.
- A **sophomore** is a student who has completed 30 or more semester hours.
- A **full-time student** is one registered for no fewer than 12 semester hours.
- A **part-time student** is one registered for fewer than 12 credits per semester.
- **Matriculating students** are those who have been formally accepted into a program.
- **Non-degree students** are those who are not in any academic program.

Class Hours

Day classes are usually 50 minutes in length on Monday, Wednesday, and Friday and 75 minutes on Tuesday and Thursday. Evening and some Saturday classes are usually three hours. Some Saturday and Sunday courses are 10 weeks long and typically four hours in length.

Concurrent Curricula

The College allows students to be enrolled simultaneously (concurrent curricula) in both a certificate and a 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. Students should complete a program modification form with an Academic Counselor in the Advising, Career & Transfer Center to be submitted to the Registrar's Office.

Core Curriculum

The Core is the center of our curriculum. It is a group of required courses that will help students gain a foundation of knowledge, skills, and proficiencies that we believe every graduate of Massasoit should possess. This Core will assure employers and transfer colleges that our graduates have pursued a liberal arts education that is college level in the areas of communication, mathematics, science, social science, and humanities.

A major benefit of the Core Curriculum is that it has been carefully designed to ensure that students develop the prerequisite and co-requisite skills needed to succeed in a degree program. The Core does not pertain to certificate programs unless otherwise specified by the individual program. The Core is competency-based. If a student is able to demonstrate that he or she already possesses these skills, he or she will be allowed to select courses of a higher level and/or a greater diversity of subject matter. A series of assessment tests will be employed to determine each student's level of ability. Test results will dictate whether a student will be exempt from certain courses or placed in courses to assist the student in gaining the skills he or she needs.

Preparing for College Reading I and II, Fundamentals of Math, Introductory Algebra, Intermediate Algebra, and Introductory Writing do not fulfill Core requirements and are not credited toward the completion of an associate degree. They are required for students who demonstrate insufficient skill on the mathematics, reading, and writing assessment tests. If students believe the scores on the assessment tests are not an accurate indicator of their skills, they may request retesting twice during the initial semester. Placement test scores are valid for a period of one year. Students who take and who score over 500 on the SAT Critical Reading exam are exempt from the reading tests. Students who take the Writing exam and receive a score of 10 or higher are exempt from both the reading and writing tests and are placed into ENGL 101 English Composition I. All students must take the mathematics placement test. It is strongly recommended that students who place into Introductory Writing, Preparing for College Reading I or II, Introductory Algebra, Intermediate Algebra, and/or Fundamentals of Mathematics take these courses immediately upon entrance to the College.

Finally, the Core Curriculum has been designed to assist students to gain knowledge and skills that enhance and complement those of their chosen field. It will broaden life interests and equip a student to make more effective use of our world throughout life. We believe that it will help each student to keep growing as a person. We are proud of our Core Curriculum and trust that students, too, will share our belief when they have engaged in it. Students should carefully note developmental prerequisites for individual courses.

There are three Cores: one for Associate in Applied Science (A.A.S.) degrees; one for Associate in Science (A.S.) degrees; and one for Associate in Arts (A.A.) degrees. The minimum Core components for each are listed below.

Minimum Core Requirements

Associate in Applied Science (A.A.S.):

- 6 communications credits
- 3 quantitative credits
- 3 or 4 science credits
- 3 social science/humanities credits
- 6 liberal arts credits

Associate in Science (A.S.):

- 6 communications credits
- 3 quantitative credits
- 3 or 4 science credits
- 6 social science/humanities credits
- 6 liberal arts credits

Associate in Arts (A.A.):

- 6 communications credits
- 3 oral communication credits
- 3 quantitative credits
- 7 science credits
- 9 social science credits
- 6 humanities credits

Additional information concerning the Core Curriculum may be obtained by contacting the office of the Provost.

Course Deadline/Refund Policy

For Credit Courses

Withdrawal before classes begin: Withdrawals before the start of the first scheduled class are granted a full 100% refund of tuition and fees.

Withdrawal after classes begin: Refund is based on the meeting time and length of class. For full-semester courses, students have a period of one week from the first scheduled class meeting to add or drop a course without a record with a 100% refund. During the second week of the scheduled class meeting, students will receive a 50% refund and a grade of W for the withdrawn course(s). From the point of the first scheduled class meeting in the third week of classes, there is no refund, and students receive a grade of W for the withdrawn course(s). Please refer to the Deadline/Refund Schedule at

www.massasoit.edu/students-and-parents/registrar/deadline-refund/index for semester-specific refund schedules.

Students who are reported as Not Participating or Stopped Participating by their professor may be withdrawn from their course; however, they will be financially responsible for payment of tuition and fees.

Please note: the College has no obligation to return funds after the first week of classes.

For Non-Credit Courses

Withdrawals before the start of the first class are granted a full 100% refund. Withdrawals after the first class are refunded 0-50% depending on the length of the course.

Course Participation Reporting

During the fifth week of the fall and spring semesters, faculty report to the Registrar's Office students who have not been participating in/attending their courses.* Students identified as Not Participating will be notified by the registrar that they are being withdrawn from the class. If a student believes this report was an error, the student must meet with the instructor to correct the error, and process a reinstatement with the registrar. All errors must be addressed within one week (the specific deadline will be identified in the letter received by the students). Administrative withdrawals will only be processed in response to the fifth week report. After this point, official course withdrawals must be initiated by the student. It is important to note that instructors may submit last dates of participation through the end of the semester; students should be aware that financial aid decisions could be made based on this information.

**Students may demonstrate participation by a number of academically related activities such as physically attending a class where there is an opportunity for direct interaction between the instructor and students; submitting an academic assignment; taking an exam, an interactive tutorial, or computer-assisted instruction; attending a study group that is assigned by the institution; participating in an online discussion about academic matters; and initiating contact with a faculty member to ask a question about the academic subject studied in the course. Students are expected to determine from their syllabi and from communication with their instructors how participation/attendance is determined for each class.*

Credit for Prior Learning

Credit for Prior Learning is a procedure through which students may, with the approval of the College, receive academic credit for certain life and work experiences. This procedure calls for the interested student to make an appointment with the Advising, Career & Transfer Center. College credit will be awarded to qualified students through a process of assessment and documentation arranged through consultation between the Advising, Career & Transfer Center and appropriate faculty.

Students must pay for the assessment and any credit awarded. Students will not be permitted to apply for Part II of any skill-

oriented, sequential course until credit has been granted for Part I, such as typing, word processing, or shorthand.

The Board of Higher Education has guidelines for Criminal Justice programs stating that Criminal Justice students are not eligible for Credit for Prior Learning. The Registrar's Office reserves the right to adjust its transfer credit policy at any time. Tuition and fees are not refundable, regardless of success or failure in the evaluation process.

For more information, contact the Advising, Career & Transfer Center at 508-588-9100 x1461.

Emergency Medical Withdrawals & Tuition Appeals

Students who cannot complete a course or the semester due to extenuating circumstances may request a tuition appeal to have the cost of tuition and fees adjusted. Appeals are accepted for the following circumstances: medical, death of a family member, emergency housing, or a required change in work schedule. Supporting documentation is required. The appeal form can be accessed online at www.massasoit.edu/appeals. For more information, contact the Dean of Students Office at 508-588-9100, x1402.

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 three options for replacement: ENGL 107 Technical Writing; ENGL 119 Creative Writing; or JOUR 120 Newspaper Journalism.

Examinations

Examinations may be given throughout the semester, and a final examination or equivalent is given at the end of the semester. The weight or value of each examination, project and class participation is determined by the professor. At the beginning of each semester, the professor will clarify his or her grading policy. A final examination or the equivalent of a final examination is given at the discretion of the professor. All final examination papers will be retained by the course instructor for at least one semester following the examination. Students will be given the opportunity to review their examination with the faculty members.

Grading

Grade Point Average

Grades are recorded using a four-point system. Grade point average (GPA) is a calculation of a student's average grade either by semester or overall. The semester GPA is determined by dividing the total quality points earned in the semester by the sum of credits completed. The cumulative GPA is the total quality points acquired divided by the total credits attempted. For example, 26 quality points divided by 13 credits equals a 2.0 GPA.

The number of quality points earned is determined by multiplying the grade point value earned by the credits granted for that course. For example, a student receiving a grade of C in a three-credit course would receive six quality points (i.e., grade point value of 2.0 times the three credits successfully completed).

The following grades are not included in calculation of the GPA:

AU (Audit): Indicates permission to sit in a course and is granted at the time of registration on a space-available basis. After a course has begun, an audit may not be changed to full registration, nor may full registration be changed to an audit.

I (Incomplete): May be given by the instructor if at least a majority of the coursework has been completed. In this event, the student is required to contact the instructor as soon as possible, certainly no later than 30 days after the semester, to determine how the work will be made up. The grade of I will remain open through the following semester (summer session excluded) at which time, if not changed by the instructor, the grade of I becomes an F.

NG (No Grade): Indicates that the faculty member did not submit a grade.

P (Pass): Given to successful completion of certain internships and practicums. This grade has no impact on GPA or in determination of

status of progress toward a degree.

W (Withdrawn): Indicates withdrawal from a course. See Withdrawal Policy more information.

Students questioning a grade or other academic policy shall discuss their concerns with their instructor, then with the Department Chair, Division Dean, and Provost.

Repeating a Course

A course in which a student received a C- or below may be repeated without prior approval. A course in which a student received a grade of C or higher may be repeated but only with prior approval. Waiver to repeat a course forms are available in the Registrar's Office. Students receiving financial aid have additional restrictions on repeating courses. Please refer to the Financial Aid Course Repeat Policy at www.massasoit.edu/finaid for more information.

Graduation

Students expecting to graduate must submit an Intent to Graduate form to the Registrar's Office. The forms are available in Advising, Career & Transfer Center, in Student Central, and online.

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 requirements by the commencement date are eligible to participate in the ceremony. Information regarding the graduation

ceremony is sent to potential graduates by the Dean of Students.

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 their 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 their 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.

High School Articulation Agreements

The Massachusetts Community Colleges Executive Office (MCCEO) and the Massachusetts Department of Elementary and Secondary Education (DESE) partnered to form a task force with representation from both secondary and postsecondary institutions for the purpose of developing statewide articulation agreements to facilitate secondary students' transitions to the public community college system. Currently, the fifteen Massachusetts Community Colleges and Chapter 74 approved Secondary Career/Vocational Technical High Schools across the Commonwealth have established statewide articulation agreements in the following programs:

- Drafting
- Manufacturing/Engineering
- Culinary Arts
- Transportation
- Arts & Communication
- Information Technology
- Early Childhood Education
- Hospitality Management
- Business Technology
- Health Assisting (CNA)
- Medical Assisting
- Carpentry
- HVAC
- Machine Tool Technology

Additionally, Massasoit Community College has developed the following articulation agreements:

Broadcasting Technology to Liberal Arts/Media Option

Quincy High School

Diesel Technology

Madison Park Technical Vocational High School

Electronic Technology

Blue Hills Regional Vocational Technical High School

South Shore Regional Vocational Technical High School

Marketing

Plymouth South High School

Internships

Students may complete internships for experience or for credit either on or off campus. The goals of an internship should be to:

- Explore a career field and gain relevant work experience
- Apply academic learning to real world situations
- Build critical thinking, problem solving, communication, and professional skills and
- Network for future job opportunities

If you are interested in completing a Massasoit recognized non-credit or credit bearing internship, or if you would like to find out if your current job may qualify as an internship, contact the Advising, Career & Transfer Center at 508-588-9100 x1461. Students must secure approval and complete the necessary registration processes before beginning any internship. Massasoit recognition or credit cannot be awarded retroactively.

Online Learning

Massasoit offers two types of online learning courses: fully online courses (90% or more online) and hybrid courses (approximately 50% online). These options allow students to customize their learning experience to match educational goals, learning styles, and scheduling constraints. To learn more, visit www.massasoit.edu/online-learning or email onlinelearning@massasoit.mass.edu. A variety of online and hybrid courses run each semester. Orientation sessions are offered both online and through face-to-face orientations sessions on campus.

Preferred Name and Pronouns of Use

The College recognizes that some students may need or prefer to use a first name other than their legal name and/or a pronoun that is consistent with one's identity. Members of the Massasoit community should feel empowered to be called by a preferred first name. By allowing individuals to use a preferred first name, the

College hopes to provide an inclusive, safe, and nondiscriminatory educational experience. Reasons for name changes may include transgender or gender nonconforming identities, international members or other members who wish to adopt an English language name, individuals known by names that are different from their legal names, or individuals who have popular names who wish to use a different one. Equally important is that no student, faculty, or staff member should feel pressure to take on an Anglicized/Americanized first name for acceptance or the convenience of others.

Pronouns of use (for example, she/her/hers, he/him/his, they/them/theirs) specifically refer to the gender of a person. A pronoun of use is the pronoun that a person would like others members of the campus community to use in reference to them. The College supports a list of gender neutral or gender inclusive pronouns that individuals may choose from to use for themselves.

As long as the use of a preferred first name and/or a pronoun of use are not used to avoid legal obligations or for misrepresentation, the College acknowledges that a preferred first name and/or a pronoun of use can be used where possible in the course of College business and education.

A preferred first name currently appears on student identification cards, diplomas, awards, and recognitions. Students may request that a notification of preferred first name and pronouns of use be sent to their faculty members and academic advising by the Dean of Students. A preferred first name/pronoun of use does not currently automatically appear on e-mail and calendar entries, class rosters and advisor lists, and Learning Management Systems such as Canvas.

A student's legal name shall be used on all College documents, systems, and communications external to the College and/or where a legal name is required. Examples include, but are not limited to: financial aid records; student accounts records; student personally identifiable information; student directory information; payroll records; health records; official transcripts; federal immigration documents; and interactions with government agencies. To change your legal name on all College records a court order or other acceptable legal documentation is required.

For additional information, contact the Dean of Students Office at 508-588-9100, 1402.

Readmission

Who Must Be Readmitted?

- Students who are academically eligible and have not been in attendance for more than three consecutive semesters

- Students who were academically deficient and remained in non-degree status for at least one academic semester (Fall or Spring only)
- Students seeking to readmit to a health career program (see: *Readmission for Health Career Applicants*)

Readmitted students will follow new program requirements for the semester they are readmitted.

Students seeking readmission should complete a program modification form with an academic counselor in the Advising, Career & Transfer Center.

The Registrar's Office will notify readmitted applicants in writing regarding their readmission status.

Readmission for Health Career Applicants

All health career applicants who are not enrolled in their health career programs must reapply. Health career applicants will be readmitted based on academic eligibility, space availability, and the recommendation of the department chairperson.

The Director of Admissions will notify readmitted applicants in writing regarding their admissions status.

It is recommended, but not required, for students to make an appointment with a counselor in the Advising, Career & Transfer Center to review class selection and course requirements for graduation. You may also print out your own transcript and degree audit using the Massasoit website.

Three-Semester Rule

All students in a degree program who are academically eligible but who have not been in attendance for up to three consecutive semesters are eligible to maintain their degree status as long as they register for classes by the fourth consecutive semester (with the exception of health career programs).

Three-semester students do not need to readmit.

Three-semester students will follow the program requirements for the semester that they were previously admitted.

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
- 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.

Semester Hours

A semester hour is a unit of credit earned for attending and successfully completing a course during a given semester.

A class that awards three 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 for each hour in class. Laboratory courses may carry additional credit hours, usually at the rate of 1 credit per two-hour lab. Sixty or more semester hours (but no more than 70) are required for graduation from degree programs, depending on the curriculum in which a student is enrolled. Certificate programs require fewer semester hours.

Special 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 wishing to take special studies must fill out the appropriate form with a faculty member who is willing to guide their studies. Limited to two courses per student, not including Latch semester. Students must have approval of both the Department and Assistant/Associate Dean.

Student 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.

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.

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. Students who have an active MyMassasoit portal account can log into their account, click on the Student tab, then click "Order Official Transcript" on the right-hand side under Registration

Transcripts are only \$3 each whether electronic or printed. E-transcripts are considered official, are processed within 1-2 hours of ordering, and are sent directly to the school, institution, or person of your choice. Paper transcripts ordered online are processed within 2-3 business days.

Transcripts can be held until semester grades or degrees are posted.

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.

Other ways to order:

By fax: Fax a completed order request form to 508-427-1236.

Payment must be made by credit or debit card.

By email: Scan signed order request form and email to the Registrar's Office. Payment must be made by credit or debit card.

In person: Transcripts can be requested directly from Student Central during normal business hours. Payment can be made by cash, check or money order (payable to Massasoit Community College), or credit card.

By mail: Mail an order request form to Student Central, Massasoit Community College, 1 Massasoit Blvd., Brockton, MA 02370. Mailed requests are not charged a fee and are processed within 5-7 business days.

Note: If you do not need an official transcript, you may choose to print your academic history from Student Self-Service. Active students can view and print their unofficial transcripts from the MyMassasoit portal. Log into MyMassasoit, click on the Student tab, then click on Unofficial Transcript under Registration. Choose your Transcript Level and Type from the dropdown menus, then click "Submit" to view your unofficial transcript.

Financial Holds

Students in debt to Massasoit are not entitled to receive official transcripts until the indebtedness has been paid or suitable arrangements for payment have been made, unless the student has a pending bankruptcy petition seeking a discharge of all such indebtedness, or such indebtedness has been discharged. Students who graduate or withdraw from the college and have outstanding loans from the college will not be issued official transcripts until they have completed exit interviews with the Financial Aid Office.

Hold Transcript for Grades or Degree

Transcripts may be held for the current semester's grades or the next degree date. However, if you are expecting a grade change, do not order your transcript until you are sure the grade has been changed. The Registrar will not hold transcripts for maintenance or grade changes.

When Issued to the Student

Transcripts in electronic PDF format are sent directly from the institution in partnership with Parchment Inc. to the recipient through the Parchment Inc. network. Email is not used to send transcripts since those are not deemed secure systems. Transcripts issued to student are intended for student use only and cannot be forwarded to a third-party recipient. Third parties requiring an official copy of the academic transcript should receive the academic transcript directly from Massasoit through Parchment Inc.

Transcripts bear the Registrar's signature and are printed on secured paper. We no longer use a raised seal; however, the seal is printed on the transcript. Transcripts mailed directly from Massasoit Community College are official.

Degree and Enrollment Verification for External Agencies

Massasoit Community College has contracted with the National Student Clearinghouse as our agent to supply online verification of conferred degrees as well as current enrollment. All requests can be handled directly through the NSC. Please visit the NSC Website or call 703-742-4200.

Transfer

Transfer Information

Transfer services are part of Massasoit Community College's dynamic Advising, Career & Transfer Center. The Coordinator of Transfer Affairs & Articulation and Academic Counselors are committed to helping students navigate through the process of selecting and ultimately applying to a four-year college or university. Students may take advantage of many transfer opportunities through MassTransfer with four-year state institutions, or find many exciting transfer pathways at four-year private colleges/universities. With scholarship opportunities, course equivalency guides, our transfer calendar and virtual tour options, Massasoit Transfer Services offers comprehensive transfer advising throughout your time at Massasoit.

To schedule an appointment regarding transfer services, contact the Advising, Career & Transfer Center at 508-588-9100, x1461 during the day and x1311 during the evening. Visit www.massasoit.edu/transfer for immediate transfer information.

Transfer Credit

The community colleges of the Commonwealth of Massachusetts have created this common transfer policy to ease and clarify the process of transferring earned credit from one college to another, whether among themselves or from other public or private institutions.

For a credit to transfer, the courses must have been taken at an institution accredited by one of the six regional accreditation agencies in the United States. Credit earned at international institutions not accredited by one of the six regional United States accreditation agencies may transfer after review and recommendation by the appropriate department chair. Massasoit requires official transcripts from the institutions where credit was earned for credit to transfer, and only college-level coursework will transfer.

Pre-college-level or developmental coursework credits, audited coursework, and grades do not transfer, although Massasoit may use developmental coursework for student placement purposes. Transfer credit grades are not used in calculating grade point averages.

Students must be admitted into a Massasoit degree or certificate program for credit to be transferred. At a minimum, credit will be granted for courses that apply to students' current programs of study. Once credit is transferred, it becomes part of the student's permanent record and may not be removed.

Credit will transfer to Massasoit as the course equivalent, if it exists; as an elective equivalent within a comparable department, if it exists; or as a general elective. Credits earned in a quarter-hour system will be converted to semester-hour equivalents. Credit will not be granted for duplicate coursework or for two courses that cover the same or similar content.

Minimum Grades

Massasoit will accept grades of C- (1.7 on a 4.0 scale) or higher for transfer credit.

Grades of D and D+ (1.0 and 1.3 on a 4.0 scale) may transfer if they are for courses that are part of the 34-credit MassTransfer block and students have completed the block with a cumulative GPA of 2.0 or higher

Grades higher than C- (1.7) may be required for admission to certain programs, for use as pre-requisite courses, and for application of credit to certain program requirements. See admissions and/or program departments for requirements.

Grades of Pass (P), Satisfactory (S), or similar will transfer only when official transcripts indicate that such grades are equivalent to a C- or higher.

Residency Requirement/Maximum Transfer Credit Allowed

Massasoit requires students to complete at least one quarter (25%) of the credits of the first associate degree at Massasoit in order to graduate. The 25% minimum residency requirement can

be superseded by individual program requirements (see program requirement sheets and www.massasoit.edu for more details.) Requirements for a second and/or subsequent degree require at least 25% of the second degree be unique to the program. For certificate programs, at least 50% of the courses must be completed at Massasoit.

Alternative Sources of Credit

Credit will be granted for satisfactory scores on Advanced Placement (AP) and College-Level Examination Program (CLEP) examinations on Massasoit's policies. Official score reports from the College Board are required in order to receive credit for AP and CLEP. Satisfactory scores on Massasoit challenge examinations will be used for placement purposes. Students may additionally receive credit through Credit for Prior Learning.

Credit may be granted for formal courses or examinations offered by various organizations, including businesses, unions, government, and military based on the recommendations of the American Council on Education (ACE) as found in its National Guide to College Credit for Workforce Training, a resource of its College Credit Recommendation Service (CREDIT). Credit may also be granted for learning from experience at work, volunteering in the community, military service, job training, independent reading, open source courseware study, and hobbies based on the Prior Learning Assessment (PLA) standards of the Council for Adult and Experiential Learning (CAEL).

In accordance with the VALOR Act, Massasoit uses the American Council on Education (ACE) Guide to Evaluation of Educational Experiences in the Armed Services as the primary method for evaluating credit earned for military education, training, experience, or coursework. Academic credits earned through the evaluation of military occupation, training, experience, and coursework are transferable within the Massachusetts public higher education system in accordance with the MassTransfer agreement.

Time Limits

Massasoit does not have a time limit for courses to transfer for credit. Selective admissions programs may require courses to be taken within a specified time-period based on program policies.

Student Appeals

For course descriptions that do not match Massasoit's offerings, course information will be sent to the appropriate department chair for evaluation and recommendation. For appeals regarding transfer policies, students can submit an appeal to the Academic Appeals Committee through the Registrar's Office.

For clarifications regarding any transfer policies, procedures, or compliance, please contact the Registrar's Office at x1949. For questions about the VALOR Act, contact a Veterans Service Representative at x1063 or x1477.

MassTransfer Program

Massasoit students who plan to transfer to the University of Massachusetts or one of the state colleges in Massachusetts may participate in MassTransfer, a statewide program designed to facilitate transfer within the public higher education system in the Commonwealth.

Eligible MassTransfer Programs:

- Biology Transfer
- Business Administration Transfer
- Chemistry Transfer
- Computer Science Transfer
- Criminal Justice Transfer
- Early Childhood Education & Administration Transfer
- Elementary Education
- Engineering Transfer (Chemical, Civil, Electrical, Mechanical)
- Human Services Transfer
- Liberal Arts Transfer
- Liberal Arts Transfer-Science
- Math Transfer
- Media Arts
- Psychology
- Social Science Transfer
- Theatre Arts

MassTransfer provides Massasoit students who complete designated associate degree programs with the benefits of full transfer and applicability of credit, guaranteed admission (2.5 or higher GPA), and a tuition discount (3.0 or higher GPA). MassTransfer also provides students the intermediate goal of completing a portable general education transfer block which will satisfy the general education/ distribution/core requirements across institutions.

Students who do not graduate from a MassTransfer-eligible program but complete the MassTransfer Block with a GPA of 2.0 or higher and are accepted at one of the Massachusetts State Colleges or UMass campuses are automatically eligible to apply their courses towards satisfaction of the general education/distribution/core requirements at the receiving institution which can require no more than six additional credits or two courses.

<i>MassTransfer Block</i>	<i>Credits</i>	<i>Massasoit Courses that meet the MassTransfer Block</i>
Freshman English Composition/Writing	6 Credits	English 101 & English 102
Social Sciences	9 Credits	Anthropology, Economics, Film 122, Geography, Government, History, Psychology, Religion, Sociology
Humanities & or Fine Arts	9 Credits	Art, Dance, English, Film, Journalism, Modern Language, Media, Music, Philosophy, Speech, Theatre OR ATF and ATG Attributes
Natural or Physical Sciences	7 Credits	Biology, Chemistry, Physics, Earth Science
Mathematics	3 Credits	Math 121, Math 122, Math 131, Math 132, Math 203 or higher
	Total: 34 Credits	
Note: A Minimum Grade of D is required to satisfy courses in the <i>MassTransfer Block</i>		

Withdrawal Procedures

Withdrawal from a course or the College

Students may initiate a formal withdrawal from a course or the College through the 13th week of the semester. (Please see the Academic Calendar for specific dates.) To initiate the process, students must go to the Registrar's Office and complete the appropriate form or send an email to registrar@massasoit.mass.edu from their Massasoit email account requesting the withdrawal.

A grade of "W" will be recorded on the student's transcript after the official withdrawal procedure has been completed. Students are encouraged to speak to their advisor before withdrawing from any course. Please be advised that ceasing to attend a class may result in an administrative withdrawal or a failing grade. If a student stops attending classes but does not formally withdraw, the student will receive a failure (F) in any course involved. Failures are averaged into the GPA for all students.

Students who receive Financial Aid should consult with a Financial Aid counselor before withdrawing.

GENERAL INFORMATION

Absences

Students who will be absent for more than three (3) class hours may request that a Student Absence Notification be sent to their faculty members. All communication with the student will occur through their Massasoit e-mail. Students will be asked to provide documentation of their absence. All documentation is subject to verification. Any submission of false documentation is a violation of the Massasoit Community College Student Code of Conduct and could result in disciplinary action. It will be at the professor's discretion to excuse absences or class work, even with an absence notification from the Dean of Students Office. Students are encouraged to follow up on any absence notification with their professors to arrange making up class work and assignments. For chronic or ongoing medical or health issues, students should contact Access and Disability Resources (508-588-9100 x1807) regarding available support services. For more information, contact the Dean of Students Office at 508-588-9100 x1402.

Access and Disability Resources

In compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, the college offers accommodations to students with documented disabilities. To ensure accommodations in a timely manner, students need to make an appointment with disability services providers at the college as soon as possible.

For more information, please contact 508-588-9100, x1807.

Accessibility

Massasoit Community College is committed to assuring individuals with disabilities have equal, effective, and meaningful access to all academic programs, community events, goods and services provided by the college (in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973). We strive to ensure both physical and technological access throughout our campuses; however, if you experience a physical or technological barrier which restricts your access to campus programs, facilities, or events, please complete the form found at www.massasoit.edu/report. Examples of access concerns include, but are not limited to, an inoperative elevator, an inaccessible document on Canvas, or a blocked access ramp.

The information you submit online at www.massasoit.edu/report will be routed to the ADA Access Committee. We will follow up in as timely a manner as the information provided permits.

Please note that submitting a concern during non-business hours will mean that the information is not reviewed until the next business day. If there is an immediate risk to health or safety, please contact Campus Police at 911 from any campus phone or at 508-427-1296. Access issues may also be reported to Access and Disability Resources (508-588-9100 x1807) or ADA Coordinator Yolanda Dennis (508-588-9100 x1309).

If you are not satisfied with the response to your concern or if you want to invoke another procedure, you have three additional options:

- (1) If you are a student, you may file a complaint under the Student Grievance Procedure; and/or
- (2) Students and employees may file a complaint under the College's Policy on Affirmative Action, Equal Opportunity & Diversity; and/or
- (3) All persons may file an Office of Civil Rights (OCR) complaint with the U.S. Department of Education.

If you wish you report a website accessibility concern, please complete the Website Accessibility Feedback form at www.massasoit.edu/report.

Activity Hours

Monday, Wednesday, and Friday from 12:00 p.m. - 1:00 p.m. are designated as activity hours. No classes are held at these times. Clubs and organizations are encouraged to schedule meetings and events during activity hours.

Alumni Association

The Massasoit Community College Alumni Association exists in order to promote the goals of the College, to foster friendship among graduates, and to render enduring service to the Community and the College. The Alumni Association offers scholarships each year to deserving Massasoit undergraduate students. The Alumni Association meets on the second Thursday of every month, except July and August, in the Student Senate Conference Room on the lower level of the Student Center. The Alumni Association views all graduates of the college as members of the Association. Those who have successfully completed at least 24 credit hours, but are not currently enrolled as full-time students and/or matriculating are also considered members. For more information, contact 508-588-9100, x2602.

Athletics

Massasoit has excellent athletic facilities including a gymnasium, pool, weight room, racquetball court, aerobics/dance room, and spacious outside playing areas.

Students who participate in intercollegiate athletics must meet the eligibility rules of the National Junior College Athletic Association of which Massasoit is a member. Questions regarding eligibility should be referred to the Director of Athletics at x1430.

The athletic facilities are located on the Brockton Campus, Field House, 508-588-9100, x1431.

Activities such as open gym, recreational swim, weight training workshops, intramurals, Massasoit family swim nights, and summer sports academies are also offered.

Students are required to wear athletic clothing and footwear when taking part in open gym activities. Lockers are available to all students. Students are responsible for providing their own locks.

A valid Student ID card must be shown when using the athletic facilities and must be given to the athletic supervisor when using the equipment.

The hours for the Peter G. Asiaf Field House are 8:00 a.m. to 6:30 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Fridays during the school year. Hours to facilities are abbreviated during the summer and school vacations.

Bookstore

The Barnes & Noble Bookstore carries all required course textbooks. The Brockton Campus store is located on the lower level of the Student Center, 508-588-9100, x1152, and carries a broad selection of reference books, study guides, stationery supplies, computer software, and school spirit gifts. A satellite bookstore is located on the Canton Campus, 508-588-9100, x2159, and carries all Canton-required textbooks, school supplies, and school spirit gifts.

There is no bookstore at the Middleborough Center. Fall and spring textbook information is posted on campus and on our website. Internet orders can be placed for all campuses at:
<http://massasoit.bncollege.com>.

Buckley Performing Arts Center

The Buckley Performing Arts Center is located in the Fine Arts Building on the Brockton Campus. Every year it is home to shows, concerts, plays, meetings, seminars, and recitals. Reduced rate tickets for performances of the Massasoit Theatre Co. and Buckley Center Concert Series are available for all Massasoit students and may be purchased in the Buckley Center Office, Room FA446 Fine Arts Building or online through the Massasoit website. Call 508-427-1234 for information or ticket reservations.

Bulletin Boards

All postings on bulletin boards are subject to the approval of the Director of Student Life in Brockton or the Coordinator of Student Life on the Canton Campus in accordance with the College Solicitation Policy. All material on bulletin boards must be stamped by these offices before posting. Windows, doors, walls, and glass are not for posting purposes. All improperly posted material will be removed without notice.

Campus Police

Massasoit employs its own College Police Department, which is available at all times.

Campus Police are located in the Student Center on the Brockton Campus in room SC158C and on the Canton Campus in room C202. The General Business number is 508-588-9100, x1041, the Emergency number is 911 from any College phone, and they may be reached 24 hours a day, 7 days a week at 508-427-1296.

All members of the Massasoit Community College community are required to report all criminal actions to the College Police Department immediately. The Massasoit Community College Police Department protects and serves the College community. The Police Department, as a partner with the entire college community, will detect, deter, and apprehend criminal offenders. Massasoit police officers are licensed under Massachusetts General Law, Chapter 22, Section 63, by the State Police, granting them full powers of arrest while on property owned, used, and/or occupied by Massasoit Community College.

Campus Alerts and Emergency Messaging Systems

The College has several systems that are used for important messages, including emergency notices. The Campus Alert System is used to send emergency messages by phone, text, and email. This system is also used to notify of school closings, early dismissals, and late openings due to inclement weather.

In order to register your home, cell, and text messaging services with this system you will have to sign into the system and provide this information. The log in page for registration is found at www.getrave.com/login/massasoit or on the Massasoit website under Campus Police.

If you would like to receive notices of school closings, early dismissals or late starting times, you can opt into this service after logging into the registration portal.

There are also overhead digital message screens located in all campus buildings. These screens display course cancellations, other important notices, and will be used in the event of an emergency to convey critical information.

Community Notification of Where to Access Sex Offender Information

In accordance with federal law, the College is required to advise the campus community where information concerning registered sex offenders may be obtained. Information concerning Level 2 and Level 3 offenders is available to the general public by contacting the Commonwealth of Massachusetts Sex Offender Registry Board, P.O. Box 4547, Salem, MA 01970, 978-740-6400, or the Massasoit Police Department located at One Massasoit Blvd., Brockton, MA 02302. Level 3 offender information is also available online at www.mass.gov/sorb.

If you have any questions regarding access to sex offender information, contact the College's Chief of Police or their designee.

Driving on Campus

The speed limit on campus is clearly posted and strictly enforced by police personnel. Violations of speed limits on campus can result in civil infractions and associated fines.

Parking

Massasoit maintains parking lots at all three locations for student, faculty, staff, and visitor parking. Lots designated for faculty/staff and visitor parking are posted. All other lots are open for general usage during the day and evening. Parking violations may result in citations issued by Campus Police or local police officers. These tickets are administered by local municipal officials.

All students, faculty, and staff are required to have a parking sticker. Parking stickers can be obtained at the Campus Police Stations on the Brockton and Canton Campuses. Fines start at \$10.00.

Cancellation of Classes

To view school cancellations, visit the Massasoit website at www.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), WRKO-AM (680), 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 p.m.

To sign up for the Campus Alert System, visit www.getrave.com/login/massasoit or on the Massasoit website under Campus Police.

Please do not call the College.

For individual class cancellations and classroom changes, please view the digital monitors located around various academic buildings, or log in to the MyMassasoit web portal; class cancellations will be posted on the right side of the home page.

Child Care

The Massasoit Community College Children's Center is a campus facility licensed by the Massachusetts Department of Early Education and Care. The Children's Center provides child care for the children of Massasoit students, faculty, and staff in a stimulating, nurturing and safe environment for children ages 2.9 to 6 years old. Enrollment plans are available to suit parent schedules.

Tuition is payable on a semester, monthly, or bi-weekly basis and child care vouchers are accepted. The Children's Center is located in the Fine Arts Building on the Brockton Campus. Interested parents should contact the Center at 508-588-9100, x1440.

College Hours

The College day begins at 7:00 a.m. and ends at 10:00 p.m. Monday through Friday, and Saturday 8:00 a.m. to 5:00 p.m. The College is closed on Sundays and holidays.

Computer Usage

Students have open access to computers and the internet in the Student Center computing lab on the Brockton Campus in room SC121. Canton students have open access to the library classroom, and room 435 when there is no class present. Computers are also available in the Brockton and Canton Academic Resource Centers (ARC). Most of the computers use the Windows Operating System and Microsoft Office applications along with some specialized software for classes.

All students are given a Massasoit ID once they are registered for class. This Massasoit ID is good for the time that a student is registered for classes. All Massasoit IDs are assigned by the administrative database, Banner, and you will find your ID printed on your Schedule/Invoice. This ID is what you will use as your user name to sign onto any computer on campus. You can find instructions on how to log on at the Student Center computing lab or by contacting 508-588-9100, x1139.

Dean of Students

The Dean of Students is responsible for services and programs designed to foster students' academic, social and personal development and to facilitate student success. As a student advocate, the Dean provides support for student concerns such as emergencies, illness, death in the family, problem solving, and conflict resolution. The Dean of Students educates students on

college policies and procedures in order to promote a safe learning environment.

Departments under the direction of the Dean of Students are: Advising, Career & Transfer Center; Athletics; the Unity Center; Immunizations; and Student Life. The Dean of Students office is located on the Brockton Campus, Student Center, room SC208, 508-588-9100, x1415.

Development & Alumni Relations

Development Department

The mission of the Development Department is to encourage and engage the Massasoit Community College Foundation, friends of the College, local community civic leaders, business and industry, alumni, and the Alumni Association in efforts to provide an outstanding and affordable education to students, of all ages, who pursue a community college education. To accomplish this mission, the Development Department oversees and guides events including the annual gala, the Foundation Golf Classic, the annual Arts Festival, the donor appreciation thank you breakfast, and the Honor Garden reception.

In addition, the Development Department administers the annual appeal, creation of scholarships, scholarship funds and recognition, as well as corporate fundraising, major gifts, the capital campaign, planned giving and matching gifts. Alumni are encouraged to remain active with the college community and the Development Department staff by providing frequent updates regarding new addresses, additional degrees, marriages, births, career aspirations, and career achievements. For more information, please contact 508-588-9100, x2602 or x2603.

Alumni Relations

The Office of Alumni Relations encourages recent College graduates, and all Massasoit alumni, to adopt active roles in the college community. The Director of Alumni Relations maintains contact through college publications, the Massasoit Community College website, and by encouraging alumni participation in special events throughout the school year. The Alumni Relations Director also supports the Office of Development and the Alumni Association in their efforts to raise funds for student scholarships, and other worthwhile endeavors. For assistance, please call the Alumni Relations Director at 508-588-9100, x1860.

Digital Media Center

Digital Media Arts Center houses a 40X40 ft. sound stage for studio productions. an open media lab with 11 Apple iMac computers loaded with Adobe and Avid editing software, and a broadcast radio studio for creating radio shows on our streaming site. The

center also has two audio production rooms, and a whisper sound booth for voice overs and vocal recordings.

The center is intended for use by students in media courses including Television Studio Production, Digital Video Editing, Screenwriting, and other multimedia classes.

Diversity & Inclusion

The Office of Diversity & Inclusion serves as the campus leader in building diversity and we share with you our motivation, our drive, and our passion to reach new heights in diversity and inclusive excellence at Massasoit Community College.

The Office of Diversity & Inclusion advances Massasoit Community College's teaching, service mission and commitment to excellence by working collaboratively throughout the institution with faculty, staff and students to promote a campus climate that values diversity and is free of bias, prejudice and harassment. It is a place where all members of the campus community are free to voice their concerns, collaborate and celebrate differences.

As we define inclusive excellence, we realize that it is one distinctive quality that characterizes great institutions.

To recognize and appreciate the value of diversity and cross-cultural understanding, the office has the following diversity goals:

- Develop programs to stimulate awareness and promote acceptance of differences on campus and within the community;
- Monitor and assist in the hiring, recruitment and retention of faculty and staff;
- Conduct assessment of current diversity practices;
- Seek to provide conflict resolution for incidences of intolerance;
- Provide outstanding and culturally competent resources and services to Massasoit and the community; and
- Prepare all students to thrive in our diverse, global environment.

The Office of Diversity & Inclusion is located in the Administration Building, Brockton Campus, Room 219 or visit www.massasoit.edu/diversity.

Emergency Messages

Emergencies of a serious nature involving the health or well being of a student or their family should be made known to the Campus Police. Because it is most difficult to reach a student on campus, only those of a very serious nature will be accepted for transmittal. Students are advised to leave a copy of their schedule with family

members or day care providers.

Faculty Office Hours

Full-time faculty members are available to see students during office hours when school is in session. Faculty are willing to help students who may be experiencing academic difficulty or need assistance with assignments. Students may also visit their faculty advisors during office hours. Each faculty member's schedule of office hours is posted on their office door by the end of the first week of classes. Adjunct faculty schedules are available in the appropriate Division office.

Financial Aid

Massasoit Community College participates in a variety of financial aid programs to assist students in financing the cost of a college education. Students who wish to be considered for all forms of federal, state and institutional financial aid must complete the Free Application for Federal Student Aid (FAFSA) annually.

The FAFSA application is available online at www.fafsa.gov, and should be submitted by the April 15th priority deadline for students that will begin attending in the fall semester, and by the November 15th priority deadline for students that will begin attending in the spring semester. Applicants who submit the FAFSA by the priority deadline will receive optimum consideration for limited financial aid resources, and should receive their financial aid award decisions prior to the semester billing deadline.

Further information about financial aid at Massasoit, including office locations and hours, is available at www.massasoit.edu/finaid. If you need assistance, or have questions, please contact the Financial Aid Office at 508-588-9100, x1479, or via email at FAO@massasoit.mass.edu.

Health Insurance

All students in Allied Health programs and degree students carrying nine or more credit hours per semester are required to purchase the Student Health Insurance plan offered for the community colleges or document with the Student Accounts Office that they have comparable coverage.

High School Equivalency Test - HiSET/GED

The new high school equivalency test is called HiSET and is offered at Massasoit Community College on both the Brockton and Canton campuses. For information about the HiSET/GED, test schedule, test preparation and practice tests please go to www.hiset.ets.org. For additional information please call the Testing and Assessment Office at 508-588-9100, x1991 or visit our office located on the lower level of the Student Center Building, Room 140.

Honors Convocation

Traditionally held just before graduation, Honors Convocation recognizes those students receiving awards or scholarships based on academic success and college and community service.

Instructional Media Services

The IMS Department provides audiovisual support for courses and on-campus events on our two main campuses as well as our Middleborough Center. Equipment includes projectors, document cameras, teleconferencing, audio and video recording and playback, sound systems and a variety of presentation tools.

Media Services in Brockton is located in the Fine Arts building, Room FA456. The phone number is 508-588-9100, x1427. Our Canton office is in room 306 and can be reached by calling 508-588-9100, x2622. We are open Monday through Friday from 7:30 a.m. until 10:00 p.m. All media requests should be submitted at least 48 hours in advance of the event. An advisor or Student Life staff member must be present for equipment to be used by students. Please contact us to set up training or to reserve equipment.

Library

The Massasoit Community College Library reflects the mission of the College by providing its diverse population with the information resources that support a wide range of transfer and career programs; by teaching the information-seeking skills needed for success in college and for lifelong learning; by preserving and making accessible the College's historical materials; and by allowing the use of its facilities and collections to play a role in the intellectual and cultural life of the College community.

The Library provides a variety of information resources including books, articles and streaming video, all searchable through our website at library.massasoit.edu. Login using your MyMassasoit username and password to access the full text of these materials.

Stop by in person for research assistance, reserve books and access to other libraries' materials through interlibrary loan. The Library also holds monthly book discussion through its Massasoit Reads program (see website for details). All community members are welcome.

Library Cards, Off Campus Access, and Borrowing

To register in the library, bring your Massasoit Student ID to the Circulation Desk. Library staff will activate your MCC Library barcode. On-line registration is available through the library page of the MyMassasoit portal.

Research

Librarians provide individualized research assistance to all Massasoit students. To speak with someone, drop by or call ahead at 508-588-9100, x1941 in Brockton or x2942 in Canton.

Library resources include print & online books, videos, journals, and magazines as well as research guides.

OCLN Network

Delivery of library materials between the Brockton and Canton campuses as well as all other OCLN libraries is free. All other materials should be requested through interlibrary loan function via the library page of the MyMassasoit portal.

Other Library Resources and Services

- Study carrels and tables
- 49 computer stations with networked printing, software, and internet access
- Photocopy machines
- Reserve material collection, including many textbooks

Fines

Massasoit does not charge fines for overdue materials, however, borrowers are financially responsible for materials not returned. Borrowing and college privileges (grades, registration, and/or transcripts) will be affected if bills are not paid.

Hours

Brockton Campus, SC201, 508-588-9100, x1941

Fall and spring semesters:

Monday – Thursday, 8:00 a.m. to 9 p.m.

Friday, 8:00 a.m. to 7:00 p.m.

Saturdays, 10:00 a.m. to 2:00 p.m.

Closed Sunday

Canton Campus, Academic Wing, 508-588-9100, x2942

Monday – Thursday, 8:00 a.m. to 8:00 p.m.

Friday, 8:00 a.m. to 4:00 p.m.

Closed Saturday & Sunday

When classes are not in sessions, please call the Brockton Library at x1941 for hours.

Lockers

On the Canton Campus, lockers are available to students on a first come, first served basis. Students are responsible for providing their own locks for any locker they may wish to use. Lockers must be cleaned out at the end of each semester.

Lost and Found

All items found on campus should be taken to the Student Life Office. Books, clothing, and other items which are not claimed within 30 days will be disposed of in an appropriate manner.

On the Brockton Campus, Lost and Found is located in Student Life, Student Center, lower level, 508-588-9100, x1482; on the Canton Campus in the Student Life Office, room 137, x2118; and at the Middleborough Center in the Main Office, room 100.

Massasoit Community College Foundation, Inc.

The Massasoit Community College Foundation, Inc. is a non-profit organization incorporated pursuant to Massachusetts General Laws Chapter 180, Section 4(a) as amended. The primary purpose of the Foundation is to foster and promote the growth, progress, and general welfare of the College by raising funds to assist students in need of financial aid for tuition, books, supplies, equipment, and materials.

Additional goals of the Foundation are to enhance the educational purposes of the College in teaching, research, and service; distribute gifts and donations to the College for the construction of buildings and other permanent improvements; and to establish, implement, and to promote a long range program in finance to assist in the expansion, growth and improvement of the College.

The Foundation consists of not less than (15) and not more than (21) unpaid members of the communities served by the College. The Development Department of the Development and Alumni Relations Office assists the Foundation in all fundraising activities, sponsored by the Foundation, to enrich the facilities and services of the college and promote the education of the college's many students.

Military Leave

Massachusetts Public Colleges and Universities policy on students who are called to active military duty is as follows:

1. Students who are unable to complete a semester because they are called to active United States military duty shall, upon verification, be granted the option of a refund or credit of tuition and campus fees. With respect to any health insurance fee, the refund policy is subject to the concurrence of the institution's insurance carrier.

2. Any students who have received any form of financial aid, including a full or partial scholarship or student loan or who expect to receive such, should contact the Financial Aid Office at their respective institution to make appropriate arrangements.
3. Students shall receive nonpunitive withdrawals in all courses from which they are required to withdraw.
4. Verification shall be provided by furnishing the Registrar with a copy of the Order to Active Duty within one week (7 days) of receipt of the order. If the Order is not in writing, the student may sign an affidavit attesting to such order which includes an address or telephone number where the institution can verify the Order and furnish the affidavit to the Registrar within one week (7 days) of receipt of the order.
5. The institution's President may waive or suspend any institutional policy or regulation that negatively impacts students in their withdrawal or subsequent readmission to the institution due to a call to active duty.
6. The institution, upon request of a student, should assist the student in filing mitigating circumstances forms with external state or federal agencies (for example, Veterans Affairs) in an attempt to prevent over-payment charges being made against the student.
7. Any student required to withdraw due to being called to active duty shall be given priority in enrollment in the program of his or her choice upon return to the institution for the two semesters immediately following his or her discharge from active duty.

"My Massasoit" Web Portal

All current students are provided with an account to the "MyMassasoit" web portal. The portal is the place for students to access grades and transcripts, register for classes, access online course material, provide contact information for the College emergency notification system, join online clubs and organizations, receive notification of cancelled classes, and access college email.

This email account is the means for all official electronic communication with the College.

The accounts are accessed from any internet-capable computer by clicking on the "MyMassasoit" link on the Massasoit home page, www.massasoit.edu. Students sign in using their Massasoit username and a password. Assistance is available from the Help Desk in T544 on the Brockton campus, by emailing helpdesk@massasoit.mass.edu, or calling x1139.

Printing and Copying

Printing

Brockton Campus

All students have a Pharos Printing account of \$15.00 (\$5.00 for summer sessions), which they can access by logging on to a Library computer, ARC computer, or the open lab in SC121. After using the print command on the computer, a message window will open indicating the cost of the print request and the remaining balance on the Pharos account. Students may add money to their account by paying at Student Central and then updating their account at the Help Desk (T544). If Student Central is closed, students may complete a form available in the MyMassasoit portal that authorizes more copies and the charges will be reflected in their student account. Please submit completed forms to the librarian or help desk.

Canton Campus

All students have a Pharos Printing account of \$15.00, which they can access by logging on to a Library or an ARC computer. After using the print command on the computer, a message window opens that indicates the cost of the print request and the remaining balance on their Pharos account. When the Student Accounts Office is closed, students can complete a form available in the MyMassasoit portal that authorizes more copies and the charges will be reflected in their student account. Please submit completed forms to the librarian or help desk.

Middleborough Center

Student printing on the Middleboro Center is available in the Student Lounge and the MD 102 Computer Lab when a class is not meeting in the lab.

Copying

There are copy machines available for student use in both the Brockton and Canton libraries. Copies are 15¢ per copy. Copy service is not connected to the printing account. Middleborough students can make copies in the Main Office.

Public Transportation

Public transportation is available at the Brockton Campus via the Brockton Area Transit (BAT). Information regarding service schedule is available at the Student Life office in the Student Center. See *Shuttle Service* for transportation between campuses.

Room Use

Student organizations, clubs, or activities desiring a location for the holding of meetings must contact the Director of Student Life to fill out a facility request form. Forms must be completed and submitted one week prior to the scheduled event. Brockton room requests should be coordinated in the Brockton Student Life Office, Student Center, lower level. Canton room requests should be coordinated in the Canton Student Life office, Room C137.

Scholarships and Awards

A wide variety of scholarships and awards are offered by the College to students based on merit, achievement, or financial need. Information and eligibility criteria for scholarships are available at www.massasoit.edu/scholarships. Scholarships for transfer students are handled by the Advisement and Counseling Center.

Shuttle Service

The Inter-Campus Shuttle transports students and faculty between the Brockton and Canton campuses. It runs on a regular schedule and provides full handicap access. No eating, drinking or smoking is permitted in the shuttle.

The Canton Campus offers free bus service Monday - Friday during the fall and spring semesters.

Connecting locations:

- Holbrook/Randolph MBTA Commuter Rail
- Randolph High School
- Lodge Bar & Grill, Randolph
- Canton Center MBTA Commuter Rail
- Canton Junction MBTA Commuter Rail

For more information and schedule updates please visit www.massasoit.edu/shuttle.

Student Association

The Student Association of Massasoit Community College is the campus governance body which oversees Student Life programs. Each student of the College is a member, may vote, and hold office in the Association. The officers in the Student Association consist of: President, Vice President, Secretary, Under Secretary, Treasurer, and Club Coordinator. In addition, members-at-large are elected each year. The officers and members-at-large constitute the governing body of the Student Association called the Student Senate.

Evening and summer students are also included and may enjoy the full privileges of Association membership. Student Senate meetings are open to all students.

Student Membership on College Committees

Included in the responsibilities of the Student Senate is the selection of student representatives to the following standing committees of the College: Academic Development Committee, Curriculum Committee, Academic Standards Committee, General & Developmental Education Committee, and Technology Committee. Student representation and participation within the broad based campus governance structure adds vitality to the learning experience of students, brings valuable advice to the decision-making process and are essential to the continued development of the College. It is through the Student Senate working in conjunction with the Director of Student Life, the advisors to clubs and activities, and the faculty in general that the College encourages student participation in all phases of the college.

Student Elections

Rules and regulations for all student elections must be strictly followed. Copies of these regulations are available in the Student Life Office.

Massasoit Community College Student Association Constitution

Article 1: Name

This student body shall be known as the Student Association of Massasoit Community College. The Student Association shall herein be referred to as "the Association" throughout the constitution.

Article 2: Purpose

The purpose of The Student Association shall be to represent and further the interest of the student body; to encourage self-governance; to promote responsibility and cooperation between students, faculty, and administration.

Article 3: Membership

Membership in the Student Association is automatically granted to all students. The Student Association shall be comprised of all students paying designated college Fees.

Article 4: Student Senate

Section I:

1. The Student Senate shall formally be known as the Student Government Association.
2. The Student Senate shall act as the only legislative body of the Association and shall serve as a means through which members of the Association may present legislation, ideas and suggestions.
3. The Student Senate shall herein be referred to as "the

Senate” throughout this constitution.

Section II:

The Senate shall consist of twenty-seven (27) members: eight (8) sophomore day students, six (6) freshmen day students, four (4) evening students, two (2) matriculated part-time students, six (6) Canton students, and one (1) Student Trustee. However, in the event that these twenty-seven (27) seats are not filled accordingly, then any qualified student may fill these vacant positions, regardless of the student’s classification or which seat he or she may occupy.

Section III:

1. All Senate members must have and maintain a cumulative average of 2.50 or better. If a Senate member’s cumulative average falls below 2.50 after being elected, then he or she has one (1) full semester to bring their cumulative average to 2.50 or better.
2. No Student Senate member may have a cumulative average lower than a 2.0. If a member’s cumulative average falls below a 2.0, then that member will automatically be dismissed.
3. A Senator may serve up to eight (8) semesters as long as they meet all other qualifications for membership.
4. An exception to the eight (8) semester limit would be considered for any returning student that has been out of school for a period of five years or longer.
5. The term of a Student Senator shall be one academic year, effective from fall elections until the election of the next academic year’s Senate or Senator’s graduation or withdrawal from school.
6. The cumulative grade point average requirements do not apply to first semester freshmen students or students returning to school from a period of five (5) years or longer.
7. Any student placed on disciplinary probation is not eligible to serve on the Senate during that probationary period.

Section IV:

Senate members must place the Senate meetings and activities above all clubs and activities with the exception of academics, provided the senator makes every effort to schedule classes around Senate meetings.

Section V:

Officers shall be elected by and from the Senate.

Section VI:

1. A quorum of the Senate shall consist of fifty percent plus one.
2. All meetings of the Senate are open to members of the Association, as well as faculty and staff of the College. Senate meetings, however, may go into a closed executive session with a simple majority vote.
3. In anticipation of a quorum, Senate members shall wait no longer than 15 minutes after the established meeting time.
4. No votes shall be cast without a quorum.
5. Any Senate member with two unexcused absences will be subject to review by the Senate.
6. In the event of an absence, a student must notify an advisor or the President to the Senate at least one half hour before the Senate meeting with a reasonable excuse. An advisor or President shall determine whether the absence shall be excused or non-excused.

Section VII:

1. Regular meetings of the Senate shall be held once a week at a time and place to be specified at the first meeting of each semester.
2. The President of the Senate may call an unscheduled meeting with notice of 24 hours.
3. The Officers of the Senate may opt to hold Officer’s meetings in order to promote a higher level of organization.
4. Each Senate member shall have one vote except the chairperson, and they shall vote in the event of a tie.

Article 5: Officers

Section I:

1. The officers of the Senate shall be: President, Vice President, Secretary, Treasurer, Under Secretary and Club Coordinator.
2. The term of office for all officers shall be no more than a total of four (4) semesters.

Section II: Duties:

President

1. The President shall preside over all meetings of the Senate.
2. They shall vote only in the event of a tie.
3. It shall be the duty of the President to assure that all the articles of this constitution are carried out to its fullest extent.

4. The President shall make emergency decisions only if a meeting of the Senate cannot be called. Such decisions must be placed on the agenda of the following meeting for review.
5. All appointments designated to be made by the President are subject to review by the Senate.
6. The President of the Senate shall represent the Student Association at official college ceremonies and upon other occasions where such representation is appropriate.
7. The President shall be a member ex-officio of all committees.

Vice President:

1. In the absence of the President, the Vice President shall carry out the duties of the President and assume all powers and responsibilities of the President, together with their normal duties, powers, and responsibilities, except as otherwise provided.
2. The Vice President shall be a member ex-officio of all committees.
3. The Vice President shall vote only in case of a tie when taking the place of the President.

Secretary:

1. The Secretary shall keep accurate minutes and attendance of the Senate meetings and shall carry out all correspondence necessary to the Senate.
2. The minutes shall note attendance of the Senate meeting and record all motions and decisions of the meeting.
3. The minutes shall not be altered except at a recognized Senate meeting.
4. The Secretary shall appoint an Under Secretary within two (2) weeks of their election. If an appointment is not made within two weeks, an Under Secretary will be voted on by the Senate.
5. The minutes shall be distributed to the Senate, electronically, 48 hours prior to the next scheduled meeting.

Treasurer:

1. The Treasurer shall keep records of accounts of the Association, Senate, and clubs/activities.
2. The Treasurer shall render a budget as proposed by the Budget Committee to the Senate for approval by the first week in April.
3. It shall be the duty of the Treasurer to keep records of all budget requests and budget approvals of the various student

organizations.

4. The Treasurer shall render a financial report at each regular Senate meeting.

Under Secretary:

1. The Under Secretary acts as an aide to the secretary who may delegate any responsibilities they deem necessary. Responsibilities may include, but are not limited to, publicity, maintaining the bulletin board, and correspondence.

2. In the absence of the Secretary, the Under Secretary shall carry out the duties of the Secretary and assume all powers and responsibilities of the Secretary.

Club Coordinator:

Section I:

1. The Club Coordinator is the official connection between the clubs and the Student Senate.
2. It is the duty of the Club Coordinator to document receipt of official club paperwork and notify the Senate when a club is eligible to be recognized.
3. They will assign Senators as liaisons to each club.

Section II:

1. The Club Coordinator shall insure that all clubs and organizations keep updated records of club, membership, Chairperson, advisors, constitution, minutes of meetings, and regular financial reports.
2. The Club Coordinator shall submit complete club records to the Senate for approval.
3. This process shall be concluded by the sixth (6th) week of each succeeding semester.
4. The approved records shall be kept in the Student Life Office.

Section III:

1. The Chairperson of all clubs and organizations shall be chosen by each individual club or organization which shall be submitted by the 4th week of each semester to the Club Coordinator, and s/he shall submit such a selection to the Senate for review.
2. The club or organization shall have the right to select its own advisor whose name will be submitted by the fourth (4th) week of each semester to the Club Coordinator, which shall submit such a selection to the Senate for review. If the Club Coordinator deems necessary, it may continue to recommend

clubs and organization's requests after the fourth (4th) week.

3. A simple majority by the Senate suffices to confirm or reject selections of constitutions, chairperson, and advisor.
4. Clubs shall submit to the Club Coordinator, on a regular basis, minutes of all their meetings and financial statements, and shall follow the guidelines and criteria as set up by the Club Coordinator.
5. Any student, club or organization may present its case before the Senate when it believes it has not been given just treatment.

Section IV:

Suggestions and recommendations by the Club Coordinator to the Senate are encouraged on all related matters concerning its duties.

Article 6: Vacancies

Section I:

In the event of a resignation or removal of any Senate Officer, the Senate must hold an election for that position. Said election must be held within one (1) week of the vacancy.

Section II:

Vacancies on the Senate will be filled by the following procedure:

1. The Senate will post notice of Senate vacancies on the Student Bulletin Board on both the Brockton and Canton Campus for a period of no less than two (2) weeks.
2. All students desirous of joining the Senate shall apply for admission directly to the Director of Student Life by submitting nomination papers with all the proper signatures.
3. Following the two (2) week notice of vacancy, and during the next session of the Senate, the collective Senate will hear all nominations and meet with all candidates who have met the requirements stated in ARTICLE 4, Section III, herein.
4. The meeting will then enter closed session, and a vote will be taken on each candidate. The successful candidate will be contacted prior to the next scheduled Student Senate meeting (to allow time for the Registrar's office to verify eligibility) at which time they shall assume the duties of a Senate member.
5. In the event of several candidates applying for a single vacancy, the candidate with the greatest number of votes shall fill the vacancy.

Article 7: Dismissal

Section I:

The Senate shall have the right to expel, by means of a closed session vote, any member of its comprised body, with a 4/5 quorum of all members present, if that member is not serving the Association's best interest as determined by evidence presented at said meeting.

Section II:

Any Senate Member facing dismissal must receive written notice seventy-two (72) hours prior to the Senate Meeting at which the vote for dismissal is to be taken. At this time he or she may answer to the charges for said dismissal.

Section III:

Dismissal shall occur upon a 3/4 vote of the Senate, and the Senator facing dismissal will be notified of the outcome of said vote in writing.

Article 8: Funds

The funds accruing to the Senate from any source shall be expended according to the following apportionment:

1. Ninety-five percent (95%) of all funds collected shall be available for the budgetary requirements of general activities and co-curricular clubs of interest to the student groups.
2. There shall be allotted a Contingency Fund of five percent (5%) of the Student Funds that shall be used upon a majority vote of the Senate, with the Senate President or designee in attendance.
3. The Senate may transfer funds from a defunct club of at least 2 years into the Consortium Fund. This money will be allocated for events held at Massasoit Community College that enhance Massasoit campus life. This money will be distributed each semester by the Student Senate through an application process.

Article 9: Procedure of Allocation

Section I:

1. The Treasurer of the Senate or his or her Senate Designee shall disperse only the funds approved by the Senate.
2. The President of the College or their designee must cosign all vouchers, checks and disbursements.

Article 10: Student Clubs and Organizations

Section I:

The Senate shall assist any group of ten (10) or more students to

form a club or organization.

Section II:

A college recognized club or organization is comprised of a constitution, at least 15 members, an advisor, and active members who submit monthly reports to the Senate.

Section III:

There shall be no expenditure for a club or activity unless that club or activity has an approved constitution and an active membership and has met the criteria established by the Coordination Committee.

Section IV:

All campus clubs and activities must submit paperwork to the coordination committee by the 4th week of a semester in order to be a recognized club/organization for the remainder of the fiscal year. Clubs not recognized by the 4th week of classes are subject to having their funds and accounts frozen until recognition or a vote from the Senate to unfreeze said funds and accounts.

Article 11: Student/Faculty Judiciary Council

Section I:

1. There shall be a Student/Faculty Judiciary Council which shall rule on all matters of conflict and interpretation of this Constitution.
2. The Student/Faculty Judiciary Council shall rule on student disciplinary actions.
3. The Student/Faculty Judiciary Council shall act as a judiciary body where necessary.

Section II:

1. Student/Faculty Judiciary Council shall consist of the following: two (2) members of the faculty to be selected by the faculty, two (2) members of the College Administration to be selected by the President of the College, the President of the Student Senate, and the Dean of Students or their designee.
2. The President of the College shall be a member ex-officio of the Student/Faculty Judiciary Council and will review its recommendations where necessary.
3. All members of the Student/Faculty Judiciary Council shall cast one vote.
4. A majority vote shall carry all measures.

Section III

The Student/Faculty Judiciary Council shall be established by the

Student Senate President.

Article 12: Student Senate Advisors

There shall be two (2) advisors. The first advisor shall be the Director of Student Life who shall attend all meetings of the Student Senate. The second advisor shall be appointed by the first and shall assume the director's responsibilities in case the Director of Student Life is absent.

Article 13: Amendments

Section I:

Any proposed amendments to the Laws of this Constitution must be found in order and purposeful by a 2/3 vote of the Senate. After passing the Senate, the amendment shall be presented in the form of a referendum to the student body. A 2/3 affirmative vote of the students present and voting shall automatically make the proposal an amendment to this Constitution.

Section II:

Any student may propose an amendment to the Constitution of the Association to the Senate.

Article 14: Amendments to the By-Laws

Amendments to the By-Laws must be approved by a 2/3 vote of the Student Senate to become effective.

By-Laws to the Constitution

Article 1: Elections

Section I:

Senate elections shall be conducted by the Election Committee by the fifth (5th) week after the beginning of the fall semester.

- a. On the first week, nomination papers will be available to candidates. Twenty-five valid signatures shall be required for nomination.
- b. The election shall be held before the fifth week.

Section II:

1. The President shall be elected from Senate by secret ballot. Candidates for President must have served as a Senator for the majority of one (1) semester.
2. The President and all other officers shall be elected after the fall Senate elections (and Spring if necessary).

Section III

All officers shall be elected by the sixth week of classes.

Section IV:

In the event of a special election, the Senate will vote to fill the respective vacant offices. A special election is one that occurs during a school year that is prompted by a vacancy of a Senate seat.

Article 2: Election Committee

Section I:

A committee shall be appointed by the Director of Student Life to supervise and arrange all details of the election of the Senate members.

Section II

This committee must be appointed at least four weeks prior to the election.

Section III:

No member of this committee may be a candidate in the election to be held.

Section IV:

Details of the election not covered in the Constitution or By-Laws shall be at the discretion of the Election Committee subject to approval by the Senate.

Section V:

All elections shall be held by secret ballot and supervised by the Dean of Students.

Article 3: Expenditures

Section I:

The Senate shall be consulted on any and all contracts with the College for services over which the Senate has jurisdiction. Representatives, namely the President of the Senate the Treasurer and one Senator, must be given the opportunity to attend said contract negotiations.

Section II:

Advisors to campus clubs or organizations shall not receive payment solely for their position as advisor unless specific situations warrant Senate approval.

Article 4: Budget Committee

Section I:

1. The Senate Treasurer shall be the Chairperson of this Committee.
2. The President of the Senate shall appoint this standing committee. Membership may consist of Senators or a combination of Senators and members of the Association.

Section II:

1. The Committee should consist of at least five (5) members, including the Senate President and Vice President who are members ex-officio of this committee.
2. The membership of this Committee should always be an odd number.
3. This committee should be chosen and empowered on or before March 1 of each year.
4. The recommended budget shall be submitted to the Senate for a vote on or before the first Senate meeting in May of each year.

Section III:

1. The Committee Chairperson shall appoint a Secretary for the Committee.
2. The Secretary shall be responsible for notifying clubs to submit their proposed budgets, for keeping accurate minutes of their meetings and for typing up the budget for submission to the Senate.
3. The Secretary shall be responsible for notifying clubs of the final budget recommendations after authorization has been completed by the Dean of Students and the College President.

Section IV:

1. All members shall have voting privileges on this Committee including the Senate President and Vice President.
2. A quorum will consist of 50% plus one of the Committee's membership.

Article 5: Student Senator/Trustee

1. The Student Trustee shall automatically be a member of the Senate.
2. The duties of the Student Trustee shall be outlined below:
 - To represent the students of Massasoit Community College as a voting member of the Board of Trustees.
 - To attend all regularly scheduled meetings of the Board of Trustees. Should the trustee not be able to attend, they must notify their advisor.
 - To provide monthly written or oral reports to and maintain frequent communication with the Senate.
 - To make an effort to attend all regularly scheduled meetings of the Senate.
 - To make an effort to attend S.A.C. meetings.

3. Should the Senate feel the Student Trustee is neglecting any one or more of their duties in any way, the Senate shall first issue a written warning and then request the Student Trustee come before the Senate for a hearing in which the Dean of Students and the Senate advisors will be invited to witness.
4. The responsibilities of the Student Trustee supercede those of the Senate.

Article 6: Ratification

The ratification by 2/3 of the Association present and voting shall be required for the establishment of this Constitution.

Amendments to the Constitutional By-Laws

Rules of Order

1. Robert's Rules of Order shall be used to guide the conduct of the Senate meetings except in the instance of a conflict with the Student Association Constitution.
2. Robert's Rules of Order shall be used to clarify any question which may arise in reference to either vague or questionable articles, by-laws or amendments to the by-laws of the Constitution.
3. A Student Senate meeting shall be automatically adjourned when the Senate fails to maintain a quorum.

Student Clubs and Organizations

The Student Senate sponsors various social, athletic, cultural, and literary efforts of the student body. Inquiries regarding joining any student club or organization may be directed to the Office of Student Life in the Student Center or in Room 137 in Canton. All clubs and social organizations within the College require the approval of the Student Senate.

The following clubs and organizations are active:

Brockton Campus

Business & Investment Club
Cape Verdean Student Association
Chess Club
Creative Writing
Culinary/Hospitality Club
Debate Club
Environmental League of Massasoit
Gender Sexuality Alliance
Helping Hands

Honors Association
International Touch Club
Mary E. Baker Unity Club
Media Club
Moment Of Truth Prayer Club
Newspaper/*Massasoit Tribune*
Nurses Club (First Year & Second Year)
Performix
Phi Theta Kappa
Radio Club
Radiologic Technology Club (First Year & Second Year)
Respiratory Care Club (First Year & Second Year)
Social Action Club
Student Government Association
Veterans and Servicemembers Club

Canton Campus

Architectural Club
Artists Union
Ashrae
Dental Assistant Club
Gay Straight Alliance
Phi Theta Kappa
Student Government Association

Middleborough Center

Creative Arts Club

Green Key

Green Key is an honorary 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.

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 towards a degree program, maintained 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.

Student Life

The College recognizes that significant learning activity occurs outside the classroom. The Student Life office provides a comprehensive program which includes lectures, movies, and other social and cultural activities. Each activity offers an opportunity for student leadership and participation. Participation enables the student to develop and implement ideas and simultaneously receive exposure to others with varying backgrounds and competencies. On the Brockton Campus, the Student Life office is located in the Student Center, lower level, 508-588-9100, x1486. On the Canton Campus, the Student Life office is located in room 137, x2118.

Student Trustee

One student from the Student Association shall be elected to serve on the Massasoit Community College Board of Trustees. Each applicant must meet all of the minimum requirements that are applicable to the Student Senate and to the position of Student Trustee. The Student Trustee must be a full-time student enrolled at Massasoit Community College. The Student Trustee shall be elected no later than May 15. The term of office shall be one year and shall commence on July 1 following his or her election and terminate on June 30 of the following year. If at any time during the elected term of office the Student Trustee ceases to be a full-time student or in the event of a resignation or removal from the Office of Student Trustee, the student body must hold an election to fill the position. Said election must be held within two weeks of vacancy.

Testing and Assessment Office

The Testing and Assessment Office conducts student assessment in the following areas:

Placement Testing – all students new to higher education are required to take placement tests which consist of the ACCUPLACER tests in Reading and math (Arithmetic, Algebra and College Level Math) and a writing sample. The purpose for these tests is to assess the skill levels of the students so that they enroll in courses that

they are prepared to take.

TEAS – this test is required for all applications to our Nurse Education program.

Biology Challenge Exam – this is Massasoit's exam for students who wish to test out of the Biological Principles course (BIOL 121). A passing score on the exam means you have met the pre-requisite requirements for some upper level Biology courses. The test does not carry any course credits toward a degree.

HiSET – (formerly GED) is the new Massachusetts High School Equivalency Test.

The Testing and Assessment office offers proctoring services for anyone enrolled in a distance learning or on-line course and needs to have an exam proctored. Our center can facilitate both paper/pencil and web-based testing in a proctored environment following professional testing guidelines and standards. Proctored exams can be scheduled Monday – Friday from 9am – 3pm. The proctoring fee is \$37 for exams upto 3 hours and \$57 for exams 3 – 5 hours. The fee is non-refundable and payment must be prior to taking the test. The fee can be paid by cash, credit card (American Express not accepted), check or money order or cash in the Business Office located in Administration Building.

For additional information please call the Testing and Assessment Office at 508-588-9100 x1991 or visit our office on the Brockton Campus located on the lower level of the Student Center Building, Room 140.

Tuition Payments

Student accounts must be paid in full or cleared through the Student Accounts Office or the Financial Aid Office by the due date on the semester invoice. Accounts not cleared will result in schedule cancellation.

Payments can be mailed to:

Massasoit Community College
One Massasoit Blvd.
Brockton, MA 02302
Attn: Student Accounts Office

Payments can be made in person at Student Central in Brockton or Canton. Payment can be made online through your MyMassasoit portal account.

Massasoit also offers its students the option of making payments through NELNET Business Solutions. Information regarding the payment plan can be obtained online at www.mycollegepaymentplan.com/massasoit.

Tuition Waivers

Several kinds of tuition waivers are available to Massasoit

Community College students. These waivers include, but are not limited to, National Guard, Veteran, Senior Citizen, Native American, state employee, and ward of the state.

Waiver documentation must be submitted by the bill due date, or at the time of registration, whichever is later. Waivers will not be processed retroactively and waivers are not refundable.

Students will need to present documentation of eligibility, and may need to certify they meet all waiver eligibility requirements prior to having their waiver accepted. Students eligible for waivers should obtain clarification from the Financial Aid Office before making course selections.

Students eligible for the Senior Citizen Waiver need to certify US citizenship and MA residency, and present proof of age 60 years or greater. Senior Citizen Waivers will not be accepted until late registration, which is one week before the start of class, and enrollment of 15 students in the class is confirmed.

Unity Center

The Unity Center provides the student body with a space to explore and embrace the intersections of their identities. In addition to sponsoring a wide range of events designed to build an inclusive community, Unity Center offerings include leadership development trainings, opportunities for mentorship, and both academic and career advisement.

The Unity Center is new for Fall 2019. More details are available on the Massasoit website or by contacting the Dean of Students office at 508-588-9100, x1402.

Veterans Center

The Massasoit Community College Veterans Center and its staff are

dedicated to assisting those who served and is open to all military members and veterans attending the College and their families.

The Veterans Center is a one-stop location with:

- Veterans Affairs certifying official to assist with educational/financial benefits and college administrative issues.
- A dedicated and experienced Veterans counselor to assist with any educational or personal issues.
- Lounge area for studying, socializing, and unwinding.
- Computer workstations for class assignments, research, employment search, and browsing. CAC card readers are available.
- A multimedia-enabled conference area for presentations and meetings.

For more information or any questions/issues, please contact a Veteran's Service representative, Student Center, room SC 118/120, 508-588-9100 x1063/1477.

STUDENT RIGHTS AND RESPONSIBILITIES

Massasoit Community College expects students to conduct themselves in a manner that is appropriate to a collegiate environment. Students are expected to assume responsibility for their own behavior and learning and to respect the learning environment of others. Massasoit Community College strives to maintain a learning environment that enhances the academic, intellectual, cultural and social enrichment of its students, faculty, staff and the community at large. To guarantee that no member of the College community is deprived of this collegiate environment, student rights and responsibilities are clearly stated and behavior and discipline codes have been established.

College Statement on Educational Discourse

As a diverse community of learners, all members of the Massasoit community are encouraged to engage others with kindness, empathy, and understanding. The College seeks to foster a climate of inclusiveness that welcomes and embraces community members of all backgrounds and life experiences, deliberately seeks multiple perspectives, and supports the free and open exchange of ideas through educational discourse.

While it is understood that disagreement will, and should, occur in a collegiate setting, open communication, intellectual integrity, and freedom from interference in student learning are important values embraced by the College.

Student Rights

1. The right to pursue their education and assistance in overcoming educational, cultural, emotional and economic disadvantages that create challenges to the educational process.
2. The right to fair and equal treatment without discrimination based on a student's of race, color, religion, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave, military service and national origin.
3. The right to privacy and confidentiality under the Family Education Right and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99.

4. The right to procedural and substantive due process in disciplinary or grievance matters.

Student Responsibilities

1. To be knowledgeable of and to comply with federal, state, and local laws, and ordinances.
2. To be knowledgeable of and to comply with all directives, policies, and procedures of Massasoit Community College.
3. To choose behavior that does not interfere with the learning environment of others inside and outside of the classroom, including College events.
4. To review all information that is shared with students in official college communications.

Student Code of Conduct

Introduction

Massasoit Community College recognizes that all students, as members of the college community, enjoy the freedom of speech and assembly, freedom of association, freedom of the press, right of petition and the right of due process. These rights do not come without responsibilities and respect for others in the College community. Attendance at the College is a privilege and not a right, and enrollment carries with it obligations in regard to conduct, both in and out of class. Students are responsible for knowing and understanding the contents of this Code. Students are responsible for abiding by the laws governing the College and are expected to observe standards of conduct set by the College.

Learning Outcomes

The College expects its students to act in a mature and responsible manner. Respect for the rights of others, openness to new and challenging ideas, civility and courtesy are examples of this expectation. The Code of Conduct process is intended to be an educational process that supports the mission of the College. This policy is therefore intended to promote personal responsibility, integrity and ethical decision making. Students who participate in this process should achieve the following learning outcomes:

- Understand how the Code supports the goals and mission of the College;
- Understand the possible impact of their choices on their academic and personal success;
- Accept personal responsibility for the choices and decisions made and the impact of their behavior on the College community;

- Reflect on their ethical obligations as a student in the College community;
- Recognize the value of the student conduct process as an educational opportunity; and
- Identify ways to address their behavior so it does not negatively impact their educational goals or the community in the future.

Application of the Code of Conduct

The Code of Conduct shall be used to address student disciplinary offenses as referenced in this policy. The Code of Conduct applies to student conduct, which occurs at the College, in any of its facilities, on any of its grounds or at any College related activity regardless of location. Under certain circumstances, the Code may also apply to off-campus conduct. Each student shall be responsible for their conduct from the time of admission through the actual awarding of a degree, before classes begin and after classes end, and during periods between terms of actual enrollment. The Code of Conduct shall apply to a student's conduct even if the student withdraws from the College while a discipline matter is pending.

Discrimination, Sexual Harassment, and Sexual Violence

This Code shall not be used to address complaints of discrimination, sexual harassment and sexual violence, including Title IX offenses, such as rape, sexual assault, domestic and dating violence and stalking. Those complaints shall be investigated according to the College's Policy on Affirmative Action, Equal Opportunity and Diversity by the College's Affirmative Action Officer or Title IX Coordinator. For more information, please contact the College's Affirmative Action Officer or Title IX Coordinator.

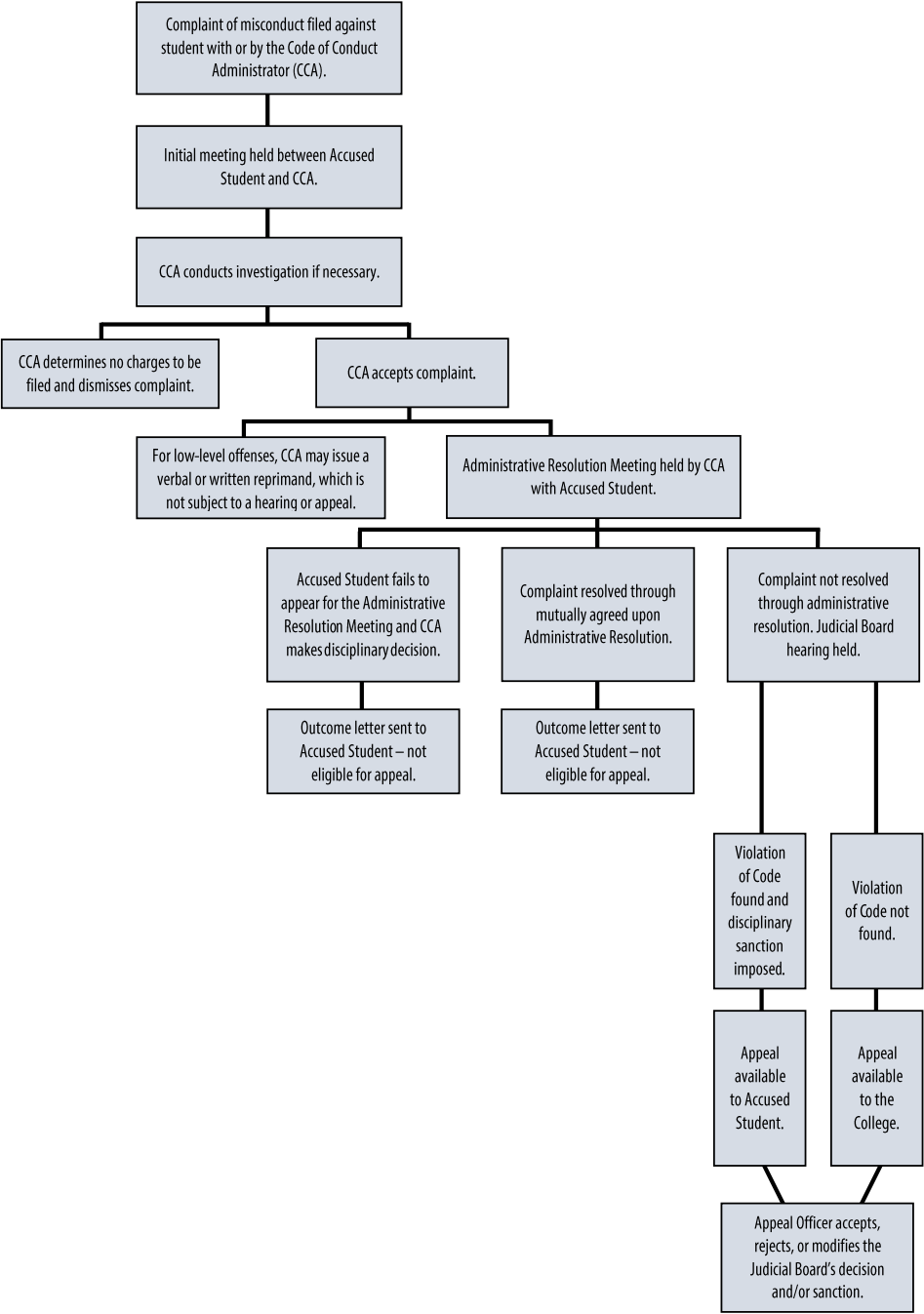
Definitions

Accused Student – The student who is alleged to have violated the Student Code of Conduct.

Administrative Resolution – A resolution of a complaint, which is mutually agreed upon by the CCA and the Accused Student. An Administrative Resolution shall be put in writing by the CCA, signed by the CCA and the Accused Student and maintained in a student's disciplinary file. An Administrative Resolution shall result in an Accused Student waiving their right to a Judicial Board hearing or Appeal.

Appeals Officer – The College's senior administrator responsible for student affairs or designee.

Overview of Code of Conduct Disciplinary Process



Code of Conduct Administrator (CCA) – The College official charged with the responsibility of administering the College's Student Code of Conduct. A member of the Massachusetts Community College Council (MCCC) shall not be selected to serve as the CCA.

College Property – Includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College, including adjacent streets and sidewalks.

Complaint – An allegation of a violation of the Code of Conduct, which is filed with or by the CCA.

Day – Shall mean a calendar day. The number of days indicated at each level shall be considered as a maximum. All reasonable efforts shall be made to expedite the process, but the CCA may extend the time limits at their discretion with notice to both parties in writing, including for inclement weather and/or College closures.

Judicial Board – Members of the College community selected by the CCA to conduct a hearing when it has been determined by the CCA that a violation of the Student Code of Conduct may have occurred. Members of the Judicial Board shall act in a fair and impartial manner.

Preponderance of Evidence – The evidentiary standard used in resolving a complaint filed under this Code's Disciplinary Process. The standard is met if the proposition is more likely to be true than not true (i.e.; more probable than not). Effectively, the standard is satisfied if there is greater than 50 percent chance that the proposition is true.

Sanctions – Disciplinary sanctions under this policy shall include, but are not limited to:

- a. **Verbal Reprimand** – The lightest form of disciplinary action. A verbal warning may be documented in writing.
- b. **Written Reprimand** – An official written notice to a student that their conduct is in violation of College rules or regulations and will not be tolerated.
- c. **Restrictions/Loss of Privileges** – Restriction or loss of privileges as a student for a specified period of time, including but not limited to: attending College classes, events and/or activities; accessing College property or specifically designated areas; or participating in College organizations.
- d. **Community Service** – A student may be required to perform community service as a condition of attendance at the College.

- e. **Educational Sanction** – A student may be assigned an educational sanction, including but not limited to: preparing a reflection paper or apology letter, developing and presenting an educational seminar, participating in training programs, meeting with academic counselors, and/or researching and proposing alternative educational sanctions.
- f. **Restitution** – The assessment of financial charges or other forms of recompense for any damage or loss incurred by the College or any members of the College community.
- g. **Probation** – A student's status at the College is in jeopardy due to one or more violations of the Code of Conduct. Probation is a more severe sanction than a reprimand. For the duration of a stated probationary period, a student must comply with College rules and regulations or other stipulated conditions or requirements. Unless expressly authorized by the CCA, a student on probation may not represent the College in any context, run for or hold office in any student organizations or participate in intercollegiate athletic teams, intramural programs, or any student clubs or organizations.
- h. **Suspension** – Temporary removal from the College or a program, without financial reimbursement, for a specified period of time. A suspended student may not enter College property and loses all privileges to participate in any College activities.
- i. **Expulsion** – Permanent separation from the College or a program without financial reimbursement. An expelled student may not be readmitted to the College or a program and a notation of expulsion from the College may be placed on the student's official College transcript.

Student – Includes all persons enrolled in courses at the College, both full-time and part-time, credit and non-credit. Persons who are not officially enrolled for a particular term but who have a continuing academic relationship with the College are considered "students."

Disciplinary Offenses

A student shall be subject to disciplinary action under this policy for engaging in acts including, but not limited to:

1. Physical violence and/or threats of physical violence.
 2. Any conduct that threatens and/or endangers the health or safety of any person.
 3. Creating or false reporting of bombs or other dangerous devices.
 4. Extortion - The use, or the express or implicit threat of the use, of violence or other criminal means to cause harm to person, reputation, or property as a means to obtain property from someone else without their consent.
 5. Unauthorized use of fire alarm or fire equipment.
 6. Unauthorized or illegal gambling.
 7. Hate crimes as defined under state or federal law.
 8. Hazing as defined under state or federal law.
 9. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
 10. Conduct resulting in a violation of the College's Computer/Technology Acceptable Use policies, Email and Social Media policies and/or related Information Technology Resource policies.
 11. Failure to comply with the directions of a College official or law enforcement officer acting in the performance of their duties, including failure to identify oneself when requested to do so.
 12. Use, possession, manufacturing, or distribution of alcoholic beverages, or controlled substances, including marijuana, heroin or narcotics except as expressly permitted by law. Public intoxication is prohibited
 13. Smoking any tobacco product or use of e-cigarettes, vaporizers or inhalers in violation of state law, including in any public buildings, and in any areas prohibited under College policy.
 14. Breach of peace; including disorderly, lewd, or indecent conduct, or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, by the College.
 15. Defacement or destruction of College or personal property
 16. Attempted or actual theft of College or personal property.
 17. Acting on or off-campus in a manner that substantially interferes with or disrupts the normal and/or safe operation of the College, including but not limited to disrupting or interfering in the educational process, including teaching, advising, research, administration, disciplinary proceedings, public service or other College activities or functions.
 18. Verbal or physical harassment or intimidation.
 19. Any unauthorized use of electronic or other devices to make an audio or video recording of any person(s) while on College premises or participating in a College-related activity without the person's prior knowledge or without the person's effective consent due to intoxication, drug use, mental impairment or other conditions that may impair a person's ability to convey effective consent. This includes, but is not limited to, surreptitiously taking pictures of another person in a locker room or restroom.
 20. Acts of dishonesty, including but not limited to the following:
 - a. Forgery, alteration, or misuse of any College document, record, or instrument of identification;
 - b. Furnishing false information to any College official, faculty member or office; or
 - c. Disrupting or tampering with the election of any College recognized student organization.
 21. Acts of academic dishonesty, including but not limited to the following:
 - a. Use of any unauthorized assistance in taking quizzes, tests, or examinations;
 - b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - c. The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; or
 - d. Plagiarism, which is defined as the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling
-

of term papers or other academic materials. Taking credit for work done by another person or doing work for which another person will receive credit. Copying or purchasing other's work or arranging for others to do work under a false name.

22. Abuse of the Disciplinary process, including but not limited to:
 - a. Falsification, distortion, or misrepresentation of information during the judicial process;
 - b. Disruption or interference with the orderly conduct of the judicial process;
 - c. Attempting to discourage an individual's participation in, or use of, the judicial process;
 - d. Attempting to influence the decision of a member of a Judicial Board prior to, and/or during the course of, the judicial proceeding;
 - e. Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board, College official, party to a complaint or witness participating in the judicial process;
 - f. Failure to comply with the sanction(s) imposed under the Code of Conduct;
 - g. Influencing or attempting to influence another person to commit an abuse of the judicial process; or
 - h. Knowingly filing a false complaint under the Code of Conduct.
23. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises.
24. Unauthorized solicitation, including but not limited to sale of goods and services for personal profit.
25. Unauthorized activity that constitutes forgery.
26. Violation of state or federal laws not otherwise enumerated herein.
27. Violation of any College policies, rules, or regulations published in written copy or available electronically on the College's website.

Discipline for Disruptive Conduct

Disrupting or interfering in the educational process in a class (or clinical site), is prohibited under this policy. If a student engages in disruptive conduct a faculty member or other College employee

may address and resolve the matter informally without filing a complaint under the Code, including temporarily removing the disruptive student from a class (or clinical site). On the first occasion when a student is removed, the faculty member or other College employee is strongly encouraged to notify the CCA. In all subsequent cases of removing the same student from a class (or clinical site), the faculty member or other College employee shall notify the CCA. A faculty member or other College employee may seek assistance from Public Safety if necessary to remove a student. A student may not be permanently removed from a class (or clinical site) for a conduct-related offense except upon referral to the CCA of a complaint for administration under this policy. The CCA can exercise their discretion to allow the accused student to attend class (or clinical site) during the disciplinary process upon consultation with the faculty member and the Chief Academic Officer or their designee.

Discipline for Academic Dishonesty

This policy recognizes the right of faculty to manage their class, including addressing directly with students issues of academic dishonesty. When academic dishonesty is suspected, a faculty member may choose to issue a failing grade. If the student believes that there is substantial evidence of error or injustice associated with that grade, the student may file a grievance under the Student Grievance Procedure's Grade Appeal Process. Alternatively, a faculty member may choose not to issue a grade, but rather refer the matter directly to the CCA for administration under this policy. However, where the issuance of a failing grade by a faculty member for academic dishonesty will result in a student's dismissal from a program (for example in nursing and other health care programs), the charge of academic dishonesty shall be directly referred to the CCA for administration under this policy, which shall be completed, where practicable, within thirty (30) days.

Off Campus Behavior

The College reserves the right to take disciplinary action against a student for off-campus conduct when such conduct adversely affects the College community, poses a threat of harm to the College community; interferes with the College's pursuit of its objectives and mission, and/or if a student is charged with violating state or federal law. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Interim Measures

Under certain circumstances during the Code of Conduct process interim measures may be imposed by the CCA including, but

not limited to: no-contact orders, restriction/loss of privileges or interim suspension. The College reserves the right to issue an interim suspension when it reasonably concludes that a student:

- a. Poses a threat to others;
- b. Poses a threat to College property or equipment;
- c. Substantially disrupts or interferes with the normal operations of the College;
- d. Engages in off-campus conduct that adversely affects the College community; and/or
- e. Is charged with a crime in violation of state or federal law.

During an interim suspension, a student is prohibited from entering upon any College property and participating in any College activities.

Code of Conduct Disciplinary Process

The Disciplinary Process is initiated once a complaint is filed against a student by a member of the College community or by the CCA. This policy is not intended to prevent members of the College community from attempting to resolve matters informally. Failure to cooperate with the College's investigation of an alleged Code of Conduct violation, including failing to appear for an Administrative Resolution meeting or a Judicial Board Hearing will result in discipline of the Accused Student by the CCA and a forfeiture of their rights to a hearing or appeal.

1. Disciplinary Process

- a. All complaints under the Code of Conduct shall be filed with or by the CCA.
- b. When the CCA files or receives a complaint alleging that a student has acted in a manner which may be in violation of the Code, the CCA initiates the disciplinary process by meeting with the Accused Student, putting them on notice of the alleged violation and providing them an opportunity to respond to the allegations. The CCA may conduct further investigation if necessary. Under certain circumstances during the Code of Conduct process interim measures may be imposed by the CCA including, but not limited to: no-contact orders, restriction/loss of privileges, or interim suspension, in a manner consistent with this Code.
- c. If the CCA determines that a violation exists, three procedural options are available.
 - i. **Verbal or Written Reprimand** - For

low-level offenses, the CCA may issue a verbal or written reprimand to the Accused Student. Reprimands shall not be subject to a hearing before a Judicial Board or an appeal.

ii. **Administrative Resolution** - An Administrative Resolution is reached only upon the mutual agreement of the CCA and the Accused Student. By accepting an Administrative Resolution, the Accused Student waives their right to a hearing before the Judicial Board or an appeal. If the CCA and the Accused Student cannot agree on an Administrative Resolution the matter proceeds to a Judicial Board hearing. Failure by the Accused Student to appear for an Administrative Resolution meeting with the CCA will result in discipline of the Accused Student by the CCA and a forfeiture of their rights to a hearing or appeal.

iii. **Judicial Board Hearing** - When an Administrative Resolution cannot be reached, the CCA shall refer the alleged violation to a Judicial Board for a hearing. Please see Section 2 below for Judicial Board Hearing rules.

2. Judicial Board Hearing

- a. A hearing with the Judicial Board shall be scheduled by the CCA not later than thirty (30) days following an Accused Student's request for a hearing. If no hearing is requested, the hearing shall be scheduled by the CCA no later than thirty (30) days from the date of the Administrative Resolution meeting.
- b. A written Statement of Charges shall be presented to the Accused Student not less than five (5) days prior to the hearing.
- c. A Judicial Board hearing is an administrative hearing. The rules of evidence do not apply.
- d. In a matter involving more than one Accused Student, the Judicial Board may permit at its discretion individual hearings for each Accused Student.
- e. The Accused Student has the right to be accompanied by any advisor of their own choosing and at their own expense. The advisor may be another student, faculty member, administrator or an attorney. The advisor may not otherwise be involved in the proceedings. An advisor's role is limited to advising the Accused Student directly and discretely. An advisor is not permitted to participate directly in the hearing.

3. Conduct of Hearing

- a. A hearing is normally conducted in private.
- b. There shall be a record created of all hearings. The record shall be the property of the College.
- c. All procedural questions are subject to the final decision of the Judicial Board.
- d. Admission of any person(s) to the hearing shall be at the discretion of the Judicial Board.
- e. A hearing shall proceed as follows:
 - The CCA presents the Statement of Charges on behalf of the College. The CCA may present documents, materials and/or witnesses in support of the Statement of Charges.
 - Accused Student responds to the Statement of Charges. The student may present documents, materials and/or witnesses in response to the Statement of Charges.
 - Following the parties' presentations, the Judicial Board may question each party, their witnesses and/or review all information presented. The Judicial Board has the discretion to request additional documents, materials or information from either party.
 - While direct cross-examination by the parties is not permitted, each party will be given the opportunity to question the other by presenting questions through the Judicial Board. If the Judicial Board determines a question is relevant, the other party will be asked to respond.
 - The Judicial Board shall have a final opportunity to question the parties.
- f. After the hearing, the Judicial Board shall determine by majority vote whether the Statement of Charges has been proven.
- g. A Judicial Board's decision shall be based on a preponderance of evidence standard.
- h. Within fifteen (15) days of the conclusion of a hearing, the Judicial Board shall issue a written decision outlining its findings and disciplinary action, if any, to the parties.

4. Sanctions

A student found in violation of the College's Code of Conduct shall be subject to sanctions, including but not limited to:

- a. Verbal or Written Reprimand
- b. Restrictions/Loss of Privileges
- c. Community Service
- d. Educational Sanction
- e. Restitution
- f. Probation
- g. Suspension
- h. Expulsion

A student who violates the Code of Conduct while serving any of the above sanctions shall be subject to further discipline, up to and including expulsion. The intent of the College is to impose sanctions in a progressive manner, beginning with the least punitive sanction. However, depending on factors, such as the nature and severity of a student's violation and/or prior disciplinary history, the College reserves the right to impose any of the above-referenced sanctions at any time.

5. Appeal

- a. Within five (5) days of receiving the Judicial Board's decision, either the CCA or the Accused Student may appeal the Judicial Board's decision to the College's Appeals Officer.
- b. An appeal must be in writing and be based on a credible claim that: the hearing was not conducted in conformity with the Code of Conduct; the decision was not supported by a preponderance of the evidence presented; the sanction imposed was not appropriate in light of the Judicial Board's decision; or new evidence exists, which was not presented at hearing because it was not reasonably known to the Accused Student at that time, and which is sufficiently relevant such that it could alter the Judicial Board's decision.
- c. The Appeals Officer shall issue a written decision within ten (10) days of receiving the appeal. The Appeals Officer may accept, reject or modify the Judicial Board's decision or sanction.
- d. The Appeals Officer's decision shall be final.
- e.

STUDENT GRIEVANCE PROCEDURE

Policy Goal: Conflict Resolution

Before invoking the Student Grievance Procedure, a reasonable effort shall be made by those involved in a dispute to resolve it amicably. A dispute is most effectively handled and resolved by those closest to the problem, having the best understanding of the issues, and having the ability to formulate a mutually acceptable resolution. Therefore, it is in the best interest of the student, the potential subject of a grievance, and the College to resolve disputes through open and cooperative dialogue. Only when such efforts are unsuccessful should the Student Grievance Procedure be invoked. Throughout all phases of the Student Grievance Procedure, all reasonable efforts shall be made to maintain confidentiality in accordance with applicable law.

Definitions

Complaint – The informal, unwritten stage of an allegation of mistreatment.

Grievance – A written complaint filed by a student with the person designated by the President as the Student Grievance Officer specifically alleging an abridgment of his or her rights as a student.

Grievant – The student or students filing the complaint or grievance. The Grievant must have been a registered student of the College at the time of the alleged mistreatment.

Responding Party – The person against whom a complaint or grievance is directed.

Student Grievance Officer – A College employee assigned responsibility for administering the Student Grievance Procedure, including the maintenance of specified records. The Student Grievance Officer shall ordinarily be the Senior Student Officer. If this individual is the person against whom the grievance is filed, the President shall designate another College official to act as the Student Grievance Officer.

Time – The number of days indicated at each level shall be considered as a maximum. All reasonable efforts shall be made to expedite the process, but the President or their designee may extend the time limits in extenuating circumstances with notice to

both parties in writing, or by mutual written agreement between the Grievant and the Responding Party.

Day – As used in this policy, shall mean a calendar day.

Senior Officer – Senior level employee who reports to the President for the Responding Party's work area.

Instructional Period – The academic semester, summer session or intersession when a Grievant knows or should have known of a grievable act or inaction. The Instructional Period shall end on the last day of final exams.

Utilizing the Student Grievance Procedure

The Student Grievance Procedure may be used by a student to address complaints concerning the alleged abridgment of the student's rights, as stated in the College's Student Handbook and/or Policy Guide.

The student Grievant or the Responding Party may consult with the Student Grievance Officer at any time. The College's Student Grievance Officer is the Dean of Students.

The Student Grievance Procedure may not be used for complaints alleging sexual harassment, discrimination or sexual violence. When a student believes that they have been discriminated against due to their race, creed, religion, color, sex, sexual orientation, age, disability, veteran status, genetic information or national origin, the College's Complaint Procedure is a mechanism for resolution. The College's Affirmative Action Complaint Procedure is contained in the College's Policy on Affirmative Action, Equal Opportunity & Diversity, www.massasoit.edu, or contact the Title IX Coordinator, Yolanda Dennis, Office of Diversity and Inclusion, 508-588-9100, x1309, Brockton Campus, Administration Building, Room 219, ydennis@massasoit.mass.edu, or the Associate Dean of Students & Deputy Title IX Coordinator, Joseph DiMaria, 508-588-9100, x1417, Brockton Campus, Student Center, Room 208A, jdimaria@massasoit.mass.edu.

If a complaint involves a grade dispute, a student shall process the complaint in accordance with the Student Grievance Procedure, even if the student alleges that a grade was improper because of discrimination.

At any Level of the Student Grievance Procedure, either party may request mediation by contacting the Student Grievance Officer. Mediation shall be mutually agreed upon, and not unreasonably refused by either party. The Student Grievance Officer shall select an impartial mediator who shall be mutually agreed upon and not unreasonably refused by either party, make the arrangements, determine the timetable for the mediation process, and inform the parties of the timetable in writing. Where practicable, a mediation session shall be conducted no later than thirty (30) days after

requested and agreed to by the parties. The purpose of mediation is to resolve the dispute to the satisfaction of both parties. If a resolution cannot be achieved, the Grievant may proceed with the Grievance Process. A claim of physical or sexual assault shall not proceed under the Student Grievance Procedure. A student claiming physical or sexual assault by an employee of the

College shall report the incident to the College's Police Department and/or the Director of Human Resources. A student claiming physical or sexual assault by another student or an employee claiming physical or sexual assault by a student shall report the incident to the College's Police Department and/or the Dean/Vice President of Student Services.

Further, in matters involving physical or sexual assault, students and employees are strongly encouraged to report the incident to the local authorities.

Except under extenuating circumstances, as determined by the President or their designee, failure by either party to comply with the Student Grievance Procedure during the course of a grievance shall result in the waiving of the noncompliant party's rights under the Procedure.

Level One - Informal Procedure

This is the informal stage where most complaints are resolved. The Grievant and the Responding Party should consult with the Student Grievance Officer at this time.

A student grievant initiates the informal phase of the grievance process. The Grievant shall first present their complaint orally and informally to the Responding Party. This shall be done in a reasonable period of time, not exceeding thirty (30) calendar days following the instructional period when the grievant knew or should have known of the grievable act or inaction.

The Responding Party must respond to the Grievant's complaint within ten (10) days. Though this phase of the process is informal, the parties may present their positions in writing. If the matter is not resolved informally within ten (10) calendar days from the date a response to the complaint was due, the Grievant may proceed to Level Two.

Level Two - Formal Procedure

Prior to filing a written grievance at Level Two, a Grievant must consult with the Student Grievance Officer. The Responding Party should also consult with the Student Grievance Officer at this phase of the process.

L2 - Step One

The Student Grievance Officer shall notify the parties in writing when a complaint is not resolved informally at Level One.

The Grievant may, within ten (10) calendar days after receipt of the Student Grievance Officer's written notice, file with the Student Grievance Officer a formal written grievance. The grievance shall contain the following information: the name and title of the person(s) against whom the grievance is directed, a statement of all known facts, documents and materials supporting the grievance, a list of individuals who have information pertinent to the grievance, and the relief sought by the Grievant. All supporting documents, if any, shall be attached to the grievance as part of the grievance. The grievance shall also state the date it is filed and that it is being filed at Level Two, Step One.

The grievance may be filed with the Student Grievance Officer by regular mail, certified mail, or by hand. Thereafter, the Student Grievance Officer shall deliver the grievance, and all supporting documents, if any, to the Responding Party within five (5) calendar days. If the Responding Party is unavailable at the time the grievance is filed, the Student Grievance Officer shall use reasonable means to deliver the grievance within a reasonable period of time.

The Responding Party shall forward a written Level Two, Step One response to the Student Grievance Officer within ten (10) calendar days of their receipt of the grievance. The Student Grievance Officer shall deliver the written response to the Grievant within five (5) calendar days of receipt.

L2 - Step Two (Supervisor Level)

If the grievance is not resolved to the satisfaction of the Grievant within ten (10) calendar days after their receipt of the Step One response, or if no written response is submitted, the Grievant may within ten (10) calendar days after the written response was received or due, request the Student Grievance Officer to forward the written grievance and response, if any, to the supervisor of the Responding Party, with a copy to the Senior Officer of the work area of the Responding Party.

The supervisor shall investigate the grievance and confer with the Senior Officer. The supervisor shall forward their written decision to the Student Grievance Officer within ten (10) calendar days after receipt of the Step Two grievance. Thereafter, the Student Grievance Officer shall deliver the decision to the Grievant and the Responding Party within five (5) calendar days.

At any time before the issuance of the supervisor's Step Two decision, the Senior Officer may request that the parties meet to discuss the issue and attempt to resolve it.

Grade appeals do not go beyond this step (Level Two, Step Two) per the section on Grade Appeals.

Either party to a grievance may raise no new issues or allegations after Step Two.

L2 - Step Three (Student Grievance Committee Level)

If the grievance is not resolved to the satisfaction of the Grievant within the period allowed at Level Two, Step Two, the Grievant may request a hearing before a Student Grievance Committee. Such a request must be in writing and presented to the Student Grievance Officer within ten (10) calendar days from the issuance of the Supervisor's Level Two, Step Two decision.

Within ten (10) calendar days of the Student Grievance Officer's receipt of the Grievant's request for a hearing, the Student Grievance Officer shall arrange a hearing before a Student Grievance Committee.

The Student Grievance Officer shall use reasonable efforts to schedule the hearing at a time mutually convenient to the parties. At least twenty-four (24) hours prior to the hearing, the Student Grievance Officer shall provide each member of the Committee and all parties to the grievance with copies of the grievance, responses to the grievance, decisions issued, and all relevant supporting documentation and materials. The Committee's make-up and hearing rules are discussed later in this policy. The Committee shall deliver its findings and recommendations to the Student Grievance Officer within ten (10) calendar days following the hearing. A copy of the Committee's findings and recommendations shall be delivered to the Grievant, the Responding Party, and the President or their designee, within five (5) calendar days of receipt.

Within ten (10) calendar days of the President's receipt of the Committee's findings and recommendations, the President or their designee shall issue a written statement accepting, modifying or rejecting the Committee's recommendations.

The decision of the President, or their designee, shall be final and binding on all parties.

Grade Appeals

Complaints or grievances filed in connection with assigned grades represent a special case within the grievance procedure. Grading reflects careful and deliberate assessment of a student's performance by the instructing professional(s). As such decisions are necessarily judgmental, the substance of those decisions may not be delegated to the grievance process. Nevertheless, the College recognizes that in rare cases the process of grading may be subject to error or injustice.

Except as otherwise provided by separate appeals procedures for clinical programs as approved by the President of the College, a student who alleges an error or injustice in the grading process may file a grievance under the Student Grievance Procedure. A grade appeal grievance shall proceed no further than Level Two, Step Two.

For purposes of a grade appeal, the Senior Academic Officer of the College, or their designee, shall serve as the Student Grievance Officer throughout the grade appeal process.

If the faculty member who assigned the challenged grade is no longer employed by the College or is not available within the timelines specified (see "Time" definition), the student may initiate their Level One complaint with the chief administrator of the appropriate instructional division (who shall be identified by the Senior Academic Officer).

If at any level substantial evidence of error is produced, the grading process may be remanded to the instructor of record for reassessment. If the instructor of record is no longer available, the chief administrator of the appropriate instructional division or their designee shall instead reassess the grading process.

Membership of the Student Grievance Committee

The composition of the College's Student Grievance Committee shall consist of five members: one student, one unit professional, one faculty member, one nonunit professional, and one unit classified employee.

The President or their designee shall appoint each member from among the recommendations submitted by the Student Grievance Officer.

Service on a Committee shall be voluntary, provided that a member who has a personal interest in the particular grievance shall be ineligible to serve on a Grievance Committee. All College employees serving on a Student Grievance Committee, and acting within the scope of their official duties on the Committee, shall be covered to the full extent provided under Massachusetts General Laws, Chapter 258, including, the indemnification provision contained in M.G.L., Chapter 258, Section 9.

All Student Grievance Committee members, as well as all others in attendance at a student grievance proceeding, shall maintain the confidentiality of the proceedings. The Student Grievance Officer shall attend all committee hearings, but shall not vote.

The Student Grievance Procedure may not be used for complaints alleging sexual harassment, discrimination or sexual violence. When a student believes that they have been discriminated against due to their race, creed, religion, color, sex, sexual orientation, age, disability, veteran status, genetic information or national origin, the College's Complaint Procedure is a mechanism for resolution. The College's Affirmative Action Complaint Procedure is contained in the College's Policy on Affirmative Action, Equal Opportunity & Diversity, www.massasoit.edu, or contact the Title IX Coordinator, Yolanda Dennis, Office of Diversity and Inclusion, 508-588-9100,

x1309, Brockton Campus, Administration Building, Room 219, ydennis@massasoit.mass.edu, or the Associate Dean of Students & Deputy Title IX Coordinator, Joseph DiMaria, 508-588-9100, x1417, Brockton Campus, Student Center, Room 208A, jdimaria@massasoit.mass.edu.

Guidelines for Committee Hearings

The following guidelines provide the framework for conducting a Student Grievance Committee Hearing:

1. Prior to the hearing, the newly impaneled Committee shall meet to elect a Committee Chairperson. The Chairperson shall be selected by simple majority vote.
2. The Chairperson on the Committee shall be responsible for conducting the hearing and drafting the decision of the Committee, but shall vote only in the event of a tie.
3. All hearings shall be closed and deliberations of the Committee shall be confidential and conducted in private.
4. The Grievant and the Responding Party shall be in attendance at the hearing. Each party may be accompanied by an advisor at the hearing. The advisor, however, may not participate in the hearing or question witnesses. Either party may at anytime during a hearing consult in private with their advisor.
5. Witnesses may be asked by the Committee to remain outside of the hearing room until they are called to testify.
6. The Grievant will address the Committee first. The Grievant will state the nature of their grievance and may present relevant evidence and/or witnesses in support of the grievance.
7. The Responding Party may respond to the Grievant's complaint and present relevant evidence and/or witnesses in opposition to the grievance.
8. Once the parties have presented their respective positions, the Committee may question the parties and/or witnesses.
9. After the Committee has questioned the parties, each party will be given the opportunity to question the other party and their respective witnesses. All questions must be directed through the Committee. If the Committee determines that a question is relevant to the grievance, the party or witness to whom it is addressed will be asked to respond.
10. Following the parties' questioning of each other, the Committee will have another opportunity to question the parties and witnesses.
11. Hearings before the Committee shall not be subject to the

formal rules of evidence. In all cases, the hearing shall be conducted in a fair and impartial manner.

12. If a party to a grievance fails to appear for a scheduled hearing, the Committee has the discretion to proceed with the hearing and issue its findings and recommendations in the party's absence.
13. The decision of the Committee shall be based on the relevant evidence presented at the hearing. The decision shall be in writing and include: a list of all documentary evidence and witnesses presented; a summary of the testimony offered by both parties and their respective witnesses; the findings of the Committee and its recommendations.

Copies of the decision and recommendations of the Student Grievance Committee shall be forwarded by the Student Grievance Officer, to the Grievant, the Responding Party, and the President or their designee.
14. When deciding upon a grievance, the Committee shall consider whether a finding against the Responding Party is fundamentally fair and reasonable under the circumstances and in accordance with applicable College rules and procedures.

Withdrawal

A student may withdraw their complaint or grievance at any time. Withdrawal must be accomplished in writing or by oral agreement confirmed in writing.

Reprisals

No member of the College community shall retaliate or threaten to retaliate against, interfere with, restrain, or coerce any student in the exercise of their rights under the Student Grievance Procedure or their participation in any grievance proceedings.

Collateral Rights of Person Grieved by Student

If the recommendations made at any level of the grievance procedure result in sanctions against a college employee, the sanctions shall be regarded as administrative actions subject to all conditions of applicable collective bargaining agreements and College or Board of Higher Education personnel policies.

Alternative Forums

Filing a grievance in accordance with the Student Grievance Procedure in no way abrogates a student's right to file a complaint with an appropriate state or federal agency or in another forum.
