



**2019-2020**

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# QUINCY COLLEGE

**STUDENT HANDBOOK & ACADEMIC CALENDAR**

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## **THE MISSION OF THE COLLEGE**

Quincy College is an open access institution that encourages academic achievement and excellence, diversity, economic opportunity, community involvement, and lifelong learning. The College facilitates valuable learning relationships that inspire students to realize their educational and professional futures.

## **VALUES**

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

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

## **ABOUT THIS HANDBOOK**

The Quincy College Student Handbook serves as a student guide for available services, and provides a summary of important college policies. Full details of all college policies and procedures are found at <https://quincycollege.edu/policy-manual/>

The handbook is intended to supply accurate information to you. However, the college may revise any content in this publication at any time without publishing a revised version. This publication should not be considered a contract between the student and Quincy College.

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## **NON-DISCRIMINATION STATEMENT**

*In accordance with federal civil rights law, Quincy College does not discriminate in its education programs and activities on the basis of race, color, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, physical and/or mental disability, age, religion, medical condition, veteran status, marital status, genetic information, or any other characteristic protected by institutional policy or state, local, or federal law. The requirements of non-discrimination in educational programs and activities extends to employment and admission. The following persons have been designated to handle inquiries regarding the non-discrimination policies, including Title IX and Section 504, relative to student matters is Susan Bossa, AVP for Student Development, sbossa@quincycollege.edu and Title IX, Section 504, and Title VI relative to employee related matters is Jessica Cherry Esq., General Counsel, jcherry@quincycollege.edu.*

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## COLLEGE LOCATIONS:

### **Quincy Campus:**

**Presidents Place: 1250 Hancock St.**

**Saville Hall: 24 Saville Ave.**

**Public Transportation:** The Quincy Center Campus is accessible by the MBTA. It is located near the Quincy Center Station which is served by the Red Line and various bus routes (schedules and fares can be located on the MBTA.com website). When you reach the Quincy Center Station, you will cross Hancock St. to Presidents Place. Saville Ave. is located to the left of Presidents Place. Saville Hall is approximately ½ way down the street on the left side.

**From I-93 (North):** Take Exit 12 (Neponset/Quincy) and follow the bridge over to Hancock Street. Take a right before the lights onto Newport Avenue and follow for 2.1 miles. Take a left onto Adams Street. Adams Street merges onto Hancock Street. Take the third left onto Saville Avenue. Presidents Place and Presidents Place Garage is on the right. Saville Hall is on the left.

**From I-93 (South/Route 3):** Take the Quincy Center exit and follow Burgin Parkway to the fifth traffic light. Take a right on Granite Street, then the first left onto Hancock Street in Quincy Center. Follow the rotary at the Church of the President's 1/4 of the way. Turn left at the lights. Take the first right onto Saville Avenue. Presidents Place and Presidents Place Garage is on the right. Saville Hall is on the left.

**From Route 3A (South):** Follow route 3A (the Southern Artery) to Coddington Street (across from the Quincy Police Station on Sea Street). Turn left onto Coddington Street for two blocks. Take a right onto Hancock Street at Presidents Place. Take first right onto Saville Avenue. Presidents Place and Presidents Place Garage is on the right. Saville Hall is on the left.

**Parking:** Quincy College has limited parking for students in the Presidents Place garage. Students must purchase a parking permit each semester from the Registrar's Office. Parking permits are available on a first come, first served basis each semester. A parking permit does not guarantee a space and students parking in spots reserved for other purposes in the garage can be ticketed or towed. Parking at Saville Hall is for faculty and staff only.

### **Plymouth Campus: 36 Cordage Park**

**Public Transportation:** The Plymouth Campus is available by the MBTA Commuter Rail (Old Colony Line) and is located at the Plymouth Station stop (schedule and fares can be located on the MBTA.com website). It is also served by the GATRA bus line (schedules and fares can be located on the gatra.org website).

### **TO REACH PLYMOUTH CAMPUS:**

**From the North:** Follow 93 South to MA-3 South toward Braintree/Cape Cod. Take Exit 9 (RT-3A) Kingston/N. Plymouth. At top of off-ramp, take a left toward North Plymouth. Follow 3A. Turn left at first set of lights into Cordage Commerce Center. Bear right and follow the signs for Quincy College. End at 36 Cordage Park, Suite 228.

**From the South:** Follow MA-3 North toward Braintree. Take the Smith Lane exit (Exit 8) toward Rocky Nook. Turn right at Crescent St. Turn right at RT-3A. Turn left at Cordage Commerce Center. Bear right and follow the signs for Quincy College. End at 36 Cordage Park, Suite 228.

**From the West:** Take US-44 East to Commerce Way exit to Cherry St. / N. Plymouth. Turn left at Commerce Way. Turn right at Nicks Rock Rd. Continue on Cherry St. Turn left at Court St. / RT-3A. Turn right at Cordage Commerce Center. Bear right and follow the signs for Quincy College. End at 36 Cordage Park, Suite 228.

**Parking:** The Plymouth Campus offers free parking and no permit is needed.

## **WELCOME FROM THE PRESIDENT**

Since 1958, Quincy College's singular focus on providing our diverse student body with educational opportunities remains unchanged. Our talented and dedicated professional educators care deeply about our students and the College's diverse academic programming is among the finest offered by any community college in the Commonwealth.

Quincy College remains a NECHE-accredited institution that offers 36 associate degree programs and 27 certificate programs in a variety of disciplines, offering online learning and on-campus opportunities.

Outside of the classroom, it is my hope that you will participate in our vibrant student life of over 25 student clubs and organizations, led by student leaders, dedicated faculty, and Quincy College staff. We are invested in every facet of your college experience.

Quincy College with campuses located in the heart of Quincy Center and in the historic Cordage Park Rope Factory in Plymouth is intrinsically connected to the communities we serve. Two cities rich in our nation's history are home to one College. From the Mayflower to the Adams Birthplace to the new Hancock-Adams Common, Quincy College is the educational hub of our historic cities and the focus of our bright future. Welcome to Quincy College.

Sincerely,

President Michael G. Bellotti

## **WELCOME FROM THE ASSOCIATE VICE PRESIDENT FOR STUDENT DEVELOPMENT**

Welcome to all our new and returning students! Quincy College's faculty and staff are dedicated to helping you succeed in your educational and professional goals. We invite you to take advantage of the curricular and co-curricular educational programs offered here on campus. Through these programs, you can develop important skills for your educational, personal, and professional life, and you will encounter fellow students from over 90 countries, from all regions of the U.S., and from all over New England, giving you an opportunity to explore a global perspective in your classes and on campus. You can find out about future employment options in the career center, talk through your goals with our student success coaches, make an appointment with your academic advisor, and utilize our tutoring services, either in-house or online. Outside of class, our campus provides many places to relax and participate in student life. Visit our newly renovated modern libraries and student lounge spaces—the perfect spots to collaborate with classmates or study on your own. We hope you will use all of the resources offered to you as you move toward your goals. We believe in you and we are here for you!

### **Here are some tips that can contribute to your success at Quincy College:**

**Use Quincy College technology:** sign into the student portal for administrative information at [register.quincycollege.edu](http://register.quincycollege.edu). Sign onto canvas the student learning management system to locate requirements for each class. Always use your Quincy College email when communicating with faculty, staff and fellow students.

**Attend class:** Active participation in every class will enhance deep learning. Be sure to turn off your social media until class is over, so you won't be distracted.

**Get to know your professor:** Your professors want you to succeed. Email them, go to their office hours, or talk to your professors after class to get to know your professors and improve your academic performance.

**Find a study buddy:** Find someone in your class who you can count on to assist you with clarification on content or fill you in on course content if you miss a class. Click on "people" in your canvas class.

**Use QC resources:** Located on the Quincy College webpage under Student Services, this tab will lead you to the office you need to answer your questions and assist you. QC Resources will direct you to the offices of advising, financial aid, registrar, tutoring, career services, student accessibility services, student success coaching, and veteran services.

**Get involved:** Join a club/organization, join an athletic team, participate in the college Senate or a Senate committee, play music, write an article for our college newspaper or exercise your thespian skills in our drama club. Remember: students who actively engage in college succeed at a higher rate.

**Manage your time wisely:** Utilize a daily planner to balance your work and school obligations. Typically, students spend 2-3 hours of study time for each credit hour of class, so plan your work and then work your plan for optimal success.

**Take good care of yourself:** Take a walk, go to a yoga class offered on campus; choose a healthy diet for optimal brain power, and make sure to rejuvenate your body with enough sleep. A healthy student is a happy student. A happy student is a successful student. Your success is our mission.

Join us!

Yours in education,

Susan Bossa  
Associate Vice President for Student  
Development

## ACADEMIC CALENDAR SUMMARY 2019-2020

### FALL SEMESTER, 2019

New Faculty Orientations	Aug 29
Faculty Non-Instructional Days (3 days)	Aug 29, 30, Sep 3
Labor day-College Closed	Sep 2 (Wed)
Semester Begins	Sep 4
*Add and Drop Period	*Please see the ADD and DROP Policy attached
Columbus Day-College Closed	Oct 14
Veterans' Day-College Closed	Nov 11
Last day to withdraw to receive a grade of "W" for Traditional Courses (Flex courses please see Registrar Office).	Nov 15
Thanksgiving Recess begins Wednesday-classes end at 4PM (offices closed at 12:00PM Noon)	Nov 27
Thanksgiving Recess-College Closed	Nov 28, 29, 30
Semester ends	Dec 19
<b>Christmas Recess Begins</b>	Dec 24 (offices closed at 12:00PM Noon)
<b>Christmas College Closed</b>	Dec 25

### WINTER INTERSESSION, 2020

New Year's Day-College Closed	Jan 1
Intersession begins/ends	Jan 2-Jan 15 (makeup day Jan 16)
Add and Drop Period	Jan 2-Jan 3
Last day to withdraw to receive a grade of "W"	Jan 9

### SPRING SEMESTER, 2020

New Faculty Orientations	TBD
Faculty Non-Instructional Days (4 days)	Jan 15, 16, 17, 21
Martin Luther King, Jr. Day-College Closed	Jan 20
Semester begins	Jan 22 (Wed after MLK Day)
*Add and Drop Period	*Please see the ADD and DROP Policy attached
Presidents Day Holiday-College Closed	Feb 17
Spring Break (No Classes)	Mar 9-14; College Closed Mar 9, and Mar 13
Spring Holiday weekend-College Closed	April 10-11
Last day to withdraw to receive a grade of "W" for Traditional Courses (Flex courses please see Registrar Office).	April 17
Patriots' Day-College Closed	April 20
Convivium	May 13
Semester ends	May 18
Faculty Non-Instructional Days (4 days)	May 18-21
<b>Spring Nurses Pinning</b>	TBD
<b>Spring Commencement</b>	May 22
Memorial Day-College Closed	May 25

## ACADEMIC CALENDAR SUMMARY 2019-2020, continued

### **SUMMER SESSION I, 2020** (5 weeks)

Semester Begins	May 26
*Add and Drop Period	*Please see the ADD and DROP Policy attached
Last day to withdraw to receive a grade of "W"	Jun 19
Semester ends	Jun 29

### **Independence Day-College Closed**

Jul 4

### **SUMMER SESSION I, 2020** (10 weeks)

Semester Begins	May 26
*Add and Drop Period	*Please see the ADD and DROP Policy attached
Last day to withdraw to receive a grade of "W"	Jul 24
Semester ends	Aug 7

### **SUMMER SESSION II, 2020** (5 weeks)

Semester Begins	Jul 6
*Add and Drop Period	*Please see the ADD and DROP Policy attached
Last day to withdraw to receive a grade of "W"	Jul 24
Semester ends	Aug 6

### **SUMMER SESSION II, 2020** (10 days)

Semester Begins	Aug 10
*Add Drop Period	*Please see the ADD and DROP Policy attached
Last day to withdraw to receive a grade of "W"	Aug 18
Semester ends	Aug 21

## **STUDENT SERVICES:**

### **ACADEMIC ADVISING**

The Academic Advisors provide assistance to plan your academic schedule for any upcoming semester.

The office also welcomes walk-ins; students may stop in for academic advising to either take advantage of a one-on-one appointment or in our group advising sessions. Students with any questions or if you would like to request a time to meet with an advisor, call us at 617-984-1670 in Quincy or 508-747-0400 in Plymouth. Or email the office at [advising@quincycollege.edu](mailto:advising@quincycollege.edu).

### **ACADEMIC TUTORING**

The Learning Centers at Quincy College provide academic tutoring and support to help diverse learners from all backgrounds and abilities reach their academic goals by assisting students to become better learners and master academic material. The Learning Centers also offer services to improve academic skills such as writing in any subject area, reading comprehension and study skills. This *free* tutoring service is offered by professional and peer tutors in most subject areas, in one-on-one or small group sessions. The Learning Centers offer walk-in hours and appointments. View current schedules here:

<https://www.quincycollege.edu/student-services/tutoring/>

On the Quincy campus, the Nicastro Learning Center is located in Presidents Place Suite 325, 1250 Hancock Street, Quincy, MA. Contact by email [nlc@quincycollege.edu](mailto:nlc@quincycollege.edu) or call (617) 984-1664. The Plymouth Learning Center is located at 36 Cordage Park Circle, Plymouth, MA. Contact by email [plc@quincycollege.edu](mailto:plc@quincycollege.edu) or call (617) 984-1731.

**An official Quincy College student ID is required to access services at the Learning Centers.**

### ***Online Tutoring***

Quincy College offers Smarthinking online tutoring services to our students. Online tutors are available on a drop-in basis or by appointment to provide academic support in a variety of subjects including, but not limited to, Computer Science and Math,

Accounting and Economics, essay review and writing across the curriculum, Science, Allied Health and Spanish. Support is available for ESL students. Study aids are also available. Log into Canvas, select your academic class and find the Smarthinking link on the left-side menu. Every student begins with a credit of two hours of tutoring. For more hours, contact the Learning Center on your campus.

### **ATHLETICS**

The Quincy College Athletic Department provides competitive intercollegiate sports for our student-athletes. As a member of the National Junior College Athletic Association (NJCAA), Quincy College challenges our student-athletes to achieve personal excellence in both academics and athletics. Our NJCAA sports include Men's Soccer, Men's Basketball and Cross Country. Students interested in knowing more about our NJCAA intercollegiate programs can visit our website at [www.quincycollege.edu/athletics](http://www.quincycollege.edu/athletics). Students with questions should contact [athletics@quincycollege.edu](mailto:athletics@quincycollege.edu) or call 617-405-5987.

### **BOOKSTORE**

The Quincy College Bookstore is operated by Barnes and Noble College and provides all required and recommended textbooks for all courses offered at Quincy College. Many textbooks are offered with various purchasing options such as new, used, digital and rental. The bookstore also offers school supplies and college related material, such as electronics, backpacks, college apparel and gift items. The bookstore accepts MasterCard, Visa, Discover and American Express for credit card payment. Books and supplies can be ordered in person at the bookstore on either the Plymouth or Quincy Campus or online at <http://quincycollege.bncollege.com>.

### **CAREER SERVICES AND PLACEMENT**

Career Services provides a comprehensive approach to career counseling and advisement with a wide array of services, resources, workshops & events, and programs including: career planning, LinkedIn workshops, job search techniques, job placement, internships, resume writing and interviewing skills. Resources can be found on the department website

at [www.quincycollege.edu/departments/career-services](http://www.quincycollege.edu/departments/career-services). These resources include: A career self-assessment, Purple Briefcase, an online career network that allows students get access to job listings, career search tools, tips and more. For more information, please contact [careersevice@quincycollege.edu](mailto:careersevice@quincycollege.edu) or call the Quincy Campus, 617-984-1662.

### **FINANCIAL AID**

The Quincy College Financial Aid Office counsels students through the financial aid process and determines the financial aid available to eligible students based on the information provided in their FAFSA (Free Application for Federal Student Aid). Financial aid is available through federal and state grants, scholarships, loans and work study programs. Most students receive an aid package that combines several different types of assistance; however, it is important to remember that the amount of financial aid that students are eligible for may not cover all of the costs associated with their education. Students must apply for Financial Aid each academic year and should complete their financial aid application early and respond to all requests for additional information in a timely fashion. Outstanding financial aid requirements can be viewed on the Quincy College Portal. If you have any questions or would like to know more information, contact [financialaid@quincycollege.edu](mailto:financialaid@quincycollege.edu) or call 617-984-1620.

### **HEALTH INSURANCE FEE AND WAIVER**

Per Massachusetts State Law, all students who are enrolled in 9 or more credits in the fall or spring semester are required to have basic health insurance. Students who register for 9 or more credits are automatically charged a health insurance fee. If students have comparable health insurance, they can complete the waiver online for the College to remove these charges from the students' account. If you do not complete the waiver, the charges cannot be removed from your account. If you have any questions, contact the College Business Office at 617-984-1630

### **INFORMATION TECHNOLOGY**

The Information Technology department is responsible for the network administration of all Quincy College computer systems, including the QC Portal. Students needing assistance with their college portal log-on or password should contact IT through the support portal located at [ITsupport@quincycollege.edu](mailto:ITsupport@quincycollege.edu)

### **MY QC Portal**

All students must familiarize themselves with the QC portal in order to access academic and administrative information. Students use the portal for course information, financial aid, online registration, student email, campus clubs, events and other pertinent student information.

Students can access the QC Portal at <https://register.quincycollege.edu> or from the Quincy College homepage. To log into the portal, students will need to have their student ID number.

- Log in name: Student ID number
- Log in Password: Once accepted, student will receive your temporary password via email. For International students, the last 4 digits of the student ID number
- Students are encouraged to change their password for security reasons after their initial log in

### **Canvas**

Every class will have a web-based course area on Canvas, the College's learning management system. Canvas can be accessed by clicking on the Canvas Online Access button on the left menu bar of your QC Portal home page. Once you are in Canvas, click on the course title to access your course area. This area will include the course description, course syllabus, handouts or other information posted by your instructor, a list of assignments, and assignment grades. In addition, you can access the Library, Smarthinking, and other resources through Canvas.

### **Student Email**

All students are assigned a student email account. Email is accessed through the portal. When signing into the portal, students will see the link for student email on the left hand side. Please note that the

Quincy College student email is the official contact email for correspondence from the college administrative offices and faculty. It is the student's responsibility to check QC email frequently.

### ***Computer Laboratories***

Quincy College maintains computer laboratories at the Quincy and Plymouth campuses. Hours for open lab time for registered students are posted each semester. Students using the open labs are required to show a current student ID card, sign in and out of the lab and bring a flash drive to save documents. Students must obey all posted rules for computer labs and any instructions from the lab monitor.

Printer Kiosks are available for student use at both campuses. Students are asked to limit the time on these computers so others may also use them to print papers and assignments. Printing costs for the first fifty pages are free and ten cents per page for subsequent pages per semester. Students are required to log on with the portal user name and password to print. To add money to a print account, follow the instructions on the campus portal.

### ***Wi-fi***

There is wi-fi available for student use on both campuses. Log in information can be found on the Quincy and Plymouth campuses as well as the QC Portal. Students using the Quincy College wi-fi should not have an expectation of privacy. The college reserves the right to block any websites it deems inappropriate.

### ***Internet and Computer Use Policy (Policy 9.06)***

Quincy College provides Internet access to students, faculty, staff, and administration as part of its educational mission. When the Internet is used appropriately, it can provide a wealth of information and resources to supplement classroom learning. All Quincy College students, staff, and faculty must utilize the Internet appropriately on campus and on any and all Quincy College technology. To read the full policy:

[https://quincycollege.edu/content/uploads/Internet\\_Acceptable\\_Use\\_Policy.pdf](https://quincycollege.edu/content/uploads/Internet_Acceptable_Use_Policy.pdf)

## **INTERNATIONAL STUDENT SERVICES**

International Student Services provides support and services to all international students at Quincy College to make the transition to Quincy College as easy and enjoyable as possible. The office is responsible for advising students on immigration matters and oversees adherence to Federal requirements. If you are an international student, please contact the International Student Services office at [international@quincycollege.edu](mailto:international@quincycollege.edu) or call 617-984-1663.

### ***Address/Name Change Procedure***

F-1 students must update the Department of Homeland Security within 10 days of a name or address change [8 CFR 265.1]. F-1 students, however, must satisfy their obligation to notify Department of Homeland security of an address change by informing their International Student Services advisor (Designated School Official) of any change of name or address, within 10 days of the change. F-1 students must provide the international student advisor a copy of their F-1 nonimmigrant passport to validate any change to biographical information fields. Completed forms may be brought to the international student services office or emailed, additional information may be required when submitting the "Address/Name Change Form."

## **LIBRARY**

Quincy College libraries are full service facilities providing print and electronic books and journals, DVDs, CDs, streaming videos, research databases, reference assistance and interlibrary loan. Access to all library materials and services is onsite at either the Quincy Campus Anselmo Library or the Plymouth Campus Krovitz Library, or online via the library's website: [www.quincycollegelibrary.org](http://www.quincycollegelibrary.org). Quincy College is a member of the Old Colony Library Network (OCLN). OCLN provides access to the print and electronic books, DVDs and magazines from 28 libraries on the South Shore.

Both libraries are equipped with wireless access, computer lab and/or individual student workstations, a variety of study seating and Collaboration Rooms that can be reserved for group study and projects. Each library contains

photocopiers, printers and Microsoft Pro tablets for in-library use. Faculty librarians are available to assist with research projects, with efficient and effective use of research databases, and provide instruction on information literacy.

A valid student ID is required to access the libraries, access the print management system and to use the resources available through the Old Colony Library Network. For more help, contact; [help@quincycollegelibrary.org](mailto:help@quincycollegelibrary.org) or call Quincy campus: 617-984-1680 | Plymouth campus: 617-984-1715.

### **REGISTRAR'S OFFICE**

The Registrar's Office maintains all student academic records. The office provides registration services for all new and currently enrolled students. Registration services include registering for classes, course adjustments (add/drop and withdrawals), enrollment verifications, name/address changes, transcript requests, graduation applications and graduation course audits. The Registrar's Office accepts payments for money due for course registrations, parking passes, graduation applications, etc. If you have any questions, please contact the Registrar's Office [registrar@quincycollege.edu](mailto:registrar@quincycollege.edu) or call 617-984-1650.

### ***Immunization Requirements***

All full-time students (taking 12 credits or more), all Nursing, Natural and Health Sciences students, and all international students must submit proof of immunization by completing an Immunization Form within one month of admission to Quincy College. To obtain a printable version of the Immunization Form, visit our website at [www.quincycollege.edu](http://www.quincycollege.edu) or pick up this form in the Registrar's Office.

It is strongly recommended that this form be submitted at the time of registration. State law (M.G.L. c. 76 15, 105 CMR 220.000 and 603 CMR 18.05) requires the following immunizations:

- One (1) booster of Tetanus/Diphtheria/Pertussis vaccine within the last 10 years
- Two (2) doses of Measles, Mumps, Rubella (MMR) or two (2) doses of a measles-

containing vaccine and one 3. (1) dose each of mumps and rubella vaccine

- Three (3) doses of Hepatitis B -series must be complete

For students graduating from United States high schools, this report should be with the school nurse. In case the immunization report is not available, a serum report from your Primary Care Physician, showing immunity because of antibodies to MMR and Hepatitis B, is also accepted. Please read the Immunization Form for certain exceptions on medical or religious grounds. Nursing, Natural and Health Sciences students must submit an immunization form. This form is distributed during the mandatory orientation.

### ***Student Education Records (FERPA)***

The regulations for the Family Educational Rights and Privacy Act of 1974, more commonly known as the "Buckley Amendments" are codified in Part 99 of Title 34 of the Code of Federal Regulations (34CFR 99). This act sets forth requirements for the privacy of student education records, and provides certain rights to students concerning these records, including the right to inspect and review these records; the right to have these records amended; and the right to have some control over the disclosure of information from the record.

Quincy College maintains records on each student who is attending or has attended the college. Maintenance of these records is necessary to support the College's educational requirements, as well as to serve educational goals of our students. The College recognizes that personally identifiable information must be kept private. It does not allow access by persons other than appropriate Quincy College employee, personnel working on behalf of Quincy College and the student in question, unless the student has specifically granted permission for such access, or disclosure otherwise allowed under the law.

### ***Releasing information to Third Parties:***

Under the conditions that allow an institution to release personally identifiable information from its record without a student's written consent, the College may disclose such information to:

- The U.S. Citizenship and Immigration Services
- Immigration and Custom Enforcement for purpose of SEVIS
- Military recruiters whom request “student recruiting information”
- Accreditation organizations carrying out accrediting functions
- The parents of a student who is a dependent for income tax purposes
- Persons providing written and signed permission from a student
- Persons or organizations providing financial aid to students
- Parents regarding the student’s violation of any federal, state, or local law, or any institutional policy, including the use of alcohol or a controlled substance, if the student is under the age of 21
- State and local officials to whom such information must be reported or disclosed
- Officials of other institutions to which a student is seeking admission
- Persons in compliance with a judicial order or lawfully issued subpoena. The College will make a sincere effort to notify the student before sending the records out
- Appropriate persons in health or safety emergency where this information is necessary to protect the health of a student or other individuals
- A victim of an alleged perpetrator of crime of violence or a non-forcible sex offense
- Authorized representatives of federal or state supported educational programs; for the enforcement or compliance with federal legal requirement; Secretary of Education and U.S. Attorney General for law enforcement purpose only
  - Representatives of Veteran’s Affairs for students who receive assistance

A student who believes that his/her rights under FERPA have been violated may, file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

### ***Withdrawal***

A student desiring to withdraw from a course or the College must complete an official withdrawal form and submit the form to the Registrar’s Office by the stated deadline each semester. Failure to attend

class or merely giving notice to an instructor is NOT considered an official withdrawal. If the student withdraws, a grade of “W” is recorded on his/her transcript. Withdrawal requests are NOT accepted by phone.

### ***Address/Name Change Procedure***

Students who recently moved or had a name change should complete a Change of Name/Address Form and return this completed form to the Registrar’s Office.

### ***Holds on Accounts***

Holds may be placed on a student’s record for a variety of reasons - financial, academic, or administrative. No grades, further registrations, transcripts or other services will be provided until the hold has been resolved and removed. Students can check on the QC Portal or inquire at the Registrar’s Office to find out which office has placed the hold. Students should resolve any holds as quickly as possible so that services can be restored to the student’s account.

### ***Academic Record Changes (Policy 5.17)***

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

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

### ***Graduation***

Once a student has completed or is about to complete requirements for an associate degree or a certificate program, the student must apply for graduation. The last day to apply for graduation is posted each semester on the Quincy College website, the college bulletin boards and the campus calendar.

Students can print out the Application for Graduation form from the Quincy College website

or pick up the form at the Registrar's Office. Completed Application for Graduation forms, along with the Commencement Fee, should be returned to the Registrar's Office on either the Quincy or Plymouth campuses. This can be done in person, online or by mail.

A graduation audit will be done to verify the requirements to graduate have been met. Audit results will be returned by mail/email or phone. Please remember all students are required to have a GPA of 2.00 or greater to graduate.

Students must fulfill all obligations (i.e. financial, library, etc.) due to the College and any students receiving financial aid must complete an exit interview with the Financial Aid Office online at [www.studentloans.gov](http://www.studentloans.gov) prior to graduation.

### ***Transcript Request***

Current students can request a transcript online by logging into the QC Portal, clicking on the "Student Tab" and then the "Transcript Request" link on the menu on the left.

All current and former students can request a transcript by completing the transcript request form in the Registrar's Office or by going to the Quincy College Office of the Registrar's website, downloading the transcript request form and submitting it to the Registrar's Office by mail or fax with the payment of \$10.00 for the 1<sup>st</sup> transcript copy if you are not a Quincy College graduate. Any additional transcripts ordered on the same day will be charged \$5.00. If you need your transcript for same day pick up, there will be a charge of \$15.00.

If you are a Quincy College graduate, you may receive up to 3 transcripts per calendar year free of charge. There after the graduate will be charged for additional transcripts.

### **STUDENT ACCESSIBILITY SERVICES (Policy 6.07 | Page 56).**

Student Accessibility Services works with the campus community including our academic departments, faculty and staff, to provide equal access and opportunity to educational

programming and services for students with disabilities.

Services are determined individually, based on federal guidelines and Quincy College policies. Our goal is to minimize the impact of the disability by providing reasonable accommodations for the student to meet course outcomes. Any student with a documented disability who is seeking an accommodation should contact Student Accessibility Services at [sas@quincycollege.edu](mailto:sas@quincycollege.edu) or call (617) 405-5915 on the Quincy campus or (617) 984-1731 on the Plymouth campus. Parking spaces designated as handicapped spaces are available under Saville Hall, in the Presidents Place garage and at the Plymouth Campus.

Compliance regarding services for students with disabilities under the Americans with Disabilities Act should be forwarded to Susan Bossa, Associate Vice President for Student Development/ADA Coordinator at Presidents Place, 1250 Hancock Street, Quincy, MA 02169, (617) 984-1656 or email [sbossa@quincycollege.edu](mailto:sbossa@quincycollege.edu)

### **STUDENT LIFE**

Quincy College is committed to providing students with personal development opportunities outside the classroom that foster leadership skills, critical and creative thinking, cultural appreciation, and community involvement. A monthly calendar of events is printed and posted on the Student Life page of the college website each month and is distributed in various areas around the college. Any student interested in getting involved or has questions regarding student life should contact the Office of Student Life at [studentlife@qc.quincycollege.edu](mailto:studentlife@qc.quincycollege.edu) or call Quincy campus: 617-405-5967.

### ***Policy on Student Organizations (Policy 6.03)***

Student organizations provide students with an opportunity to learn leadership skills, supplement formal academic experience, and pursue diverse interests. Quincy College encourages students to assemble, form and belong to organizations that promote and develop their common interests. Quincy College will recognize student organizations whose purposes are consistent with our mission

and are open to all students regardless of age, race, color, sex, religion, national origin, disability or sexual orientation. There shall be a nondiscriminatory clause in the constitution and by-laws of all student organizations. Quincy College has no student activity fee and has no funds to support any organization, unless it is related to a course or academic pursuit.

### ***Starting a Club/Organization***

A club/organization can apply for recognition by completing a “Club Formation Packet” which can be obtained from the Office of Student Life. This paperwork will require the club’s purpose, membership roster, advisor contract and a constitution. A club/organization may be recognized by the College to use the college name, facilities, equipment and other services according to policies and procedures and to sponsor programs and activities which are consistent with the organization’s purpose. Please submit completed paperwork to the Director of Student Life. The club/organization will be required to maintain a record of their meetings and any financial transactions, if applicable, and must submit these records when asked. Clubs/organizations may not fundraise without prior approval from the College.

### ***Types of Clubs/Organizations***

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

- Academic: organizations that select members on the basis of achievement or interest in a particular discipline
- Cultural: membership centered on a particular cultural interest
- Service: membership geared towards volunteer/service projects
- Hobby/Special Interest: membership centered on a particular hobby or special interest
- Arts: membership centered on the production and/or viewing of fine and performing arts

For more information about clubs and organizations go to: [www.quincycollege.edu/studentlife/clubs-organizations/](http://www.quincycollege.edu/studentlife/clubs-organizations/) and sign up by directly emailing the club or organization.

### ***Hazing Policy (Policy 6.12 | Page 50).***

Hazing is prohibited at Quincy College. Hazing shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endanger the physical or mental health of any student or other person. Hazing as defined above and the failure to report hazing are also prohibited by Quincy College policy. Violations are subject to the Disciplinary Process and may result in penalties up to and including expulsion from Quincy College, in addition to criminal penalties.

### ***Student Lockers***

Student Lockers are offered on the Quincy Campus only. Locker rentals are \$50 per semester; rental rates will not be prorated no matter the date of rental. Locks will be provided. Quincy College will not accept responsibility for damage or loss of contents in any locker. Quincy College reserves the right to terminate this agreement and open a locker, with or without the consent of the renter, at any time, for security violations, student misconduct and/or cases of emergency. If interested in renting a locker, stop by the Office of Student Life or contact [studentlife@gc.quincycollege.edu](mailto:studentlife@gc.quincycollege.edu).

### ***Student Lounge***

Quincy College provides beautiful student lounges for students to relax between classes. The lounges have computers, copiers and microwaves for student use. In addition, a lounges provide a space for social and educational programming to foster holistic development. Students must follow student conduct expectations when in the student lounge.

### ***Bulletin Boards***

Notices pertaining to college functions and activities are posted on designated bulletin boards around the campuses. Clubs and organizations must get approval from their advisor and Director of Student Life to post flyers. Flyers must be removed within two days after the event. Students and community

members may also have flyers posted with the approval of the Director of Student Life. Flyers must be typed and contain all pertinent information including contact information.

### **STUDENT SUCCESS COACHING**

Student Success Coaches offer support for students to develop plans to overcome obstacles and achieve their academic goals. Coaches assist students by actively listening, providing short term, solution focused coaching on a wide variety of personal issues including transitioning to college; developing academic, personal and professional goals; developing self-motivation and self-discipline; overcoming anxiety and procrastination; reducing stress and promoting self-care and healthy life choices. Student Success Coaches also make professional referrals as needed. Any student who is interested in making an appointment or would like to know more information should contact the Student Success Coaches at [successcoach@quincycollege.edu](mailto:successcoach@quincycollege.edu) or call the Quincy campus: 617-984-1681 | Plymouth campus: 617-405-5951.

### **VETERAN AND MILITARY SERVICES**

Veterans, veteran dependents, and active duty service members are able to use their federal education benefits here at Quincy College. Programs administered include all chapters of the GI Bill<sup>®</sup>, Vocational Rehabilitation & Education, Survivors & Dependents Educational Assistance, Tuition Assistants, VA Work Study, and MyCAA. Staff members are available to assist students with all aspects of adjusting to civilian life: applying for educational benefits, admissions counseling, academic advising, financial management, disability services and referral to outside agencies as required. If you are a veteran, veteran dependent or active duty service member contact Veteran and Military services at [veterans@quincycollege.edu](mailto:veterans@quincycollege.edu) or call 617-405-5928.

#### ***Veteran's Benefits (Policy 6.06)***

Quincy College is approved for the training of veterans and their dependents under post 9/11 GI Bill<sup>®</sup>, the Montgomery GI Bill, Veterans Educational Assistance, Dependents Educational Assistance or

other V.A. Programs. Please call 1-800-827-1000 for Federal Veterans Benefits.

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

A signed, adjudicated application is needed to determine your eligibility. Please note that both the College and the Veteran's Administration must be informed if a veteran increases or decreases the number of credits being taken, or withdraws from a course. For eligibility and Certification, please contact the Military and Veterans Services Specialist.

A discounted rate is available to all veterans who have served the country on active duty and have received an honorable discharge. Please submit a copy of your DD214 at the time of registration. Please note this discount does not include computer classes, science labs, nursing, natural and health sciences classes.

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### **STUDENT RIGHTS AND RESPONSIBILITIES: STUDENTS RIGHTS AND RESPONSIBILITIES POLICY (Policy 3.01)**

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

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

The faculty has the responsibility to maintain an intellectual, fair, and safe environment for learning, and the administration the responsibility for overseeing and facilitating education, social and public service programs. The President may students a voice in college affairs. All students in good standing and complaint with the code of conduct are eligible to participate, as well as hold office.

A. Students have a right to:

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

suspend students for cause. The faculty may send a student to an appropriate college official for cause. The student is encouraged to participate in some form of student government that provides all

B. Students have the responsibility to:

1. Be knowledgeable of and comply with the policies and procedures of the College and the Student Government.
2. Be knowledgeable of and comply with the regulations and laws of duly constituted civil agencies within the community of which the College is a part.
3. Meet course requirements. Students are free to take reasoned exception to views expressed.
4. Dress and behave in an appropriate manner that does not present safety hazards or cause disruptions.
5. Carry and be prepared to show official identification card at all times on college grounds.
6. Conduct themselves in a responsible fashion at off-campus events/learning activities.
7. Obey lawful instructions of college personnel.

#### **DRUG-FREE AND ALCOHOL-FREE WORKPLACE POLICY (*Policy 11.07*)**

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

No student, employee of the College (including student employees), or visitor shall possess, unlawfully use, manufacture, distribute, dispense, or sell illegal drugs or controlled substances (as

defined in the Controlled Substance Act, 21 U.S.C. Section 812) for other than their intended, prescribed purpose, nor shall any student, employee of the College (including student employees) or visitor possess or consume alcohol while on any property or building occupied by Quincy College or at any event or activity sponsored by Quincy College. Such action is absolutely prohibited in accordance with College policy and applicable federal and state law.

It is the policy of Quincy College to enforce all federal, state, and municipal laws pertaining to illegal drugs, controlled substances, and alcohol and to seek prosecution of any individual who violates the various laws cited in this policy, as well as to initiate disciplinary action against any individual who violates this policy.

#### **EQUAL OPPORTUNITY AND NON-DISCRIMINATION (Policy 3.02 | Page 44)**

To obtain information and/or report possible discrimination or harassment or retaliation, please contact one of the following people listed below:

**Susan Bossa**

**Title IX Coordinator**

Phone: (617) 984-1656

[sbossa@quincycollege.edu](mailto:sbossa@quincycollege.edu)

**Jessica Cherry, Esq.**

**General Counsel**

Phone: (617) 984-1734

[jcherry@quincycollege.edu](mailto:jcherry@quincycollege.edu)

All investigations will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. **Adherence to confidentiality is expected of all individuals directly and indirectly involved with the investigation process and its final determination.**

**I. Policy:** Quincy College is committed in spirit as well as in action, to not only meet, but also to exceed all federal, state and local statutes governing equal opportunity and inclusion. The College is an academic community dedicated to openness, tolerance and respect. Our doors are open to all students and employees, and it is our

policy to guarantee equal employment and educational opportunities without regard to age, race, creed, color, religion, gender, marital or parental status, national origin or ancestry, veteran status, sexual orientation, or disability, which can be reasonably accommodated.

#### **RACIAL HARASSMENT POLICY (Policy 3.02A | Page 53)**

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

#### **SEXUAL MISCONDUCT POLICY (Policy 3.03 | Page 59)**

Quincy College is committed to providing a productive learning environment in which students can pursue their educational goals. Sexual misconduct undermines this commitment and affects the ability of students to focus on their educational achievement. Therefore, Quincy College will not tolerate nor condone any form of sexual misconduct including but not limited to dating and domestic violence, sexual assault, sexual harassment, stalking, sexual exploitation and nonconsensual sexual contact and sexual penetration. No one shall be retaliated against for participating in the College's complaint resolution procedure in good faith as a complainant, a witness, an investigator, or in any other capacity. Under the Violence Against Women Act (VAWA) Quincy College is required to report all sexual misconduct beyond crimes categories the Clery Act already mandates.

Quincy College students are expected to engage in sexual behavior of any kind only with the fully

informed and effective consent of all parties involved. Consent is not effective if obtained from an individual who is incapable of giving consent. **How to report Sexual Misconduct at Quincy College** Students and staff are encouraged to report sexual misconduct that is perpetrated against them or other members of the Quincy College community. An individual may directly report an act of sexual misconduct directly to a Title IX Coordinator or designee.

Quincy College Title IX contact information:

- Susan Bossa, Title IX Coordinator  
Phone: 617-984-1656  
Email: [sbossa@quincycollege.edu](mailto:sbossa@quincycollege.edu)
- Jessica Cherry, Esq., General Counsel  
Phone: 617-984-1734  
Email: [jcherry@quincycollege.edu](mailto:jcherry@quincycollege.edu)

When reporting to the Title IX Coordinator, the individual(s) must file an oral or written report with the Title IX Coordinator(s) or designee. The individual(s) initiates a filing process by meeting with the Title IX Coordinator(s) or designee who will explain the reporting procedures. When initiating the reporting process, the individual(s) should provide all facts, date(s) of occurrences, identification of all parties, the specific nature of the sexual misconduct, sexual harassment and any individuals who might be aware or have knowledge of the situation via a “confidential internal intake form” and/or electronically on My QC Campus Portal by clicking on “Submit an Incident Report.”

Individual(s) may also choose to report to a Code of Conduct Officer (CCO), Quincy College professor, staff member or dean.

### **SMOKING POLICY (Policy 3.05)**

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

- If an employee or student must smoke, he or she may do so only in those areas where smoking is permitted or marked appropriately. The College prohibits smoking within twenty-

five (25) feet of any College building or within the confines of any college building. Smoking in public buildings is a violation of state law and a hazard to the health of others as determined by the Surgeon General.

- The sale of tobacco products on campus is prohibited.
- The College will continue to emphasize the dangers of smoking to the College community through various programs.
- Successful implementation of this policy requires a cooperative effort and all members of the College community are urged to assist in this regard.

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

### **SERVICE ANIMAL POLICY (Policy 3.08 | Page 54)**

Quincy College generally permits service animals assisting individuals with disabilities in all facilities maintained by the College. Quincy College complies with the American Disabilities Act (ADA) regulations related to “service animals.” **Please note that “emotional support animals” do not provide a specific service and are not permitted on the campus.** (See the ADA regulations for more information.)

### **Questions**

For questions regarding service animals, please speak with a Quincy College Student Accessibility Services Coordinator at (617) 405-5915 (Quincy campus) or (617) 984-1731 (Plymouth campus).

### **Complaints**

Any person who believes that his/her right to use a service animal on College property has been violated may file a complaint with the Associate Vice President of Student Development, at 1250 Hancock St., Quincy, MA 02169; by calling (617) 984-1656; or by emailing [sbossa@quincycollege.edu](mailto:sbossa@quincycollege.edu).

### **STUDENT CODE OF CONDUCT (Policy 6.16 | page 35)**

Quincy College strives to maintain a positive environment for teaching and learning. By outlining the behavioral expectation for students and the procedures of enforcement, the Student Code of Conduct fosters a climate of honesty, integrity, civility and respect to engender a spirit of personal responsibility in our students. The Code of Conduct is intended as a framework of acceptable student behavior and prohibited conduct. It should not be regarded as an exhaustive list of prohibited conduct, nor should it be construed as a contract between the student and the College. The intent of the College is to develop traits and behaviors in students, such as critical thinking, self-motivation, and the ability to foresee consequences for their actions.

A student shall be subject to college disciplinary/judicial procedures under this policy for violating this code of conduct and/or College policies, including but not limited to: endangering the health and/or safety of the college community, obstructing or disrupting the normal operations of the college or college sponsored activities by conduct, using or being under the influence of alcohol while on the college premises, using or being under the influence of drugs, engaging in unauthorized or illegal gambling on campus, failure to comply with the directions of the college official, faculty member or law enforcement officer, forging, altering or misusing any college document, record or means of identification, damaging or destroying college property, engaging in hazing or hate crimes.

Students accused of violating the Code of Conduct are entitled to the following procedural protections: To be given notice of the alleged violations, informed of the substance of the information or evidence against him/her, given the opportunity to respond to the charges, to be informed of the results of any hearing, to be given a resolution of the charges in accordance with the Code of Conduct, to be given the opportunity to appeal and to be informed of additional procedural protections for certain disciplinary procedures.

Any member of the college community may file a complaint against a student for alleged violations of the Code of Conduct by submitting an incident

report to the CCO within five (5) days of the discovery of the alleged violation. Within two (2) days the CCO will notify the alleged student via letter and email to arrange a meeting. The CCO will then talk to the complainant and witnesses to determine the supporting evidence. Upon completion of the investigation, if the CCO determines that a violation exists, the CCO will inform the accused student in writing of the statement of charges. The student will need to contact the CCO within five (5) days to request an administrative or judicial hearing.

At the administrative hearing, the accused student may elect to admit responsibility for violating policy or the Code of Conduct and accept a sanction given by the CCO. The student shall sign the Administrative Disposition form and waive his/her right to a Judicial Board Hearing and any right of appeal. If he/she does not agree with the violation at the Administrative hearing, the student may request a Judicial Board Hearing. All Judicial Board Hearings shall be conducted in private. Those in attendance shall include the Chair, Judicial Board Members, the CCO, the complainant, the accused student and his/her selected advisor. Witnesses will not be present during the entire hearing. Each witness will be called in during the hearing to give their statement and to be questioned regarding their statement and then be excused. student will meet with the CCO and the judicial board hearing members to decide in favor or against the accused.

A student found in violation of the college's Code of Conduct shall be subject to one or more of the following sanctions: Verbal warning, written warning, restrictions/loss of privileges, community/education service, restitution, probation, suspension, and revocation of Admission to Specific Degree Program or expulsion.

#### **STUDENT GRIEVANCE PROCEDURE (Policy 6.14 | Page 52)**

The purpose of the grievance procedure is to provide students at the College a process for resolving any concerns relative to their student rights within the College. For all Sexual Misconduct related matters, please refer to the following

document: Quincy College Sexual Misconduct Policy and Procedures in Accordance with Violence against Woman Act (VAWA).

The grievance procedure has specific number of days in each phase, which is to be understood as the maximum time before the next phase is initiated. However, the time limits may be extended up to five additional days by mutual agreement of the parties involved at each level of the grievance.

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

Students may first discuss his/her grievance with the individual against whom the grievance exists. If the grievance is not resolved informally between the individuals involved, the student should formally and in writing present the grievance to the appropriate Dean. Students should also file an Incident Report found on the QC Campus Portal.

If the grievance is not resolved by the Dean within (7) days, the grievant shall formally and in writing present it to the Vice President for Academic Affairs for academic concerns and the Vice President for Administration and Finance for social issues. If the grievant is not satisfied with the resolution, he/she may request formally and in writing to the President to convene a grievance appeal committee. The selection of the committee to hear a student grievance will be as needed. Each committee member will receive a written report of the grievance with the supporting statement and evidence. Within (7) days after receiving the written grievance, the committee will hold a hearing with the both the grievant and the individual against whom the grievance is directed will be given the opportunity to present and be heard.

Within (7) days of the grievance committee decision, the grievant or the respondent may formally and in writing appeal the decision to the College President. The appeal is to be accompanied

by the original grievance and copies of all subsequent written statements, evidence and decisions.

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

#### **ONLINE STUDENT GRIEVANCE PROCEDURE (Policy 6.14A)**

At Quincy College, we attempt to resolve student complaints within our academic and administrative departments. Online and distance education students who have a grievance or complaint related to online programs may submit a written grievance or complaint to [onlineprograms@quincycollege.edu](mailto:onlineprograms@quincycollege.edu).

The complaint will be forwarded to the appropriate academic or administrative department and an email response will be sent to the student informing that the grievance or complaint was received and further inform that the issue is being reviewed. Dependent upon the nature of the grievance or complaint, Quincy College will attempt to resolve the issue quickly.

In the event that the student is not satisfied with the outcome of the Quincy College's complaint resolution process, online students may still be able to appeal the outcome to other governmental agencies. Quincy College is required to notify online students who are Massachusetts residents that they may utilize the Massachusetts Department of Higher Education's Consumer Complaint Form: <http://www.mass.edu/forstufam/complaints/complaints.asp>.

The DHE in its capacity as the State Authorization Reciprocity Agreement (SARA) portal entity for Massachusetts, also reviews and evaluates student complaints regarding distance learning programs offered by Massachusetts-based institutions that are members of SARA. [Online students who live in SARA member states outside of Massachusetts and take courses at Quincy College 100% online](#) must first attempt to resolve their grievance or complaint using Quincy College's internal complaint

process as specified in Policy 6.14 Student Grievance Procedure (page 171) contained in the Quincy College Policy Manual. The QC Policy Manual can be located at <https://quincycollege.edu/content/uploads/QCPolicyManual.pdf>.

Upon exhausting Quincy College's internal process, online students who live in another state and take courses at Quincy College 100% online may submit a SARA Complaint to the [Massachusetts DHE](#) available at <http://www.mass.edu/forstufam/complaints/complaints.asp>. Please note that complaints about student grades and student conduct violations are expressly excluded from the SARA complaint process. For information about the DHE's SARA complaint process, please visit the [DHE website](#) and its [Complaint Policy and Process](#).

#### **SAFETY AND SECURITY INFORMATION:**

For non-emergencies, students can contact Security on the Quincy Campus at the Security Office in Presidents Place Rm PP 333 or by going to the Front Desk at the Plymouth Campus. Students are encouraged to report any criminal or suspicious activity to the security officers.

For emergencies, students should call 911 immediately. The college has provided emergency phones in each classroom. The phone has a one button dial to 911 and to the college security office. Students should familiarize themselves with the location of this phone in each of their classrooms. Students are required to carry their Quincy College Identification (ID) card at all times while on campus. Students must produce their ID cards when so asked by a college official. No solicitation is allowed on campus. Buildings are opened at least 45 minutes before the start of the first class of the day and are locked not more than 45 minutes after the last class of the day.

Upon request, Security is available to escort students, faculty, and staff to their vehicles during evening hours. Resource officers and custodians regularly check the security of the doors.

#### **CAMPUS FACILITIES-SECURITY, ACCESS, AND MAINTENANCE (Policy 11.04)**

Quincy College is strongly committed to maintaining safety on campus. All campus buildings in Quincy and Plymouth are accessible to the campus community, guests, and visitors during normal business hours, Monday through Friday. During non-business hours access to all College facilities is by Access Control systems (issued to Executive Staff). Video security has also been implemented on both the Quincy and Plymouth campuses for additional security.

Computer laboratories and Nursing medical supply rooms are controlled by access control cards when not in use and are not open to students unless there is a teacher, supervising staff member, or lab monitor present.

Each building and parking area also have safe levels of exterior lighting. President's Place Parking Lots, Plymouth campus Parking Lots, and on the first floor level of Saville Hall Garage, as well as pedestrian walkways have lights. Exterior lighting on rental buildings in Quincy and Plymouth are well positioned to provide adequate illumination. Campus Services and custodians regularly survey and maintain existing lights.

Both during the day and at night, the Quincy campus has resource officers who patrol our grounds. In Plymouth, Quincy College resource officers patrol the campus as well as receive supplemental support from the landlord for our campus, who provides security throughout the evenings. Upon request, Security is available to escort students, faculty, and staff to their vehicles during evening hours. Resource officers and custodians regularly check the security of the doors.

Students are required to carry their Quincy College Identification (ID) card at all times while on campus. Students must produce their ID cards when so asked by a college official. No solicitation is allowed on campus. Buildings are opened at least 45 minutes before the start of the first class of the day and are locked not more than 45 minutes after the last class of the day.

Vehicles are ticketed or towed as per the parking regulations. Visitors may park in designated spaces. Quincy College has no residence halls.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have had security surveys conducted of them and security enhancements were made where appropriate.

Members of the College community are encouraged to report and facility deficiencies to Campus Services by calling 617-984-1760.

### **COLLEGE CLOSING NOTIFICATION SYSTEM**

If Quincy College will be closed due to inclement weather conditions, an announcement will be made as early as possible over local radio and television stations, the Quincy College Website, My QC Portal, and Social Media Channels. Follow QC cancellations at [www.quincycollege.edu/cancellations](http://www.quincycollege.edu/cancellations), Twitter at @QCCancels or QC cancellation hotline 1-800-698-1700, then Press #1.

### **STUDENT IDENTIFICATION CARD (Policy 6.10)**

All students are required to have and carry their Quincy College Student ID card. The Student ID serves as proof of identification on campus and is required to gain access to the Quincy College library, tutoring center and computer labs. Student ID cards can be obtained in the Security Office located on the Quincy campus, PP Rm 333 or in the Plymouth campus lobby.

Returning students must have their Student ID card validated each semester by obtaining a current semester sticker. The stickers are available at the Security Office at the beginning of each term.

Students who lose their Student ID should first check with Lost and Found to see if it has been turned in (if lost on campus). If not found in Lost and Found, a replacement Student ID must be obtained. The replacement fee of \$30, not payable with Financial Aid funds, will need to be paid at the Registrar's Office prior to having the replacement ID issued.

### **LOST & FOUND**

Students are asked to turn in found items to the Security Office on the Quincy Campus or the Front Desk on the Plymouth Campus. Students who have lost items may check for their items at those locations. Quincy College is not responsible for lost or stolen items. Students should not leave valuables or personal belongings unattended.

### **PARKING REGULATIONS (Policy 6.04)**

Parking Lot Locations:

Quincy College has limited parking for students at Presidents Place. In order to park there, a student must buy a parking permit each semester from the Registrar's Office in Presidents Place. A parking permit, however, does not guarantee a space. Parking is on a first come, first served basis.

Parking at Saville Hall is for staff and faculty.

Handicap and visitor parking is available at Presidents Place and Saville Hall.

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

*Violations:*

1. Parking violations include:
  - a. Parking in a designated handicapped space without a handicapped license plate, an official handicapped permit from the Registry of Motor Vehicles or authorization from Security. Able-bodied persons using handicapped plates are also subject to ticketing.
  - b. Student parking in the Saville Hall garage (except handicapped).
  - c. Illegal parking such as double parking, not parking within a lined space, parking in an unauthorized space, blocking an aisle or otherwise obstructing the flow of traffic.
2. Cars violating any of the above rules may be towed at the owner's expense.
3. Quincy College will have no responsibility in any litigation with the City of Quincy concerning the receipt of parking tickets or other violations.
4. Any student who shows a pattern of repeated violations of college parking policy or any student whose vehicular actions endanger the safety of other QC students or property may have his/her parking privileges revoked by the College

## **REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS (Policy 11.02)**

The Office of Institutional Research and Assessment, in conjunction with Campus Services & Facilities prepares the Annual Disclosure of Crime Statistics to comply with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is available on our website at <https://quincycollege.edu/about/institutional-research/#annual-security-report>. This report is prepared in cooperation with local police in Quincy and Plymouth. Quincy College is a department of the City of Quincy and does not maintain a separate police force. We have no residence halls.

Each year in the fall, a letter is sent to all students advising them of the availability of the Crime Statistic Report on the website. Copies of this report may also be obtained from the Office of Campus Services or by calling 617-984-1760.

The Office of Institutional Research and Assessment, in conjunction with Campus Services & Facilities maintains and reports statistics concerning the occurrence of the following criminal offenses that have been reported to campus authorities or local police during the most recent calendar year as well as the two preceding calendar years:

- a. Murder and Non-Negligent Manslaughter
- b. Negligent Manslaughter
- c. Forcible and Non-Forcible sex offenses
- d. Robbery
- e. Aggravated assault
- f. Burglary
- g. Motor vehicle theft
- h. Arson
- i. Hate Crimes

Campus security also maintains and reports statistics concerning the occurrence on campus of any arrests or referrals for disciplinary action for the following crimes:

- a. Liquor law violations
- b. Drug abuse violations
- c. Weapons violations

The Resource Officers from Campus Services work closely with the Quincy and Plymouth Police Departments. It is college policy to report all serious crimes to the Quincy Police Department and to

cooperate fully in the prosecution of those involved regardless of their status on campus.

## **REPORTING OF CRIMINAL OFFENSES (Policy 11.03)**

For all EMERGENICES, including fire, medical emergencies and emergencies of a criminal nature, dial 911 from the nearest available telephone, providing the operator with as much detail on the incident as possible, including specific location. After a report is made to the police by calling 911, faculty and staff should provide a verbal report of the incident to the Director of Campus Services and Facilities at 617-984-1760. A written report must then be provided to the Assistant to the President using the online Incident Reporting System located on the QC portal.

Any suspicious activity in and around campus should be reported by calling the above number or you may also report a crime to the following:

<b>Chris Bell, Senior Advisor to President</b>	
<b>President's Place</b>	<b>617-984-1789</b>
<b>Gerald Koocher, Provost/Senior Vice President for Academic Affairs</b>	<b>617-984-1696</b>
<b>Jennifer Luddy, Senior VP of Enrollment Management</b>	
<b>Presidents Place</b>	<b>617-984-1657</b>

For all off campus crimes, please report to local police.

For all non-emergencies, please contact the Director of Campus Services and Facilities at 617-984-1760. In addition, non-emergency, non-academic based incidents, including but not limited to, missing items, stolen property, student misconduct including altercations with other students, faculty, or staff, intoxication, drug abuse, parking and motor vehicle incidents, unsecured doors or property, vandalism, fire alarms, safety issues, and non-compliance with the Americans with Disabilities Act, should be reported to the Assistant to the President in written form, using the online Incident Reporting System referenced above.

A log of reportable incidents, including emergencies and non-emergencies cited above, shall be maintained by the Assistant to the President, and, if appropriate, the Assistant to the President shall refer each report to the appropriate Quincy College staff person for further information and/or resolution. In such a case, further

status/information regarding the incident should be communicated back to the Assistant to the President in accordance with timelines set forth in the procedures that are attached to this policy but that are not made a part of this policy.

#### *Voluntary Confidential Reporting Procedures*

If you are the victim of a crime and do not want to pursue action within the College or the criminal justice system, you may want to consider making a confidential report. With your permission, the Director of Campus Services & Facilities can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alter the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

#### *Limited Voluntary Confidential Reporting*

As a department of the City of Quincy, Quincy College has no written policy about Limited Voluntary Confidential Reporting. Instead, those procedures are the purview of the police Department.

### **LAW ENFORCEMENT AUTHORITY AND INTERAGENCY RELATIONSHIPS (Policy 11.05 | Page 52)**

Quincy College is a department of the City of Quincy and has no police officers with full arrest power on campus. In case of an emergency, the emergency number 911 is called. Information is exchanged and Campus Services is in close contact with local police.

The Quincy College Campus Services office has the authority to ask persons for identification and to determine whether individuals have lawful business at Quincy College. Resource Officers have the authority to issue parking tickets in the City of Quincy, which are deposited with the City's Treasurer office. Criminal incidents are referred to

local police. All crime victims and witnesses are strongly encouraged to immediately report the crime to College officials or directly to police. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

### **SEXUAL ASSAULT INFORMATION (Policy 11.10)**

Each year the Student Success Coaching Offices in Quincy and Plymouth present workshops that are open to the Quincy College community that promote awareness of sexual misconduct, including rape and sexual assault and prevention, domestic violence, dating violence, stalking and bystander awareness.

In addition, Quincy College presents forums relevant to Domestic Violence Awareness on both campuses. These educational forums are in collaboration with community resources including DOVE of Quincy, South Shore Women's Resource Center in Plymouth, the Quincy and Plymouth Police Departments, the District Attorney's Office in Quincy and Health Imperatives.

Quincy College does not provide housing for students, but the Student Success Coaches are always available by request to help students or staff access resources should a sexual assault occur on or off campus. Quincy College has in place the "Sexual Misconduct Policy and Procedures in Accordance with the Violence Against Women Act (VAWA)" which is attached to the end of this report.

Quincy College also has in place a Sexual Misconduct Policy (Policy 3.03) that defines the policy, and details the procedure and the investigative process. It is available on the Quincy College website at [www.quincycollege.edu](http://www.quincycollege.edu), in the Quincy College catalog, and in the Quincy College Employee Handbook. In addition, the College has a Sexual Misconduct Policy located at [https://quincycollege.edu/content/uploads/Quincy-College-Sexual-Misconduct-Policy-and-Procedures\\_FINAL\\_052115.pdf](https://quincycollege.edu/content/uploads/Quincy-College-Sexual-Misconduct-Policy-and-Procedures_FINAL_052115.pdf).

As a department of the City, Quincy College policy is that victims of a sexual assault of any kind should contact the Quincy Police Department. Quincy College is committed to provide help to any

student, faculty, or staff member through both on and off-campus resources if requested. Quincy College will also change the victim's academic situation if requested.

### **STATEMENT ADDRESSING SEX OFFENDER REGISTRATION (*Policy 11.13*)**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy act of 1974, Quincy College is providing a link to the Massachusetts Sex Offender Registry Board. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Massachusetts, convicted sex offenders must register with the Sex Offender Registry Board maintained by the Executive Office of Public Safety and Security.

The Massachusetts Sex Offender Registry Board (SORB) provides information on Level 2 and Level 3 sex offenders via the Internet pursuant to Chapter 6, Sections 178C – 178P, of the Massachusetts General Laws. Registry information so provided shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for the purposes of committed a crime or threatening to commit a crime against a sex offender or of engaging in illegal discrimination or harassment is prohibited and is punishable by imprisonment or fine or both. (M.G.L. Ch. 6, Section 178N and Ch. 275, Section 4)

The Massachusetts Executive Office of Public Safety and Security is responsible for maintaining this registry. Follow the link below to access the Sex

Offender Registry Board website.

<http://www.mass.gov/eopss/agencies/sorb>

If you have questions regarding access to sex offender information, you may contact General Counsel, Jessica Cherry, J.D. by email: [jcherry@quincycollege.edu](mailto:jcherry@quincycollege.edu) or phone: 617-984-1734

### **TIMELY WARNING (*Policy 11.01*)**

In the event that a situation arises either on or off campus that, in the judgment of the President of the College or Chief of Police in Quincy or Plymouth, constitutes an ongoing or continuing threat, a campus wide 'timely warning' will be issued. The notification will be issued through the College e-mail system; text to students, faculty and staff; on the College's website ([www.quincycollege.edu](http://www.quincycollege.edu)), social media and TV monitors on campus.

These notifications will be prepared and approved by the President of the College and distributed to the community by IT, Campus Services & Facilities, and Marketing. Follow-up information will be disseminated via aforementioned systems throughout the duration of the crisis as deemed appropriate.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, thereby requiring more immediate notifications, the President of the College or his designee will coordinate with the Office of Information Technology for additional methods of dissemination.

Anyone with information warranting a timely warning should report the circumstances to the Director of Campus Services & Facilities by phone (617-984-1760) or in person at Saville Hall, Room 212.

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## **ACADEMIC INFORMATION AND POLICIES:**

### **ACADEMIC AMNESTY POLICY (*Policy 5.16*)**

Students who have had a break in enrollment for at least two academic years may, upon application for readmission, file a written petition with the Registrar for Academic Amnesty. If students are granted Academic Amnesty, all grades from Quincy College credit coursework completed at an earlier date are eliminated from computation of the grade

point average and will not be applied to a Certificate or Degree program at Quincy College. Previous credit coursework will not be removed from the student's scholastic record and transcripts. However, these records will clearly indicate that Academic Amnesty has been granted. The Vice President for Academic Affairs, in consultation with the appropriate individuals, such as the Division Dean and/or program faculty, will make the final determination. College credit will not be given for any coursework done during the period for which Academic Amnesty is granted.

### **ACADEMIC HONORS (Policy 5.10)**

Academic honors are awarded at commencement and are based on the student's cumulative grade point average (GPA). Graduates having a 3.25 to 3.49 cumulative grade point average will graduate cum laude. Graduates having a 3.50 to 3.74 cumulative grade point average will graduate magna cum laude. Graduates having a 3.75 to 4.0 cumulative grade point average will graduate summa cum laude.

### **ACADEMIC INTEGRITY POLICY (Policy 5.15 | Page 32)**

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

#### ***Student Guidelines***

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

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

### **ACADEMIC PROBATION POLICY (Policy 5.07F)**

#### ***Academic Probation***

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

#### ***Removal from Academic Probation***

A student on Academic Probation shall be returned to good academic standing upon attaining a cumulative GPA of 2.0 or higher

#### ***Academic Probation Procedure***

A student having been placed on Academic Probation must meet with his/her assigned advisor to prepare a comprehensive plan of continued studies. This plan may include: Course Load: Based upon discussion with and advice of the assigned advisor, the student may be limited regarding the number of credit hours he/she may attempt. Special Courses: Based upon judgment of the assigned advisor, a student may be required to include academic support courses as part of overall credit load. A student on probation will have 24 credits to achieve a cumulative GPA of 2.0 or greater. Should a student not reach that mark, the student shall be dismissed from Quincy College.

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

**Dismissal**

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

**Dismissal Appeal**

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

**Readmission Policy Dismissed** students will be excluded from enrollment at the College for the next full fall or spring semester, unless the dismissal is successfully appealed (see Dismissal Appeal). Upon dismissal, students will be notified for which semester the exclusion applies. At the end of that period, students are eligible to apply for readmission to Quincy College.

**Academic Suspension**

Any student on Academic Probation, who fails to maintain the required GPA by the time they have earned 24 credits will be suspended from Quincy College for the entire duration of the following fall or spring semester. A student on Academic Suspension will be notified for which semester the suspension applies.

**Readmission from Suspension**

Students on Academic Suspension are eligible to apply for readmission to Quincy College at the end of the affected semester. Students readmitted from Academic Suspension will re-enter the College on Academic Probation and be required to follow the protocols of the Academic Probation Procedure.

**Suspension Appeal**

Any student who is suspended from the College may appeal to have her/his suspension overturned. Students who wish to appeal their suspension must do so by submitting a written Letter of Appeal to the Vice President for Academic Affairs. Students

appealing their suspension will meet with the Director of Academic Advising and submit an Academic Improvement Plan in conjunction with their Letter of Appeal. The Academic Review Committee will consider submitted appeals and convey their recommendation to the Vice President for final decision.

**ACADEMIC STANDING (Policy 5.04)**

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

**ADD/DROP PROCESS (Policy 5.11)**

A student wishing to drop or add a course may do so by the deadline established in the Academic Calendar by completing an Add/Drop Form and submitting it to Registrar's Office, preferably in person. If a student wishes to change his/her full program, an appointment must be made with his/her academic advisor to discuss the change. A Change of Major Form must be completed through Registrar's Office.

**ATTENDANCE AND PERFORMANCE (Policy 5.05)**

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

**CRIMINAL OFFENDER RECORD INFORMATION (CORI)**

*Background Screening Process Required by Executive Office for Health and Human Services*  
Students interested in participating in an academic program that involves working with children, the disabled, or the elderly, or includes a clinical affiliation with a private or public health care provider, will be required to undergo a Criminal Offender Record Information (CORI) check. Depending on the contents of a student's CORI report, participation in an academic program, or

clinical affiliation related thereto, may be denied. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 167-178B, and consistent with guidelines promulgated by the Executive Office for Health and Human Services, and/or the Commonwealth's Department of Public Health. For more information, please contact (413) 775-1816.

### **DEAN'S LIST (Policy 5.08)**

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

### **DEGREE/CERTIFICATE REQUIREMENTS (Policies 5.01/5.02)**

Degree Requirements Quincy College awards degrees to students who are either high school graduates or G.E.D. recipients and have met degree requirements as approved by the Quincy College Board of Governors and recommended by the President. It is the responsibility of each student to meet the degree standards of the program in which he/she is enrolled. For specific requirements, students should consult the Quincy College Catalog.

### **FINAL GRADE APPEAL PROCESS (Policy 5.14 | Page 33)**

A student who believes that he/she has received a final grade that is not justified may apply to the Academic Review Committee for evaluation of his/her final grade. The purposes of the final grade appeal process are to ensure fairness and academic soundness in the grading process, and to eliminate the inappropriate use of the student grievance procedure for grade disputes. A disputed grade does not constitute a violation of a student's rights and is therefore not subject to the student grievance procedure.

#### *Basic Assumption*

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

The Academic Review Committee may review the grading policy of a faculty member to determine: a)

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

### **GRADE REPORT PROCEDURE**

Students can login to view and print their grades from the "Campus Portal" through the campus portal website at <https://register.quincycollege.edu/ics>. Students cannot access their grades if there is a hold on their accounts because of unpaid tuition, fees, or unreturned library books.

### **GRADING SYSTEM (Policy 5.07)**

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

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

### **HONORS CONVIVIAM**

Honors Convivium is held annually in the spring in recognition of those students who have achieved superior cumulative grade point average prior to their last semester at the College. In addition to the

Magna Cum Laude (3.50 – 3.74 cumulative GPA) and Summa Cum Laude (3.75 – 4.0 cumulative GPA) academic honors, numerous memorial scholarships are awarded to students.

### **INCOMPLETE GRADES (Policy 5.07A)**

A student requesting an incomplete grade must sign the Incomplete Grade Request Form. This form is submitted by the instructor when the grade sheet is turned in. Only if both the student and the instructor have signed this written agreement can the form be accepted. Written approval must be given from the appropriate Dean for an incomplete grade to be assigned by the instructor. An incomplete grade not made up by the end of the following semester will automatically become an "F".

### **PROFESSIONAL RECOGNITION CEREMONIES**

Professional Recognition Ceremonies are held for Nursing and Health Science students who have successfully completed their respective Nursing and Health Sciences programs. Students in the Associate Degree Program in Nursing, the Practical Nurse Program, Medical Laboratory Technician Program as well as the Physical Therapist Assistant Program are awarded a pin or certificate indicating their entrance into their professional community.

### **PROPER ATTIRE IN SCIENCE LABORATORY COURSES (Policy 3.07)**

Safety in science laboratory courses is something that Quincy College takes very seriously, as science laboratory courses present a host of chemical and biological hazards not found in the typical classroom. Paramount to safety in laboratory courses is the use of proper attire each time a student attends class. For the purposes of this policy, a "science laboratory course" is defined as any course that meets in the one of the Saville Hall Science labs or Plymouth Campus Science labs. It is ultimately the student's responsibility to ensure that he/she is dressed in proper attire, which includes closed-toed shoes, long pants or a long skirt, and shirts or blouses that do not allow excessive exposure of the skin. Examples of improper attire include, but are not limited to:

1. Shorts
2. Short skirts or short dresses (above knee height)
3. Sandals
4. Open-toed or backless shoes
5. Rubber clogs with holes (ex: Crocs™)
6. Loose or baggy clothing
7. Loose neckties
8. Shirts or blouses that allow midriff or chest exposure
9. Low-hanging jewelry such as long necklaces or long earrings

If a student attends a science laboratory course without wearing proper attire, he/she will be asked to leave and may only return when he/she has changed into proper attire. At the instructor's discretion and per the guidelines set forth in his/her syllabus, a violation of this policy may carry an academic penalty not to exceed the penalty for missing one class meeting.

### **REFUNDS**

Students who have officially withdrawn in writing from the semester I will receive a refund of tuition according to the following schedule.

Please note the following refund policies:

15-Week Semester Courses:

Special Session (Less than 15 weeks) Schedules\*

100% by the 2nd Friday since the start of classes

\*\* 100% the day prior to the start of the 2nd class meeting

50% by the 3rd Friday since the start of classes

\*\* 50% the day prior to the start of the 3rd class meeting

0% after the 3rd Friday since the start of classes \*\*

0% the day of or after the 3rd class meeting

\*\* Close of business day.

\* Special Session Schedules include 10-Week, 7-Week, 5-Week, Tandem, Double-Ups and Life Long Learning courses.

### **REPEATING COURSES (Policy 5.07C)**

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



**2019-2020**

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# **QUINCY COLLEGE**

## **QUICK POLICY REFERENCE**

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For complete policies visit: [QUINCYCOLLEGE.EDU/POLICY](http://QUINCYCOLLEGE.EDU/POLICY)

## **ACADEMIC INTEGRITY POLICY (Policy 5.15)**

### ***Academic Integrity Statement***

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

### ***Student Guidelines***

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

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

### ***Types of Academic Dishonesty Involving Students***

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

1. **Plagiarism** is the representation of the words and/or ideas of another as one's own in any academic assignment. Examples include, but

are not limited to: stealing or downloading the entire text of a paper, cutting and pasting various sources together to simulate a new essay, copying small portions of a paper, or misattributing source material.

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

### ***Disciplinary Action-Hearing and Appealing Process Involving Students***

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

- Step 1: Within five business days of the date of notification, the student must request a hearing with the appropriate academic dean. Within five business days of the hearing, the dean shall, in writing, notify the student of his/her decision.

Step 2: If a student has cause to question the resolution at Step 1, within five business days of the dean's written decision at Step 1, he/she may forward a written appeal to the Vice President for Academic Affairs. Within five business days of the receipt of the appeal, the Vice President shall, in writing, notify the student, and the individual who files the report, of the outcome of the appeal.

### ***Disciplinary Procedures Involving Students***

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

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

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

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

### **FINAL GRADE APPEAL PROCESS (*Policy 5.14*)**

A student who believes that he/she has received a final grade that is not justified may apply to the Academic Review Committee for evaluation of his/her final grade. The purposes of the final grade

appeal process are to ensure fairness and academic soundness in the grading process, and to eliminate the inappropriate use of the student grievance procedure for grade disputes. A disputed grade does not constitute a violation of a student's rights and is therefore not subject to the student grievance procedure.

### ***Basic Assumption***

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

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

### ***Academic Review Committee***

The Provost and Senior Vice President for Academic Affairs selects a Committee of six (6) members and three (3) alternates from faculty and deans. At least one member will be a member of the Quincy Education Association. Appointments to the Committee shall be made not later than the start date of an academic year and shall last for one (1) academic year. No member of the Committee, except the Chair, shall serve for more than two (2) consecutive academic years. If a particular grade appeal involves a Committee member, that member must recuse him/herself from the Committee and its deliberations for that grade

appeal only, and be replaced by an alternate member. The Chair shall ask an alternate to serve on the Committee in the absence of a Committee member. By virtue of his/her position, the Assistant to the President shall serve as the permanent Chair of the Academic Review Committee.

In addition to presiding at meetings of the Committee, the Chair also shall be responsible for the Committee's administrative functions, such as being designated as the person to initially receive all applications/requests for final grade appeals, and distributing to the Committee's members documents pertaining to final grade appeals. The Chair shall be a non-voting member of the Committee except in the case of a tie vote of the other members of the Committee present. At its first meeting of the Academic Year, the Committee shall elect a Vice Chair.

The term of the Vice Chair shall be for one academic year, with the Vice Chair being ineligible for service as Vice Chair in the next succeeding year. The Vice-Chair shall chair Committee meetings in the absence of the Chair. The Committee will meet on the first Wednesday of each month (holidays and College closures excluded), and at other such times as determined by the Chair or, in writing, by the majority of the regular membership of the Committee. The quorum for any meeting of the Committee shall be four (4) members, with the Chair's presence counting toward the existence of a quorum. Following each Committee meeting, the recommendation of the Committee will be forwarded to the Provost and Senior Vice President for Academic Affairs not later than five (5) business days following the Committee's meeting. The Senior Vice President for Academic Affairs shall review the recommendation of the Academic Review Committee and, in his/her sole discretion may adopt, modify, or decline to accept the recommendation of the Academic Review Committee. If the Senior Vice President for Academic Affairs modifies and/or declines to accept the recommendation of the Academic Review Committee, the Provost and Senior Vice President for Academic Affairs will so notify the Chairperson of the Academic Review Committee. After making a decision regarding an appeal, the Provost and

Senior Vice President for Academic Affairs will notify the student, the affected faculty member, and the College President of his/her decision.

#### *Procedure*

It is recommended that the student attempt to resolve the final grade dispute with the faculty member with whom the dispute exists, and the appropriate Dean before requesting a hearing by the Academic Review Committee. The request for a hearing must be submitted to the Chair of the Committee within thirty (30) business days of the final day of classes of the semester during which the disputed final grade was earned. However, in extraordinary circumstances and at its sole discretion, the Committee, or the Chair, *suasoponte*, may waive the above-referenced thirty (30) day deadline.

1. If the student is unable to resolve the final grade with the faculty member and/or Dean, the student may appeal to the Academic Review Committee. In order for the final grade appeal to be heard by the Academic Review Committee, the student must submit the following:

- a letter addressed to the Chair of the Academic Review Committee which states the reason(s) why the student feels that the final grade is not justified;
- a copy of the course syllabus outlining the grading and attendance policies;
- a record of all test, quiz, and other assessment grades received in the course;
- copies of all available graded assignments, laboratory assignments, or other work assigned by the faculty member during the course;
- copies of any papers submitted during the course that affected the final grade (term papers, research papers, care plans, etc.).

2. The Chair of the Academic Review Committee will request that the faculty member submit the following documents:

- a copy of the course syllabus outlining the grading and attendance policies;
- class, clinical and/or laboratory attendance record;
- record of all grades earned by the student while enrolled in the class;
- copies of any graded assignments, papers, tests, quizzes, or other assessments in the possession of

the faculty member that the student completed while enrolled in the course.

3. The inability of the student to provide documents, and/or of the faculty member to provide documents, shall not serve as a bar to the Committee hearing the student's appeal and rendering a decision on the student's appeal.

4. Following the receipt of all available documents identified in steps 1 and 2 above, the Chair of the Academic Review Committee will place the student's grade dispute on the agenda of the next regularly scheduled Academic Review Committee meeting. In the event that waiting for the next, regularly scheduled Committee meeting may jeopardize the student's continued education at Quincy College, opportunities for transfer to a four-year institution, or employment opportunities, the Chair may schedule a meeting sufficiently prior to the next scheduled meeting to adequately accommodate those student issues. The faculty member and the student will be invited to attend. Both the student and the faculty member may offer testimony, may bring witnesses, and both will have the opportunity to question witnesses. The inability of the student and/or faculty member to attend the meeting of the Academic Review Committee at which the student's appeal is scheduled to be heard shall not serve as a bar to the Committee hearing the student's appeal and rendering a decision on the student's appeal.

5. The Academic Review Committee will forward a written recommendation, including the basis for the decision, the names and titles of those present, a list of documents presented, and a numerical record of the Committee's vote, to the Provost and Senior Vice President for Academic Affairs within five (5) business days following the Committee's recommendation. Those Committee members who disagree with the decision of the majority of the Committee, and who vote in the minority, may submit to the Senior Vice President a written report indicating the basis for their disagreement.

6. The Provost and Senior Vice President for Academic Affairs having received the recommendation of the Academic Review

Committee, will review the recommendation of the Academic Review Committee and may accept, modify, or decline to accept the recommendation so presented. If the Provost and Senior Vice President for Academic Affairs modifies or declines to accept the recommendation of the Academic Review Committee, he/she shall notify the Chairperson of the Academic Review Committee. Following such notifications, the Provost and Senior Vice President for Academic Affairs will inform the student, the faculty member, and the College president of the his/her decision.

7. The decision of the Provost and Senior Vice President for Academic Affairs is final and binding, and not subject to further appeal.

## **STUDENT CODE OF CONDUCT**

### **STUDENT CODE OF CONDUCT PROCEDURE**

#### ***(Policy 6.16)***

##### **I. Introduction**

Quincy College ('the College') strives to maintain a positive environment for teaching and learning. By outlining the behavioral expectation for students and the procedures of enforcement, the Student Code of Conduct ('Code of Conduct') fosters a climate of honesty, integrity, civility and respect to engender a spirit of personal responsibility in our students. The Code of Conduct is intended as a framework of acceptable student behavior and prohibited conduct. It should not be regarded as an exhaustive list of prohibited conduct, nor should it be construed as a contract between the student and the College. The intent of the College is to develop traits and behaviors in students, such as critical thinking, self-motivation, and the ability to foresee consequences for their actions.

A student shall be subject to college disciplinary/judicial procedure

##### **II. Definitions**

1. The term Accused Student means a student who is alleged to have violated a college policy or the Code of Conduct.
2. An Administrative Disposition is a resolution of the complaint mutually agreed upon by the CCO and the Accused Student in an Administrative

Hearing. By agreeing to the Administrative Disposition, the accused student waives his/her right to a Judicial Board Hearing and an appeal of the resolution.

3. A Classroom will include classrooms, laboratories, libraries, clinical sites, and any other learning space on the College Premises or used by Quincy College.
4. The Code of Conduct Officer (CCO) is the college official responsible for receiving all incident reports, determining whether further action is warranted, referring the matter to staff and/or an external third party for further action as needed, and investigating or causing to be investigated the alleged violation of College policy or the Code of Conduct.
5. College Community means any student, faculty, staff, college official or guest of the college.
6. A College Official is any person employed by the college acting under the authority of the college.
7. A College Partnership is an outside company or facility that the college has an agreement or contract with, such as facilities or companies for clinical placements or internships or rentals for college sponsored events.
8. College Premises are all buildings and grounds owned, leased, operated, occupied on a regular basis, controlled or supervised by the College.
9. A College Sponsored Activity is any activity on or off campus authorized or supervised by the College, including but not limited to clinical placements, internships, student activities and college events.
10. A day as outlined in the Judicial Process means a college work day which is defined as only Monday through Friday, exclusive of holidays and other College closures.
11. A Faculty Member is any full or part time instructor, assistant professor, associate

professor, professor, adjunct professor, adjunct instructor, clinical instructor, laboratory instructor or librarian employed by the college to conduct academic activities.

12. An Incident Report is a form that can be completed in writing by any person who alleges that he/she has been harmed by a student who has violated college policy or the Code of Conduct, or by any person who witnesses a student violate college policy or the Code of Conduct, or a report taken by a member of the College staff relating what said witness(es) reported to him/her and reduced to writing.
13. The Judicial Appeals Officer is designated by the President to hear appeals filed by students who have been found responsible for violation of college policy or of the Code of Conduct by the Judicial Board.
14. The Judicial Board is comprised of members of the Judicial Committee who conduct a fair and impartial hearing, when a determination has been made by the CCO that a violation of policy or the Code of Conduct has been determined to have occurred. The Judicial Board is appointed by the President.
15. The Judicial Committee is comprised of faculty and staff trained by the Judicial Appeals Officer to serve on a Judicial Board. The Judicial Committee is appointed by the President.
16. The President is the President of Quincy College or his/her designee.
17. A Student is any person enrolled in or accepted for any course or academic program at the college, full or part time, credit or non-credit.

### **III. Code of Conduct Violations**

A student shall be subject to college disciplinary/judicial procedures under this policy for violating this code of conduct and/or College policies, including but not limited to the following:

1. Endangering the health and/or safety of the college community by:

- a) Intentionally or negligently causing physical/bodily harm or the threat of physical/bodily harm to any person or to the college community in general.
  - b) Harassing, intimidating, stalking, bullying or coercing, either verbally, physically, in writing or by electronic means (i.e. email, social media etc.) any person.
  - c) Engaging in behavior that infringes or is intended to infringe upon the rights of others.
  - d) Engaging in lewd, indecent and/or obscene behavior, including possession of pornographic/obscene materials on campus and/or downloading or uploading pornographic material on college computers and/or college social media sites; or engaging in consensual sexual or inappropriately intimate behavior on campus or at a college activity or event.
  - e) Possessing firearm(s), explosives, dangerous chemical(s), or other dangerous and/or illegal weapon(s) or instruments on the college premises or at a college activity or event with the exception of law enforcement officers carrying service weapons.
  - f) Tampering with fire and/or safety equipment or activating a false fire alarm or bomb threat.
2. Obstructing or disrupting the normal operations of the college or college sponsored activities by conduct, including but not limited to:
- a) Hindering the free flow of pedestrian or vehicular traffic, blocking entrance, exit or access to any college premise or college partnership facilities, stairway or hallway.
  - b) Acting in a manner that interferes with or disrupts classroom, laboratory, library, or clinical experiences or that is in violation of the faculty member's syllabus or otherwise disrupts academic or administrative activities.
  - c) Dressing in a manner that inappropriately exposes body parts or otherwise disrupts the academic environment causes undue attention to an individual student.
  - d) Inciting or otherwise causing others to disrupt the normal operations of the college or college sponsored activities.
3. Using or being under the influence of alcohol while on college premises or at college sponsored events and activities except as authorized in accordance with official college policy; possessing or distributing alcoholic beverages while on campus or college sponsored events.
4. Using or being under the influence of, possessing, manufacturing, distributing any illegal drug, marijuana, narcotic, hallucinogen or similar chemical agent, including the inappropriate or unlawful use, distribution or possession of prescription drugs, in any quantity, that is prohibited by law.
5. Any unauthorized use of electronic or other devices to make an audio recording of any person while on College property or at a College event or activity without the express consent of the person; any violation of the College's acceptable use policies.
6. Engaging in unauthorized or illegal gambling on campus or at college sponsored events, either in person or by computer.
7. Failing to comply with the directions of a college official, faculty member or law enforcement officer acting in accordance with their duties, including but not limited to failing to, when requested to do so, present a valid, current Quincy College identification.
8. Forging, altering or misusing any college document, record or means of identification including student identification card, user name, pin code or password, college portal and email access.
9. Defacing, damaging or destroying college property, including but not limited to graffiti or tagging; attempted or actual theft or unauthorized removal of college property or the property of another person; member of the

college community/college partnership, or other personal or public property.

10. Possessing or duplicating keys, mechanical or electronic, to college premises without authorization; or entering college premises outside of normal business hours without authorization.
11. Engaging in acts of Hazing as outlined in Massachusetts General Laws, Chapter 269, Section 17.
12. Engaging in Hate Crimes as defined and prohibited by the laws of the Commonwealth of Massachusetts and United States codes.
13. Abusing the disciplinary process by:
  - a) Falsifying, distorting, or misrepresenting information to a conduct officer or judicial body and/or attempting to influence or coerce another to falsify, distort, or misrepresent information to a conduct officer or a judicial body.
  - b) Disrupting or interfering with the orderly conduct of a disciplinary/judicial procedure.
  - c) Attempting to discourage an individual's participation in or use of the disciplinary/judicial system.
  - d) Attempting to influence the impartiality of a member of the disciplinary/judicial system before or during the disciplinary/judicial process.
  - e) Harassing, or intimidating or attempting to harass or intimidate a party or witness scheduled to appear before a conduct officer or judicial body and/or harassing or intimidating or attempting to harass or intimidate a conduct officer or a member of the disciplinary/judicial system.
  - f) Influencing or attempting to influence another person to commit an abuse of the disciplinary/judicial procedure.
  - g) Failing to comply with sanctions imposed under the Code of Conduct.
14. Violating published college policies, rules or regulations as outlined in the college policy manual, college catalog, student handbook, or

on the college website not otherwise enumerated herein.

15. Violating any local, state or federal laws on college premises or at any college sponsored activity not otherwise enumerated herein.

#### Additional Considerations:

Violation of the Law: Students who engage in behavior that violate local, state and/or federal law may be subject to civil and/or criminal proceedings in addition to the college disciplinary/judicial procedures.

Complaints Alleging Sexual Misconduct: Complaints regarding sexual misconduct will be addressed following the process and procedures laid out in the Sexual Misconduct Policy.

Off Campus Behavior: The college reserves the right to take disciplinary action against a student for off campus conduct when such conduct poses a direct or indirect threat or adversely affects the college community, if the conduct poses a threat to another member of the college community or if the student is charged with a violation of local, state or federal law.

#### IV. Disciplinary Process

Student Due Process Protections: Students accused of violating the Code of Conduct are entitled to the following procedural protections:

1. To be given notice of the alleged violation;
2. To be informed of the substance of the information or evidence against him/her;
3. To be given an opportunity to respond to the charges;
4. To be informed of the results of any hearing;
5. To be given a resolution of the charges in accordance with the Code of Conduct;
6. To be given an opportunity to appeal as outlined in the Code of Conduct;
7. To be informed of additional procedural protections for certain

disciplinary procedures as described below.

Although the above protections should normally precede any disciplinary consequence, in emergency situations the student may be summarily removed from the College, with notice and other appropriate procedural protections to follow as soon as possible.

*Disciplinary Process Steps:*

1. Immediate and Interim Discipline

a) Interim Suspension

- i. The President or his/her designee may issue an interim suspension prior to a hearing for the following reasons:
  - a. To ensure the safety and well-being of the college community.
  - b. To ensure the preservation of college property.
  - c. To ensure the student's own safety or well-being.
  - d. If the student poses an ongoing threat of disruption of or interference with the normal operations of the college.
- ii. During an interim suspension, the student may be denied access to the college facilities and college activities, including classes.
- iii. Interim suspensions will take effect immediately upon the direction of the President or his/her designee. The student will be notified of the interim suspension by an email to the student's Quincy College e-mail account and by letter. Refusal to accept receipt of the notification shall not negate or postpone the interim suspension.
- iv. The interim suspension will remain in effect until the hearing and a final decision has been made regarding the alleged violation of policy or the Code of Conduct (CCO) or until the President or his/her designee determines the reason for posing the interim suspension no longer exists.

- v. In the event of an interim suspension, the CCO will make every attempt to expedite the judicial process.

b) Removal from Classroom

- i. A Faculty Member or College Official may, for the sole purpose of maintaining order in the classroom, order that a student leave the classroom.
- ii. If a Faculty Member or College Official orders a student to leave the classroom, the Faculty Member or College Official must, at the first opportunity but in any event not later than the same day on which such action occurred, submit, by means of the Quincy College incident reporting system, an incident report thoroughly describing such action and the circumstances surrounding it.
- iii. In the event that a Faculty Member or College Official who orders a student to leave the classroom intends for the resulting absence to last beyond the class meeting during which the order to leave occurred, that will be considered an interim suspension governed by the provisions above, and may not take effect unless and until the President or his/her designee so orders.

c) No Contact Order

- i. If, upon the credible allegation that a student has violated college policy(ies) and/or the Code of Conduct, the CCO may, subject to the requirements set forth below, issue a No Contact Order to the student against whom the allegation has been made.
- ii. A No Contact Order may be issued by the CCO only for the purpose(s) of providing for the safety, protection, and/or well-being of the college community.
- iii. A No Contact Order will apply to a student against whom it is issued on all college premises, at any college activity or event, and on any service or instrumentality offered or sponsored by

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College including, but not limited to, the Quincy College portal or Quincy College on-line course(s).

- iv. The CCO shall, not later than one (1) day after the day on which the CCO has determined that a No Contact Order is appropriate, send to the student against whom the No Contact Order is issued, written notice of such No Contact Order via the student's Quincy College e-mail account and by letter to the student's last known address. This written communication shall include the identity of the member or members of the college community that the Order has been issued to protect, the nature of such Order, and the consequences thereof.
  - v. Nothing in this subsection (1) (c) shall be construed to prevent a No Contact Order to also be imposed as a sanction, as set forth in in this Code of Conduct.
- d) Any Other Measure Deemed Appropriate by the CCO
- i. If, upon the credible allegation that a student has violated college policy(ies) and/or the Code of Conduct, the CCO may, at his/her sole discretion impose other interim disciplinary measures not otherwise referenced in Section IV (1) in this Code of Conduct and judicial process.
  - ii. In order to impose such other interim disciplinary measures, the CCO must be convinced that such measures are reasonable and necessary for the safety, protection, or well-being of the college community, college or college premises, or the maintenance of the normal operation of the college or any of its functions or activities.
  - iii. Such other interim disciplinary measures may be imposed by the CCO only if in his/her reasonable judgment the specific interim disciplinary measures cited above is inadequate to appropriately address a particular matter.
- iv. Such other interim disciplinary measures include, but are not limited to: verbal warning; written warning; restrictions/loss of privilege(s); probation; all as defined below in Sanctions.
  - v. In the event that the CCO institutes such other interim disciplinary measure(s), the CCO shall, not later than one (1) day after the day on which the CCO has determined that such measures are necessary, send to the student against whom such measures are imposed, written notice of the charges and such measures via the student's Quincy College e-mail account and by letter to the student's last known address. This written communication shall, as specifically as reasonable, include the charges and the nature of such measures and the consequences thereof.
2. Filing of the Complaint and Investigation
- a) Any member of the college community may file a complaint against a student for alleged violations of the Code of Conduct or other college policies by completing an Incident Report on the QC portal. Incident reports should be filled out completely outlining the following:
    - i. Identity of the accused student(s)
    - ii. Date, time and place of alleged violation
    - iii. Policy or section of the code of conduct allegedly violated
    - iv. A narrative thoroughly describing the manner in which the Code of Conduct or subject College policy was violated by the accused student(s)
    - v. Names and contact information of witnesses
  - b) All Incident Reports alleging a violation of policy or the Code of Conduct must be submitted to the CCO within five (5) days of the discovery of the alleged violation. The CCO, at his/her discretion, may accept

complaints after the five (5) day time period if he/she feels circumstances warrant a late filing.

- c) As part of an investigation, within two (2) days of receiving the incident report, the CCO will notify, by the student's Quincy College e-mail account and by letter, the accused student of the alleged violation and request that the student meet with him/her to respond to the allegation. The accused student has five (5) days from date of notice to contact the CCO and arrange a meeting. The meeting must take place within two (2) days after contact is made, or otherwise within a reasonable time period as determined by the CCO. In the event that the accused student fails to contact the CCO within five (5) days, the CCO will review the facts and evidence and reach a determination without the accused student's response.
  - d) The CCO will also talk to the complainant and witnesses to determine if the evidence supports the alleged violation. In reaching his/her determination regarding a complaint, the evidentiary standard to be used by the CCO will be that of "preponderance of the evidence".
  - e) Upon completion of the investigation, if no violation has appeared to have taken place, the CCO shall dismiss the complaint and notify the accused student and the complainant that the complaint has been dismissed.
  - f) Upon completion of the investigation, if the CCO determines that a violation exists, the CCO will inform the accused student in writing, by completing a Statement of Charges letter, that a violation of the policy or the Code of Conduct has occurred and that judicial action will be taken. In the Statement of Charges letter, the student will be requested to contact the CCO within five (5) days to request a hearing. The Statement of Charges letter will outline the two procedural options that are available:
    - i. Administrative Hearing - At an administrative hearing with the CCO, the accused student may elect to admit responsibility for violating policy or the Code of Conduct and accept a sanction given by the CCO. The student shall sign the Administrative Disposition form and waive his/her right to a Judicial Board Hearing and any right of appeal. If the student chooses the Administrative Hearing, he/she has the right not to consent to the Administrative Disposition if he/she does not agree with the violation or sanction. Under such circumstances, the student may request a Judicial Board Hearing.
    - ii. Judicial Board Hearing – If the accused student does not agree to an Administrative Hearing or Administrative Disposition cannot be agreed upon, the accused student can request a hearing with the College Judicial Board.
  - g) In the event that the accused student does not contact the CCO regarding the Statement of Charges letter, the default disciplinary process will be a Judicial Board Hearing.
3. The Judicial Committee and the Judicial Board
    - a) The college shall have a Judicial Committee comprised of faculty and staff trained by the Judicial Appeals Officer to serve on the Judicial Board. The Judicial Board shall be comprised of two (2) faculty members, one (1) staff member, and a Chair. The Chair will not participate in the deliberations. The President shall appoint the Judicial Board members for each hearing as well as a Chair for that proceeding from among the Judicial Board Committee.
    - b) A hearing with the Judicial Board shall be scheduled by the CCO not later than five (5) days following an accused student's request for a hearing or in the case of the student not responding to the Statement of Charges letter. The CCO shall notify the student of the Judicial Board Hearing date by an email sent to the student's Quincy College e-mail account or in writing via letter to the student's last known address.
    - c) The accused student shall have the right to:

- i. Be provided with a copy of the Statement of Charges letter outlining the alleged violation of policy or the code of conduct.
  - ii. Be provided with a copy of the original Incident Report.
  - iii. Present witnesses and to question other witnesses who participate in the hearing as outlined in the Hearing Procedures.
  - iv. Present relevant information and evidence.
  - v. Be assisted by one advisor, including legal counsel, of the accused student own choosing and at the accused student's own expense. The advisor's role is limited to advising the accused student directly. Advisors are not permitted to participate directly in the Judicial Board Hearing. Any advisor that violates these terms may be asked to leave by the Judicial Board Chairperson.
- d) In the event that the student elects not to appear before the Judicial Hearing Board, he/she waives the above rights. The Judicial Board will be presented with the Statement of Charges letter, the incident report and the witnesses present and will deliberate based on the information the Board obtained during the hearing.
- e) In Judicial Board matters involving more than one accused student, the Chair may permit at his/her discretion individual hearings for each accused student.
4. The Judicial Board Hearing
- a) All Judicial Board Hearings shall be conducted in private. Those in attendance shall include the Chair, Judicial Board Members, the CCO, the complainant, the accused student and his/her selected advisor. Witnesses will not be present during the entire hearing. Each witness will be called in during the hearing to give their statement and to be questioned regarding their statement and then be excused.
  - b) There shall be an audio or video recording created of all hearings. The record shall be the property of the College.
  - c) The Chair shall preside over the hearing. All procedural questions are subject to the final decision of the Chair. All testimony and questioning shall be at the direction of the Chair. The Chair may limit or exclude testimony to the extent that such testimony is repetitive or not relevant to the matter before the Judicial Board.
  - d) A hearing shall proceed as follows:
    - i. The Chair will have the CCO present the Statement of Charges on behalf of the college and complainant. The CCO will submit a copy of the original incident report and any other evidence, documents, materials and/or witnesses in support of the Statement of Charges.
    - ii. The accused student can then respond to the Statement of Charges. The student may present documents, materials and/or witnesses in response to the Statement of Charges.
    - iii. The Judicial Board may question each party, their witnesses and/or review all evidence presented. The Judicial Board has the discretion to request additional evidence, documents, materials or information from either party.
    - iv. Neither party is allowed to question witnesses directly. After each witness has been questioned by the Judicial Board, the parties will be given the opportunity to ask questions by presenting the questions through the Chair. The other party will be asked to respond unless the Chair determines that the question is not relevant.
    - v. The Chair will give the CCO and the accused student the opportunity to make final statements prior to dismissal from the hearing.
  - e) Deliberations shall be conducted in a closed session of the Judicial Board immediately after the hearing. The Judicial Board shall determine by a majority vote whether the accused student has violated the policy or the Code of Conduct based upon the evidence presented and the preponderance of evidence.

- f) If the determination that the accused student is responsible for violating policy or the Code of Conduct, the Judicial Board shall recommend an appropriate sanction to the Chair. At this point, The Judicial Board may consider any previous violations and sanctions to determine the current sanction.
- g) Within two (2) days of the conclusion of a hearing, the Chair shall issue a written decision outlining the Judicial Board's findings and sanction, if any, to the accused student and the CCO.
- h) All records related to the disciplinary proceedings shall be maintained in accordance with the Family Education Rights and Privacy Act (FERPA) and housed in the office of the CCO.

#### 5. Sanctions

- a) A student found in violation of the college's Code of Conduct or college policy shall be subject to one or more of the following sanctions (none of these sanctions is intended to take the place of or limit the use of legal proceedings that may be available to the parties):
  - i. Verbal Warning - Student is given a verbal warning and a notation is made in the student's disciplinary file.
  - ii. Written Warning - Student is given a letter stating that he/she has violated college policy or the Code of Conduct and the letter is placed in the student's disciplinary file.
  - iii. Restrictions/Loss of Privileges – Student is denied certain privileges or restricted from using college services for a specified length of time.
  - iv. Community/Educational Service – Student is required to complete a specified number of hours of community or college service.
  - v. Restitution - Student is required to provide compensation for loss, damage or injury. Restitution can be monetary, replacement materials or in the performances of services.

- vi. Probation – Probation is for a designated period of time and student is informed that any violations of college policy or Code of Conduct while on probation will result in more severe disciplinary sanctions.
- vii. Suspension – Student is separated from the college for a specified period of time after which the student is eligible to return. The student will not be entitled to a refund or to have academic accommodations made to complete work missed during a suspension. Students are not allowed to attend classes, attend college activities or be on campus during their suspension. Student must apply to the CCO for re-admittance.
- viii. Revocation of Admission to Specific Degree Program – Student's acceptance to a specific degree program(s) can be revoked or denied. Student would still be allowed to attend the college, but not for obtaining specific degrees.
- ix. Expulsion – Student is permanently terminated from the college and will not be allowed to enroll at the college at any future time. The student will not be eligible for any refund from the college. The expulsion will be placed on the student's transcript.

#### 6. Appeal

- a) Within five (5) days of receiving the Judicial Board's decision, the student may appeal the decision to the college's Judicial Appeals Officer.
- b) An appeal must be in writing and be based upon a credible claim that:
  - i. The hearing was not conducted in conformity with the prescribed procedures.
  - ii. New information that was reasonably unknown to the accused student at the time of the hearing, and which is sufficiently relevant such that it could alter the Judicial Board's decision has been discovered.

- iii. There existed a demonstrable bias by a member of the Judicial Board.
- iv. The sanction imposed is disproportionate to the severity of the violation.
- c) The college Judicial Appeals Officer shall issue a written decision within five (5) days of receiving the appeal. The Judicial Appeals Officer may accept, reject or modify the Judicial Board's decision or sanction.
- d) The Judicial Appeals Officer's decision shall be final.

**EQUAL OPPORTUNITY AND NON-DISCRIMINATION  
(Policy 3.02)  
EQUAL OPPORTUNITY AND ANTI-HARASSMENT  
COMPLAINT PROCEDURES**

To obtain information and/or report possible discrimination or harassment or retaliation, please contact one of the following people listed below:

**Susan Bossa**

**Title IX Coordinator**

Phone: (617) 984-1656

[sbossa@quincycollege.edu](mailto:sbossa@quincycollege.edu)

**Jessica Cherry, Esq.**

**General Counsel**

Phone: (617) 984-1734

[jcherry@quincycollege.edu](mailto:jcherry@quincycollege.edu)

All investigations will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. **Adherence to confidentiality is expected of all individuals directly and indirectly involved with the investigation process and its final determination.**

**I. Policy:** Quincy College is committed in spirit as well as in action, to not only meet, but also to exceed all federal, state and local statutes governing equal opportunity and inclusion. The College is an academic community dedicated to openness, tolerance and respect. Our doors are open to all students and employees, and it is our policy to guarantee equal employment and

educational opportunities without regard to age, race, creed, color, religion, gender, marital or parental status, national origin or ancestry, veteran status, sexual orientation, or disability, which can be reasonably accommodated. For more information about the Equal Opportunity and Non-Discrimination Policy, please refer to page 71.

The College is committed to maintaining and promoting a policy of non-discrimination and does not discriminate in its education programs or in admissions to, access to, treatment in its educational programs, or employment in its programs and activities. Furthermore, the College will act in good faith, to affirmatively recruit and consider for promotion individuals in protected categories. Age, race, creed, color, religion, gender, marital or parental status, national origin or ancestry, veteran status, sexual orientation, or disability are not factors in employment, promotion, transfer, compensation, lay-off, disciplining and terminations. All Quincy College employees have the right to equal opportunity in hiring, training, promotion, transfer, and reasonable accommodation to an individual's disability, in accordance with the Rehabilitation Act of 1973 and the Americans Disability Act of 1990. Employees have the right to work in an environment free of any form of discrimination. In addition to these rights under applicable laws, all College employees (including student employees) have the responsibility to:

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

- actively participate in the College's efforts to prevent and eliminate discrimination in the workplace and learning environment.

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

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

All employee questions, concerns, or complaints regarding Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 or regarding the College's Affirmative Action policies should be forwarded to the Director for Human Resources, Presidents Place, 1250 Hancock Street, Quincy Center, MA 02169.

Inquiries regarding services for students with disabilities or student concerns or complaints regarding Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 should be forwarded to Susan Bossa, Associate Vice President for Student Development, Presidents Place, 1250 Hancock

Street, Quincy Center, MA 02169 or by calling 617-984-1656 or at [sbossa@quincycollege.edu](mailto:sbossa@quincycollege.edu).

### Section I – Quincy College Policy and Campus Responsibility

These procedures are designed to implement Quincy College's policies which require equal opportunity for all members of the Quincy College community and prohibit harassment of any member of the Quincy College community. Quincy College is committed to enforcing the requirements of applicable federal and state laws, including but not limited to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Chapter 151B of the Massachusetts General Laws.

Furthermore, it is the policy of Quincy College to promote a College community that is free of harassment of any type, including sexual harassment. Harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, or genetic information in employment, admission to and participation in academic programs, activities and services, and the selection of vendors who provide services or products to Quincy College. Quincy College will not tolerate harassing conduct that affects employment or educational condition or interferes unreasonably with an individual's school or work performance, or that creates an intimidating, hostile, or offensive work or school environment.

Harassment of employees or students occurring on campus, in connection with work-related travel, and/or at Quincy College sponsored events will not be tolerated. Furthermore, retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

Quincy College takes allegations of harassment and violations of equal opportunity seriously and will respond promptly to complaints. Where it is determined that inappropriate conduct has

occurred, Quincy College will act promptly to eliminate the conduct and will impose corrective action as necessary, including disciplinary action where appropriate, which may include termination of employment or school-related discipline. Each campus is responsible for disseminating and enforcing the policy and procedures so that each member of the college community is aware of the policy and held responsible for his/her behavior.

## **Section II – Definitions**

### **Equal Opportunity**

“Equal opportunity” means the right to enjoy equal opportunity in employment, admission to, and participation in Quincy College’s programs and activities, the provision of College services, and the selection of vendors who provide services or products to Quincy College, without regard to an individual’s race, color, religion, sex, age, sexual orientation, national origin, disability, or veteran status.

### **Harassment**

“Harassment” means unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law. Harassment includes, but is not limited to:

1. display or circulation of written materials or pictures that are degrading to a person or group as previously described; and
2. verbal abuse or insults about, directed at, or made in the presence of an individual or group as previously described.

**Sexual Harassment: For information regarding Sexual Harassment, please refer to the Quincy College Sexual Misconduct Policy and Procedures in Accordance with the Violence Against Women Act.**

Unwelcome conduct may be considered harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness.

### **Retaliation**

An individual who has engaged in a protected activity is protected against retaliation. A protected activity consists of the following: 1) opposing a practice made unlawful by one of the employment discrimination statutes; or 2) filing a charge, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing under the applicable statute.

Any individual who believes they are the victim of retaliation as described above, may file an oral or written complaint of retaliation with the Title IX Coordinator(s) or designee. The complaint of retaliation will be addressed in accordance with the provisions of these Equal Opportunity and Anti-Harassment Complaint Procedures. The complaint of retaliation will be treated as a new and separate complaint.

### **Confidentiality**

The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Adherence to confidentiality is expected of all individuals directly and indirectly involved with the investigation process and its final determination.

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College’s obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the College honors the request for confidentiality, a victim must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the accused may be limited.

## **Section III – Complaint Procedures A. Responsible Persons and Covered Individuals**

### **A. Complaint Procedures**

1. All members of the Quincy College community are responsible for abstaining

from, discouraging and reporting any form of harassment or discrimination. The primary responsibility for ensuring that a proper investigation and resolution of discrimination or harassment or retaliation complaints rests with the Title IX Coordinator(s) or designee, who will administer the policy and procedures described herein.

- a. The Title IX Coordinator(s) or designee will receive complaints, advise complainants and respondents about Quincy College's procedures and options for responding to complaints, conduct investigations, and determine its findings.
  - b. The Vice Presidents, Associate Vice Presidents, and Deans (hereinafter, Vice Presidents/Deans), working with the Title IX Coordinator(s) or designee, will see that all supervisors on the Quincy and Plymouth campuses receive information and are offered training concerning discrimination and harassment. In addition, the Vice Presidents/Deans have other responsibilities as described herein.
2. These complaint procedures are available to any member of the Quincy College community who believes that he or she has been discriminated against or harassed. In addition, applicants; visitors; guest lecturers; contractors, their agents and employees may use these procedures where applicable to bring complaints against members of the Quincy College community whom they believe have engaged in discrimination or harassment or retaliation in the course of the educational, work or other official activities of Quincy College, such as sporting events or lectures. Members of the Quincy College community

consist exclusively of students, faculty, and other full and part-time employees of Quincy College. These procedures are available regardless of whether the person alleging discrimination or harassment or retaliation (the "complainant") has filed a complaint with any outside agency or court.

3. The Provost & Senior Vice President for Academic Affairs will be notified whenever the person accused of discrimination or harassment or retaliation (the "respondent") is a Quincy College student.

The Director of Human Resources will be notified whenever the person accused of discrimination or harassment or retaliation (the "respondent") is a Quincy College faculty or staff member.

4. Those found to be in violation of Quincy College's discrimination or harassment or retaliation policy will be subject to disciplinary sanctions. Disciplinary sanctions shall be based on the nature and severity of the offense as well as any record of prior disciplinary action imposed on the respondent. In general, sanctions may include, but are not limited to, one or more of the following: public apologies, public reprimands, written warnings, letters of reprimand, attendance at appropriate workshops, and, in the case of employees, suspension, denial of merit pay for a specified period of time, involuntary demotion, removal from administrative or supervisory duties, and/or termination of employment. Students may also be issued oral reprimands, put on disciplinary probation, suspended from Quincy College for a stated period of time, and/or expelled from Quincy College.

In investigating complaints under this procedure, Quincy College may impose discipline for inappropriate conduct without regard to whether the conduct constitutes a violation of the law and may take

corrective action even if the conduct does not rise to the level of violating Quincy College's equal opportunity and anti-harassment policies.

## B. Initiating Complaints

1. Prompt reporting of discrimination or harassment or retaliation is in the best interest of the entire Quincy College community and is essential to a fair, timely and thorough investigation. Accordingly, all complaints must be filed within 90 calendar days of the action that prompts a complaint. (NOTE: this filing period may be extended for good cause.)
2. Notwithstanding any provision of this policy, Quincy College reserves the right to investigate and take action on its own initiative in response to behavior and conduct which may constitute discrimination or harassment or retaliation or otherwise be inappropriate, regardless of whether an actual complaint has been filed.
3. Attorneys are not permitted to be present or participate in the complaint process.
4. Initiating the Process: In order to initiate a proceeding under this policy, the complainant must first file an oral or written complaint with the Title IX Coordinator(s) or designee. The complainant initiates a filing process by meeting with the Title IX Coordinator(s) or designee who will explain the complaint procedures. When initiating the complaint process, the complainant should complete the "Quincy College Complaint Form" (See Appendix A). All relevant facts, including the date(s) of the occurrence(s), the identity of all parties, the location(s) and circumstances of the behavior at issue, and any other information the complainant feels is relevant;

- a. the specific nature of the discrimination or harassment or retaliation involved in the complaint;
- b. other individuals who might be aware of or have knowledge of the situation;
- c. what actions, if any, the complainant has taken as a result of the incident(s); and
- d. what remedy or relief is being sought (although the imposition of any particular remedy is in the discretion of Quincy College).

## C. Complaint Investigation

1. After the complainant has provided the appropriate information, the Title IX Coordinator(s) or designee will conduct an investigation as appropriate to determine whether there has been a violation of Quincy College's policy. Both the complainant and the respondent have the right to present witnesses. All individuals (i.e., employees, students, contractors, visitors) are expected to fully cooperate in the procedure. An unwillingness to cooperate by an individual may result in a sanction(s). The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. When the Title IX Coordinator(s) or designee has completed the investigation he/she will, to the extent appropriate, inform the person filing the complaint and the respondent of the results of that investigation. A complete investigation will be completed within sixty (60) days of the complaint with all appropriate information being filed. If it is determined that more than sixty (60) days is necessary to conduct a complete investigation, the complainant and the respondent will be notified.
2. If the Title IX Coordinator(s) or designee determines that inappropriate conduct has occurred, he/she will recommend

corrective action to the Provost & Vice President of Academic Affairs in the case of a student, or to the individual's supervisor and the Director of Human Resources responsible for the appropriate work unit in the case of an employee. Disciplinary or other action will be approved by the appropriate Vice President consistent with Section III, (A) (4) of these Equal Opportunity and Anti-Harassment Complaint Procedures

3. Both a complainant and a respondent who is aggrieved by disciplinary action imposed as a result of an investigation may, within **ten working days** of the imposition of the action by the appropriate Vice President, file a written appeal to the President. The President or designee will review the results of the Title IX Coordinator(s) or designee's investigation, the decision of the Vice President, and the discipline imposed and **within ten (10) working days** will make a final decision regarding the appeal. Nothing in these procedures is intended to interfere with the right of any member of the Quincy College community to utilize other applicable grievance or appeal procedures following the imposition of corrective action. An appeal must be in writing and must be based on a credible claim that:
  - a. The investigation was not conducted in conformity with the prescribed procedures; or
  - b. New information that was reasonably unknown at the time of the investigation, and which is sufficiently relevant that it could alter the College's decision had it been discovered.
4. Some complainants may wish to explore informal alternatives, which may involve, but are not limited to, one or more of the following:
  - a. the Title IX Coordinator(s) or designee may counsel the complainant concerning options for responding to

- b. the problem on his/her own initiative, for example through oral or written communication with the respondent or the respondent's department head/supervisor (in the case of an employee) or an appropriate administrator (in the case of a student);
- b. the Title IX Coordinator(s) or designee may arrange for a meeting(s) and/or distribution of relevant policy statements and/or other forms of educational materials to the appropriate department,
- c. if both complainant and respondent agree, the Title IX Coordinator(s) or designee may arrange and facilitate a meeting between the parties in an attempt to reach a mutually acceptable resolution; or
- d. other options may be pursued which are consistent with applicable laws and/or Quincy College policies and procedures.

Note: Although the informal options above are available, it is at the complainant's discretion as to whether or not to explore these informal alternatives. A complainant who wishes to explore these informal alternatives may, in the complainant's sole discretion, bypass an informal process for a formal process at any point.

5. It is the intention of Quincy College that the process described herein be the sole process for investigating complaints of discrimination or harassment or retaliation. Nothing in these procedures is intended to interfere with Quincy College's right to investigate and take appropriate action with respect to any other conduct or behavior.
6. Quincy College reserves the right to discipline members of the Quincy College community who bring false complaints of discrimination. No complaint will be considered "false" solely because it cannot be corroborated.

7. These procedures may be modified, revised or amended at the discretion of Quincy College.

#### Section IV - State and Federal Remedies

In addition to the above, reporting parties who believe they have been subjected to harassment may file a complaint with the respective state agency and/or the United States Equal Employment Opportunity Commission (EEOC). Using Quincy College's complaint process does not prohibit an employee from filing a complaint with these agencies. Each agency has a specific time period for filing a claim: the EEOC allows 300 days (maybe longer in some circumstances); and the Massachusetts Commission Against Discrimination (MCAD) allows 300 days from the alleged incident or when the complainant became aware of the incident.

#### U.S. Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
Phone 1-800-669-4000  
Fax 617-565-3196  
TTY 1-800-669-6820

#### Massachusetts Commission Against Discrimination (MCAD)

Boston Office:                      Springfield Office:  
One Ashburton Place, Room 601  
436 Dwight Street, Room 220  
Boston, MA 02108  
Springfield, MA 01103  
Phone 617-994-6000    Phone 413-739-2145  
TTY 617-994-6196

Students may also file complaints with the Massachusetts Commission Against Discrimination at the **address listed above or with the United States Department of Education's Office for Civil Rights (OCR)**. The OCR allows 180 days (maybe longer in some circumstances) from the alleged

**incident** or when the complainant became aware of the incident for filing a claim.

Office for Civil Rights (OCR)  
U.S. Department of Education  
33 Arch Street, Suite 1030  
Boston, MA 02110-1490  
Telephone: 617-289-0100  
Fax: 617-289-0151

#### **HAZING POLICY (Policy 6.12)**

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

#### **Chapter 269: Section 17.**

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

"The term "hazing", as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endanger the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this section."

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

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

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

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

**Chapter 269: Section 19.**

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

“Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution, an attested

acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

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

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

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

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

#### **LAW ENFORCEMENT AUTHORITY AND INTERAGENCY RELATIONSHIPS (Policy 11.05)**

Quincy College is a department of the City of Quincy and has no police officers with full arrest power on campus. In case of an emergency, the emergency number 911 is called. Information is exchanged and Campus Services is in close contact with local police.

The Quincy College Campus Services office has the authority to ask persons for identification and to determine whether individuals have lawful business at Quincy College. Resource Officers have the authority to issue parking tickets in the City of Quincy, which are deposited with the City's Treasurer office. Criminal incidents are referred to local police. All crime victims and witnesses are strongly encouraged to immediately report the crime to College officials or directly to police. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

#### **STUDENT GRIEVANCE PROCEDURE (Policy 6.14)**

The purpose of the grievance procedure is to provide students at the College a process for resolving any concerns relative to their student rights within the College. For all Sexual Misconduct related matters, please refer to the following document: Quincy College Sexual Misconduct Policy

and Procedures in Accordance with Violence Against Woman Act.

The grievance procedure has specific number of days in each phase, which is to be understood as the maximum time before the next phase is initiated. However, the time limits may be extended up to five additional days by mutual agreement of the parties involved at each level of the grievance.

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

#### 1. Informal Resolution Process

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

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

**Step One:** If the grievance is not resolved informally within seven days, the student shall formally and in writing present the grievance to the appropriate Dean. Student should also file an incident report using the College's Incident Reporting System found on the QC portal.

- a. If the grievance is directed against a Dean, the grievance shall be presented directly to the Provost and Vice President for Academic Affairs.
- b. If the grievance is directed against a Vice President, the grievance shall be presented directly to the Quincy College President.
- c. If the grievance is directed against the President, the grievance shall be presented directly to the Board of Governors.
- d. The student will receive a response to his/her grievance at step one within seven (7) days.

**Step Two:** If the grievance is not resolved by the Dean (or other level when applicable) within seven (7) days, the grievant shall formally and in writing present it to the Provost and Vice President for Academic Affairs for academic concerns and the Vice President for Administration and Finance for social issues. The Vice President must respond in writing within seven (7) days with his/her decision to the grievant.

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

- Administrators 1 (acting as Director)
- Faculty members 1
- Students 1

Each committee member will receive a written report of the grievance with the supporting statements and evidence. Within seven (7) days after receiving the written grievance, the committee will hold a hearing and both the grievant and the individual against whom the grievance is directed will be given the opportunity to present and be heard. Within seven days after the hearing, the committee will inform the Director of its decision and the reasons for the decision, in writing. The Director will inform both parties of the committee's decision in writing.

**Step Four:** Within seven (7) days of the grievance committee's decision at step three, the grievant or the respondent may formally and in writing appeal the decision to the College President. That appeal is to be accompanied by the original grievance and copies of all subsequent written statements, evidence, and decisions. The President will make his/her decision known to all parties within seven days after receiving the appeal.

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

### **Confidentiality Policy**

The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Adherence to confidentiality is expected of all individuals directly and indirectly involved with the investigation process and its final determination.

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the accused may be limited.

### **Statement Against Retaliation**

An individual who has engaged in a protected activity is protected against retaliation. A protected activity consists of the following: 1) opposing a practice made unlawful by one of the employment discrimination statutes; or 2) filing a charge, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing under the applicable statute.

Any individual who believes they are the victim of retaliation as described above, may file an oral or written complaint of retaliation with the Title IX Coordinator(s) or designee. The complaint of retaliation will be addressed in accordance with the provisions of the Equal Opportunity and Anti-Harassment Complaint Procedures (Policy 3.02). The complaint of retaliation will be treated as a new and separate complaint.

### **RACIAL HARASSMENT POLICY (Policy 3.02A)**

Quincy College is dedicated not only to learning, but also to the development of ethnically sensitive and responsible programs and persons. Because the College prepares individuals for participation in an

increasingly diverse world, the climate of college life must be one in which academic freedom prevails along with respect for and tolerance of cultural, ethnic, racial, and religious differences. The College seeks to achieve these goals through sound educational programs and conduct policies that encourage effective collaborations, productive individual contributions and professional responsibility. Racial harassment, clearly in conflict with the general mission of this College, is strictly prohibited.

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

As a public institution, the College policies must be consistent with existing state and federal constitutions and civil rights laws. In keeping with the College's role as an educational institution, however, the College policy regarding racial harassment is stringent in defining unacceptable behavior. Beyond state law and college regulations, Quincy College sees as part of its educational mission the responsibility for creating an open environment, which develops and nurtures respect for cultural and linguistic differences, and seeks to educate its members of the need for all types of diversity within its community.

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

### **SERVICE ANIMAL POLICY (Policy 3.08)**

Quincy College generally permits service animals assisting individuals with disabilities in all facilities maintained by the College. Quincy College complies with the American Disabilities Act (ADA) regulations related to "service animals." **Please note that "emotional support animals" do not provide a specific service and are not permitted on the campus.** (See the ADA regulations for more information.)

As of March 15, 2010, The Americans with Disabilities Act (ADA) regulations defines "service animal" as any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a documented disability, including: physical, sensory, psychiatric, Traumatic Brain Injury (TBI), Post-Traumatic Stress Disorder (PTSD), intellectual, or other mental disabilities.

### **Type of Work a Service Animal May Provide**

The work performed by a service animal must be directly related to its handler's disability. Examples of work 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 or 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 Massachusetts law, all service animals on campus shall possess a valid animal license. All service animals should be properly vaccinated and 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.

### **Where Service Animals are Allowed**

Under the ADA and state regulations, service animals are allowed to accompany people with disabilities in all areas of the college where students, faculty or members of the public are normally allowed to go. People who use service animals will not be segregated from or treated less favorably than other students.

However, it may be appropriate to exclude a service animal from certain sterile environments where the presence of a service animal may compromise the environment. For example, a service animal would be allowed in classrooms, administrative buildings, and dining areas. They may be excluded from research areas, labs, mechanical room/custodian closets, or where the animal's presence may constitute a danger or a fundamental alteration of the program or activity conducted in the area. In such circumstances, the person with the disability would be considered for all reasonable accommodations. Access to restricted areas may be granted on a case by case basis by contacting the Student Accessibility Services Coordinator at the designated campus.

This policy applies only to facilities owned by the College or under its control. Please be aware that there may be restrictions imposed on the use of service animals in non-college facilities, such as

hospitals, science laboratories or other clinical 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.

### **Health, Hygiene, Cleanliness, Allergies & Fear**

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 the disability the handler is unable to do so, the handler shall make alternative arrangements to do so.

Allergies and fear of dogs are **not** valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room, for example, in a school classroom or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the college.

### **Public Etiquette Rules**

There are only **two** questions that can be asked of a person with a service animal:

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?

However, these questions may **not** be asked if the tasks performed by the animal are obvious. For example, if a service animal is pulling a wheelchair or guiding a person who is blind. Additionally, the person with the service animal should not be asked if the animal has been certified, trained or licensed.

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.

### **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 handlers at all times. A service animal shall have a leash or tether, unless the handler is unable because of a disability to use a leash or 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 (i.e., voice control, signals, or other effective means).

### **Exclusion and Removal 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 the animal (including if/when 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.
- Is not properly licensed and/or vaccinated.

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

### **Questions**

For questions regarding service animals, please speak with a Quincy College Student Accessibility Services Coordinator at (617) 405-5915 (Quincy campus) or (617) 984-1731 (Plymouth campus).

### **Complaints**

Any person who believes that his/her right to use a service animal on College property has been violated may file a complaint with the Associate Vice President of Student Development, at 1250 Hancock St., Quincy, MA 02169; by calling (617) 984-1656; or by emailing [sbossa@quincycollege.edu](mailto:sbossa@quincycollege.edu).

### **STUDENT ACCESSIBILITY SERVICES POLICY AND PROCEDURES (Policy 6.07)**

In compliance with the American with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008, and Section 504 of the Rehabilitation Act, as amended, Quincy College and Student Accessibility Services works with the campus community including academic departments, faculty and staff, to provide equal access and opportunity to educational programming, activities and services for students with disabilities. Under the ADA guidelines, a person with a disability is one with a physical or mental impairment that substantially limits one or more life activities including operation of a major bodily function, has a record of such impairment or is regarded as having such an impairment. Quincy College prohibits discrimination against any qualified student on the basis of physical or mental impairment, or perceived disability, and is committed to providing reasonable and appropriate accommodations and resources to students with disabilities.

### **Procedure**

#### **Requesting Accommodations**

To receive accommodations, a student must first register with Student Accessibility Services. Registration includes providing documentation of the disability (see below) as well as scheduling a meeting with Student Accessibility Services to discuss accommodations and/or services relative to the student's disability because each student's needs are unique. Every semester thereafter, the student must notify Student Accessibility Services of his or her academic needs.

Request for any and all accommodations should be made in advance, preferably at the start of the semester to allow reasonable time to prepare for

the implementation of services. Students with disabilities who choose not to register with Student Accessibility Services will not receive accommodations under the ADA or Section 504. *The College reserves the right to make the final decisions regarding accommodations.*

### **Requirements for Documentation**

The student is responsible to submit the most current documentation from a qualified and/or licensed clinician(s) with expertise related to the student's physical, mental, and/or learning disabilities. The appropriate documentation should be comprehensive and include a diagnosis of the disability, the history of the disability, the testing and assessment tools used to render the diagnosis, and an explanation of how the disability affects a major life function. In addition, the documentation should include recommendations for accommodating the disability. It is essential that a link is established between the requested accommodation(s) and the functional limitations of the student's disability.

### **Accommodations for Students with Disabilities**

Support services are available at the College to enable students with disabilities to participate fully in college life and achieve their academic goals. Listed below are some of the services and accommodations offered through Student Accessibility Services:

- Academic planning and advising, including assistance with registration
- Classroom educational accommodations: extended time for in-class assignments, quizzes and/or tests; recording lectures, note taker, oral and/or written instructions; computer use for in-class writing assignments; preferential seating; prearranged or frequent breaks; advanced notice of assignments; alternative formats for book and course materials; oral dictation for tests and quizzes; extra wait time for oral responses
- Adaptive Technology such as Echo Smart Pen, text to speech software, audio players/recorders, reading guides, and frequency modulation (FM) systems

- Testing in a distraction-reduced environment
- Access to handicapped parking available on campus
- American Sign Language (ASL) Interpreter service

*Fundamental alterations of the academic program is not considered a reasonable accommodation.*

### **Accommodation Letter**

Every semester the student requests letters of accommodation. The Student Accessibility Services Coordinator will generate a letter for each classroom instructor, notifying the instructor of the accommodation(s). The Student Accessibility Services Coordinator may email the instructor said letter or the student may be asked to deliver a hard copy of the letter to the instructor, to sign jointly and then return the signed letter to Student Accessibility Services within the allotted time indicated in the accommodation letter.

### **Student Responsibilities**

The student's responsibilities are to register with Student Accessibility Services and to submit the appropriate documentation. Each semester thereafter, the student must submit a new request for accommodation form in a timely manner to allow a reasonable amount of time to process the request. In addition, the student is responsible to maintain reasonable contact with Student Accessibility Services. In the event that the approved accommodations are not implemented in a satisfactory manner, the student is required to contact and report issues to the Student Accessibility Services Coordinator

### **Instructor Responsibilities**

The instructor's responsibility is to inform Student Accessibility Services if the instructor believes that the requested accommodation fundamentally alters the course and/or if implementing the accommodation is problematic. Every effort will be made to assist the instructor to meet the concerns regarding the accommodation.

A statement regarding who students contact to request accessibility services should be included on the instructor's syllabus. For example:

*If a student has a disability that qualifies and under the Americans with Disability Act (ADA) or Section 504 of the Rehabilitation Act and requires accommodations, he/she should contact Student Accessibility Services at: sas@quincycollege.edu*

### **STUDENT GRIEVANCE PROCEDURE (Policy 6.14)**

The purpose of the grievance procedure is to provide students at the College a process for resolving any concerns relative to their student rights within the College. For all Sexual Misconduct related matters, please refer to the following document: Quincy College Sexual Misconduct Policy and Procedures in Accordance with Violence Against Woman Act.

The grievance procedure has specific number of days in each phase, which is to be understood as the maximum time before the next phase is initiated. However, the time limits may be extended up to five additional days by mutual agreement of the parties involved at each level of the grievance.

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

#### 1. Informal Resolution Process

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

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

Step One: If the grievance is not resolved informally within seven days, the student shall formally and in writing present the grievance to the appropriate Dean. Student should also file an incident report

using the College's Incident Reporting System found on the QC portal.

- e. If the grievance is directed against a Dean, the grievance shall be presented directly to the Provost and Vice President for Academic Affairs.
- f. If the grievance is directed against a Vice President, the grievance shall be presented directly to the Quincy College President.
- g. If the grievance is directed against the President, the grievance shall be presented directly to the Board of Governors.
- h. The student will receive a response to his/her grievance at step one within seven (7) days.

Step Two: If the grievance is not resolved by the Dean (or other level when applicable) within seven (7) days, the grievant shall formally and in writing present it to the Provost and Vice President for Academic Affairs for academic concerns and the Vice President for Administration and Finance for social issues. The Vice President must respond in writing within seven (7) days with his/her decision to the grievant.

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

- Administrators 1 (acting as Director)
- Faculty members 1
- Students 1

Each committee member will receive a written report of the grievance with the supporting statements and evidence. Within seven (7) days after receiving the written grievance, the committee will hold a hearing and both the grievant and the individual against whom the grievance is directed will be given the opportunity to present and be heard. Within seven days after the hearing, the committee will inform the Director of its

decision and the reasons for the decision, in writing. The Director will inform both parties of the committee's decision in writing.

Step Four: Within seven (7) days of the grievance committee's decision at step three, the grievant or the respondent may formally and in writing appeal the decision to the College President. That appeal is to be accompanied by the original grievance and copies of all subsequent written statements, evidence, and decisions. The President will make his/her decision known to all parties within seven days after receiving the appeal.

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

#### Confidentiality Policy

The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Adherence to confidentiality is expected of all individuals directly and indirectly involved with the investigation process and its final determination.

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the accused may be limited.

#### Statement Against Retaliation

An individual who has engaged in a protected activity is protected against retaliation. A protected activity consists of the following: 1) opposing a practice made unlawful by one of the employment discrimination statutes; or 2) filing a charge, testifying, assisting, or participating in any manner

in an investigation, proceeding, or hearing under the applicable statute.

Any individual who believes they are the victim of retaliation as described above, may file an oral or written complaint of retaliation with the Title IX Coordinator(s) or designee. The complaint of retaliation will be addressed in accordance with the provisions of the Equal Opportunity and Anti-Harassment Complaint Procedures (Policy 3.02). The complaint of retaliation will be treated as a new and separate complaint.

#### **SEXUAL MISCONDUCT POLICY (Policy 3.03)**

Quincy College is committed to providing a productive learning environment in which students can pursue their educational goals. Sexual misconduct undermines this commitment and affects the ability of students to focus on their educational achievement. Therefore, Quincy College will not tolerate nor condone any form of sexual misconduct. Quincy College students are prohibited from engaging in sexual misconduct, as defined below. No one shall be retaliated against for participating in the College's complaint resolution procedure in good faith as a complainant, a witness, an investigator, or in any other capacity. The following sections detail the official policy of Quincy College in regard to acts of sexual misconduct.

#### [Violence Against Women Act \(VAWA\)](#)

The Violence Against Women Reauthorization Act (VAWA), which President Obama re-authorized and signed into law in 2013, imposes new obligations on colleges and universities under its Campus Sexual Violence Act (SaVE Act) provision. Quincy College is committed to following these provisions. Under VAWA, Quincy College is required to:

- 1) Report dating violence, domestic violence, sexual assault, and stalking, beyond crime categories the Clery Act already mandates;
- 2) Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- 3) Adopt certain institutional policies to address and prevent campus sexual

violence, such as to train in particular respects pertinent institutional personnel.

### Reporting Obligations Under the Clery Act

In regard to sexual misconduct cases, the Clery Act requires Quincy College to:

- **Publish an Annual Security Report (ASR)** by October 1, documenting three calendar years of select campus crime statistics including security policies and procedures and information on the basic rights guaranteed victims of sexual assault. The law requires Quincy College to make the report available to all current students and employees, and prospective students and employees must be notified of its existence and given a copy upon request. Paper copies of the ASR should be available upon request. All crime statistics must be provided to the U.S. Department of Education. The Quincy College Annual Security Report is published by the Office of Institutional Research and Assessment in conjunction with Campus Services and Facilities and can be found at <http://quincycollege.edu/departments/institutional-research-assessment>
- **To have a public crime log.** Quincy College is required to maintain a public crime log documenting the "nature, date, time, and general location of each crime" and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours; remain open for 60 days and, subsequently, made available within two business days upon request. The Quincy College crime log is maintained by Campus Security and is available upon request.
- **Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities including remote classrooms.** The statistics must be gathered

from campus security, local law enforcement, and other school officials who have "significant responsibility for student and campus activities" (See Policy 11.02 – Reporting the Annual Disclosure of Crime Statistics).

- **Issue timely warnings about Clery Act crimes (to include forcible and non-forcible sex crimes) which pose a serious or ongoing threat to students and employees. Please reference the Quincy College Emergency Response Plan for information regarding timely warning notifications (See also Policy 11.01 - Timely Warning Policy).**
- **Devise an emergency response, notification and testing policy. The Quincy College Emergency Response Plan which details the details of emergency response, immediate notification, timely warnings and testing procedures (See Policy 11.11 – Issuing an Emergency Notification and Policy 11.12 – Emergency Response).**

### Sexual Misconduct Definitions

Due to the sensitive and sometimes violent nature of incidents involving sexual misconduct, the following definitions are provided for informational use by students and for guidance in the investigation and processing of alleged violations. It is possible that a particular action may constitute sexual misconduct even if not specifically mentioned in these examples.

Sexual misconduct is a broad term used to encompass a range of behaviors including:

- dating violence
- domestic violence
- nonconsensual sexual contact
- nonconsensual sexual penetration
- sexual assault
- sexual exploitation
- sexual harassment
- stalking

The included definitions of effective consent, dating violence, domestic violence, and stalking are in accordance with VAWA's required definitions for student conduct code policies. Some behaviors

covered by these definitions might be referred to as rape, sexual assault, or sexual battery in criminal statutes. Terms that are also used culturally include date rape, acquaintance rape, or intimate partner violence. Sexual misconduct can occur between individuals who know each other, have an established relationship, have previously engaged in consensual sexual activity, and between individuals who do not know each other. Sexual misconduct can be committed by persons of any gender identity, and it can occur between people of the same or different sex.

### Dating Violence

Dating violence is defined by:

- A reference to a violent crime
- Committed by
  - A person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of the relationship shall be determined based on the victim's statement with consideration of the length of the relationship, the type of the relationship, and frequency of the relationship.

### Domestic Violence

Domestic violence is defined by:

- A reference to a violent crime
- Committed by
  - Current or former spouse or intimate partner
  - Person sharing a child with the victim
  - Person cohabitating with or has cohabitated with the victim as a spouse or intimate partner

### Effective Consent

Quincy College students are expected to engage in sexual behavior of any kind only with the fully informed and *effective consent* of all parties involved. *Effective consent* must be obtained for each instance and each escalation of sexual activity. Obtaining *effective consent* is the responsibility of the party initiating sexual activity. Doing otherwise may constitute sexual misconduct and is a violation

of Quincy College policy. As defined by VAWA and by Quincy College, effective consent is defined by:

- A voluntary and informed agreement to engage in sexual activity
- The agreement must be informed through mutually understandable words or actions
- Consent cannot be authorized by someone who is incapacitated
- Past consent does not imply future consent
- Silence or absence of resistance does not imply consent
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another
- Consent can be withdrawn at any time
- Coercion, force, or threat at any time invalidates consent

Furthermore:

- Initiators of sexual activity are responsible for obtaining effective consent
- Consent is not effective if obtained from an individual who is incapable of giving consent due to the following or other reasons:
  - a mental, intellectual, or physical disability
  - is under the legal age to give consent
  - is asleep, unconscious, or physically helpless
  - is *incapacitated* by alcohol or other drugs
- Consent to one type of sexual activity does not imply consent to any other or all types of sexual activity
- A person can withdraw consent at any time
- Refusal, lack of consent, or non-consent may be expressed in many ways, verbally or physically
- Physical resistance is not necessary to communicate a lack of consent

Individuals who initiate sexual activity assume responsibility for their behavior and must understand that the use of alcohol or other drugs does not reduce accountability for their actions. The question is whether or not the person who initiated

the sexual activity knew or whether a sober and reasonable person in the same position should have known whether the other person gave effective consent.

Incapacitation is the physical and/or mental inability to make informed, rational judgments and decisions. States of incapacitation include sleep and blackouts. Where alcohol or other substances are involved, incapacitation is determined by how the substance impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments.

Coercion is to force one to act based on fear of harm to self or others. Means of coercion may include, but are not limited to, pressure, threats, emotional intimidation, or the use of physical force.

#### Force

Force may include words, conduct or appearance. Force includes causing another's intoxication or impairment through the use of drugs or alcohol. Coercion, intimidation, and non-physical threats can be all forms of force.

#### Nonconsensual Sexual Contact

Nonconsensual sexual contact is defined as any physical contact with another person of a sexual nature without that person's *effective consent*. The touching of a person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing covering same); touching a person with one's own intimate parts; or forcing a person to touch another's intimate parts would be violations of this policy if they occur without *effective consent*.

#### Nonconsensual Sexual Penetration

Nonconsensual sexual penetration is defined as the sexual penetration of any bodily opening with any object or body part without *effective consent*. This could be committed by force, threat, intimidation, coercion, or through exploitation of another's mental or physical condition (such as lack of consciousness, *incapacitation* due to drugs or alcohol, age, or disability) of which the respondent was actually aware or which a reasonable person in the respondent's position should have been aware.

#### Sexual Assault

Sexual assault has been committed when an individual engages in sexual activity without the explicit consent of the other individual involved. Sexual activity is any touching of a sexual or other intimate part of a person for the purpose of gratifying sexual desire of either party. Sexual assault includes any forced act against one's will where sex is the weapon. This can include, but is not limited to:

- Sexual Battery: the unwanted touching of an intimate part of another person for the purpose of arousal by the actor
- Sodomy: forced anal intercourse
- Oral Copulation: forced oral-genital contact
- Rape by a Foreign Object: forced penetration by a foreign object including digits (fingers and toes)
- Rape: penile-vaginal intercourse against a person's will and without consent

Recent legislation also makes it a felony to engage in video voyeurism, secretly capturing images of another person in a private place without consent. Whether or not specifically stated, it is an element of every sexual assault that the sexual act was committed without consent of the victim.

#### Sexual Harassment

Sexual Harassment is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing; or
- Submission to, or rejection of, such conduct is used as the basis for employment decisions (such as advancement, performance evaluation, or work schedule) or academic decisions (such as grading or letters of recommendation); or
- Such conduct has the purpose or effect of unreasonably interfering with an

individual's working conditions or academic experience, or of creating a hostile working or academic environment.

Even one instance of sexual harassment, if severe enough, may create a hostile environment. A non-exhaustive set of examples of conduct that might constitute sexual harassment are included below. One or more of these actions will only be considered sexual harassment when that conduct has the purpose or effect of unreasonably interfering with another individual's working conditions or academic experience, or of creating a hostile working or academic environment.

*Examples of **verbal sexual harassment** may include unwelcome conduct such as unwelcome sexual flirtation, advances or propositions or requests for sexual activity or dates; asking about someone else's sexual activities, fantasies, preferences, or history; discussing one's own sexual activities, fantasies, preferences, or history; verbal abuse of a sexual nature; suggestive comments; sexually explicit jokes; turning discussions at work or in the academic environment to sexual topics; and making offensive sounds such as smacking or licking lips, kissing sounds, or "wolf whistles."*

*Examples of **nonverbal sexual harassment** include unwelcome conduct such as displaying sexual objects, pictures or other images; invading a person's personal body space, such as standing closer than appropriate or necessary or hovering; displaying or wearing objects or items of clothing which express sexually offensive comments; making sexual gestures with hands or body movements; looking at a person in a sexually suggestive or intimidating manner; or delivering unwanted letters, gifts, or other items of a sexual nature. In addition, nonconsensual sexual contact, sexual exploitation, and nonconsensual sexual penetration may constitute nonverbal instances of sexual harassment.*

Sexual harassment does not include material or discussion that is appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College's educational mission.

### Sexual Exploitation

Sexual exploitation means taking sexual advantage of another person and includes, without limitation: indecent exposure; causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over him or her; causing the prostitution of another person; recording, photographing, or transmitting images of private sexual activity and/or the intimate parts of another person without effective consent; allowing third parties to observe private sexual acts without effective consent; engaging in voyeurism without effective consent; and knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV.

### Stalking

Stalking is defined by:

- Engaging in a course of conduct (at least two or more acts by which the accused directly, indirectly or through third parties follows, monitors, observes, surveils, threatens, or communicates about a person or interferes with his or her property)
- Directed at a specific person and
- Causes a reasonable person to fear for his or her safety of others or causes that person to suffer substantial emotional damage

### Training for the College Community

The Vice Presidents, Associate Vice Presidents, and Deans (hereinafter, Vice Presidents/Deans), working with the Title IX Coordinator(s) or designee, will see that all supervisors on the Quincy and Plymouth campuses receive information and are offered training concerning sexual misconduct.

### Incoming Students and New Employees

Under VAWA, new students and new employees will be offered primary prevention and awareness programs that promote awareness of rape, acquaintance rape, domestic violence, sexual assault, and stalking. In accordance with VAWA, these programs will be:

- Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking;
- Culturally relevant, inclusive of diverse communities and identities, sustainable, responsible to community needs, and informed by research or assessed for value, effectiveness, or outcome;
- Consider environmental risk and protective factors as they occur on the individual, relationship institutional, community, and societal levels.

Training for new students will occur through material such as:

- Orientation training for new students
- Introductory email from President
- Reminders on television monitors throughout campus
- Flyers
- Policy handouts
- Sexual misconduct workshops – provided by Student Success Coaches

Training for new employees will occur through material such as:

- Initial mandated online training sessions through Safe Colleges, Inc.
- Reminders on television monitors throughout campus

#### Ongoing Training for Students and Employees

Ongoing training for students will occur through material such as:

- At target events
- Introductory email from President
- Reminders on television monitors throughout campus
- On the Quincy College webpage
- Student Success Coaching Office awareness workshops.

Ongoing training for employees will occur through material such as:

- Annual online retraining or updates through Safe Colleges, Inc.
- Reminders on television monitors throughout campus
- Student Success Coaching Office awareness workshops

#### Employees Involved in the Investigative Process

VAWA mandates that all college employees involved in the investigative process of sexual misconduct cases receive at least annual training related to sexual crimes and the college's investigative procedures. Employees at Quincy College who will be involved in the investigative process will receive training annually.

#### Sexual Misconduct Policy Applicability

The Quincy College sexual misconduct policy shall apply to all members of the College community, whether the sexual crime takes place on campus or off campus.

Students who engage in behavior that violate local, state and/or federal law may be subject to civil and/or criminal proceedings in addition to the college disciplinary/judicial procedures.

The college reserves the right to take disciplinary action against a student for off campus conduct when such conduct poses a direct or indirect threat or adversely affects the college community, if the conduct poses a threat to another member of the college community or if the student is charged with a violation of local, state or federal law.

#### Bystander Intervention

Quincy College expects all members of the College community to take reasonable actions to prevent or stop an act of sexual misconduct. Bystanders can help in several different ways, including direct intervention, seeking assistance from an authority figure, notifying campus security, or calling State or local law enforcement.

If you see an act of sexual misconduct: It is important to understand that no individual has the right to be violent, regardless of whether people are in a relationship. Recognizing when acts of sexual misconduct are occurring is the first step to intervening. If you make the decision to intervene, do so safely—violence does not stop violence, and, if you cannot stop the act with your words, call

campus security or local law enforcement. Do not be afraid to call on others for help. If a victim confides in you: It is important to let the victim tell their story. Listen respectfully, and help them explain and identify what has happened to them. Do not contradict them or play “devil’s advocate” even if parts of the story don’t immediately make sense or even if you would have made other choices when presented with the same scenario or challenges. Help the victim identify others in their network who they can confide in. Ask the victim what they need to feel safe, encourage them to seek medical attention and counseling, and encourage them to report the act if they feel comfortable doing so. The first people that a victim talks to can have a significant impact on the person and their ability to report and get through an ordeal. Be a supportive, kind, understanding and nonjudgmental person and you can be a positive force for this victim in seeking the help they require to move forward.

### Recognizing Signs of Abuse

Behavioral signs or changes may indicate sexual abuse and can include<sup>1</sup>:

- Anxiety
- Depression
- Sleep disturbances including nightmares or night terrors
- Change in eating habits
- Unusual fear of certain people or places; reluctance to be alone with a certain person
- Changes in mood that could include anger, or aggressiveness towards others.
- Withdrawal; runaway behavior
- Change in attitude towards school or academic performance; lack of interest in friends, sports, or other activities
- Unexplained or frequent health problems like headaches or stomachaches
- Poor self-esteem; avoidance of relationships

- Self-mutilation or change in body perception like thinking of self or body as dirty or bad; suicidal thoughts

### Rights of the Victim

Quincy College is committed to making accommodations for orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution.

### Sexual Misconduct Procedures

The following sections detail Quincy College’s procedures for reporting, investigating, and enforcing disciplinary actions related to sexual misconduct cases. These procedures may be modified, revised or amended at the discretion of Quincy College.

### Reporting Procedures

- 1) All members of the Quincy College community are responsible for reporting any form of sexual misconduct. The primary responsibility for ensuring that a proper investigation and resolution of sexual misconduct, sexual harassment, or retaliation complaints rests with the Title IX Coordinator(s) or designee, who will administer the policy and procedures described herein.
  - a. The Title IX Coordinator(s) or designee will receive complaints, advise complainants and respondents about Quincy College’s procedures and options for responding to complaints, conduct investigations, and determine its findings.
- 2) These complaint procedures are available to any member of the Quincy College community who believes that a violation of the sexual misconduct policy has been

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<sup>1</sup> Darknesstolight.org - [http://www.d2l.org/site/c.4dICIJOkGciSE/b.7938027/k.6B67/Signs\\_of\\_Sexual\\_Abuse.htm](http://www.d2l.org/site/c.4dICIJOkGciSE/b.7938027/k.6B67/Signs_of_Sexual_Abuse.htm)

committed. In addition, applicants; visitors; guest lecturers; contractors, their agents and employees may use these procedures where applicable to bring complaints against members of the Quincy College community whom they believe have engaged in sexual misconduct, sexual harassment, or retaliation in the course of the educational, work or other official activities of Quincy College, such as sporting events or lectures. Members of the Quincy College community consist exclusively of students, faculty, and other full and part-time employees of Quincy College. These procedures are available regardless of whether the person alleging sexual misconduct, sexual harassment, or retaliation (the “complainant”) has filed a complaint with any outside agency or court.

- 3) The Vice President for Academic Affairs will be notified whenever the person accused of sexual misconduct, sexual harassment, or retaliation (the “respondent”) is a Quincy College student.
- 4) Notwithstanding any provision of this policy, Quincy College reserves the right to investigate and take action on its own initiative in response to behavior and conduct which may constitute sexual misconduct, sexual harassment, or retaliation, regardless of whether an actual complaint has been filed.
- 5) Prompt reporting of sexual misconduct, sexual harassment, or retaliation is in the best interest of the entire Quincy College community and is essential to a fair, timely and thorough investigation. Accordingly, all complaints should be filed within 90 calendar days of the action that prompts a complaint. (NOTE: this filing period may be extended for good cause.)

- 6) Those found to be in violation of Quincy College’ sexual misconduct or retaliation policy will be subject to disciplinary sanctions.

**How to Report Sexual Misconduct to Quincy College**  
Students and staff are encouraged to report sexual misconduct that is perpetrated against them or other members of the Quincy College community. Individuals have numerous options for reporting the misconduct and obtaining support; which option an individual chooses depends upon the nature and severity of the misconduct, whether the student wishes the report to remain confidential, and whether the individual wishes to pursue a formal complaint. Upon a report of sexual misconduct, a victim will receive a written explanation of their rights and options in regards to the report. An individual may directly report an act of sexual misconduct directly to a Title IX Coordinator or designee.

Quincy College Title IX contact information:

- **Susan Bossa, Title IX Coordinator**  
**Phone: (617) 984-1656 - Email: sbossa@QuincyCollege.edu**
- **Jessica Cherry, General Counsel**  
**Phone: (617) 984-1734 - Email: jcherry@quincycollege.edu**

When reporting to a Title IX Coordinator, the individual(s) must first file an oral or written report with the Title IX Coordinator(s) or designee (See attached Quincy Collge Complaint Form). The individual(s) initiates a filing process by meeting with the Title IX Coordinator(s) or designee who will explain the reporting procedures. When initiating the report process, the individual(s) should provide the following information via a “confidential internal intake form” and or electronically on My QC Campus Portal by clicking on the “Submit an Incident Report” hyperlink:

- a) all relevant facts, including the date(s) of the occurrence(s), the identity of all parties, the location(s) and circumstances of the behavior at issue,

- and any other information the complainant feels is relevant;
- b) the specific nature of the sexual misconduct, sexual harassment, or retaliation involved in the complaint;
  - c) other individuals who might be aware of or have knowledge of the situation;
  - d) what actions, if any, the complainant has taken as a result of the incident(s); and
  - e) what remedy or relief is being sought (although the imposition of any particular remedy is in the discretion of Quincy College).

Individuals may also choose to report to a Code of Conduct Officer (CCO), Quincy College professor, staff member, or dean.

#### How to Respond to Reports of Sexual Misconduct

##### *Employees Responsibility to Report*

When a student reports an act of sexual misconduct to an employee of Quincy College, the employee may be obligated to report disclosed information depending upon their position. The following details the responsibility of employees to report sexual misconduct dependent upon their position:

**Professional Counselors** – Quincy College does not have licensed counselors on staff. The College refers student needing counseling services to outside agencies. Outside licensed counselors who provide mental health counseling to members of the campus community are not obligated to report any information to the College. These counselors are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication”. Counselors are obligated to report behavior that may result in harm to self or others.

**Student Success Coaches** – Other individuals that work or volunteer in on-campus counseling centers may talk to a victim without revealing any personally identifying information to the College. However, those individuals must report the nature, date, time, and general location of the incident to their Title IX Coordinator. Disclosures to these employees will not trigger a College investigation into an incident against the victim’s wishes.

**Responsible Employees** – Responsible employees must report all relevant details to the Title IX Coordinator. If a student requests confidentiality, the College will consider the request, but cannot guarantee that it will be honored. A report to these employees (called “responsible employees”) constitutes a report to the College—and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

##### **Confidentiality**

The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Adherence to confidentiality is expected of all individuals directly and indirectly involved with the investigation process and its final determination.

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College’s obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the College honors the request for confidentiality, a victim must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the accused may be limited.

When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, factors to consider:

- The increased risk that the accused will commit additional acts of sexual or other violence, such as:
  - history of sexual violence complaints about the same accused individual;
  - history of arrests or records from a prior school indicating a history of violence;
  - whether the accused has threatened further violence;
  - whether the sexual violence was committed by multiple perpetrators;

- whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence); and
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

### Statement Against Retaliation

An individual who has engaged in a protected activity is safeguarded against retaliation. A protected activity consists of the following: 1) opposing a practice made unlawful by one of the employment discrimination statutes; or 2) filing a charge, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing under the applicable statute.

Any individual who believes they are the victim of retaliation as described above, may file an oral or written complaint of retaliation with the Title IX Coordinator(s) or designee. The complaint of retaliation will be addressed in accordance with the provisions of the Equal Opportunity and Non-Discrimination Policy (Policy 3.02), Sexual Harassment and Harassment Free Workplace Policy (3.03) and Student/Employee Grievance Procedures Policy (6.14/10/23). The complaint of retaliation will be treated as a new and separate complaint.

### Investigative Process - Overview

Except in those cases where the student has contacted a strictly confidential resource, the College will conduct a prompt, thorough, and fair investigation and will take appropriate measures to terminate the misconduct, prevent its recurrence and address its effects. After the complainant has provided the appropriate information, the Title IX Coordinator(s) or designee will conduct an investigation as appropriate to determine whether there has been a violation of Quincy College's policy. The Title IX coordinator will be qualified in accordance to annual training requirements and will

not have a conflict of interest in regard to the investigation.

In accordance with VAWA, the College will provide timely notice of meetings and decisions to the parties involved. The accused and victim(s) will be provided timely access to information found in the investigative process to be used in disciplinary proceedings. The investigation time frame is subject to extension with good cause and with written notice to the accused and victim(s).

Once a finding or decision is made by the College, the College will communicate and document the rationale of the decision. This response may include formal disciplinary action, which may be instituted by an individual complainant or the College itself. The sanctions of disciplinary suspension and disciplinary expulsion will be strongly considered when a student is found to have violated any part of the sexual misconduct provisions of this policy.

Both the complainant and the respondent have the right to present witnesses. All individuals (i.e., employees, students, contractors, visitors) are expected to fully cooperate in the procedure. An unwillingness to cooperate by an individual may result in a sanction(s). The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. When the Title IX Coordinator(s) or designee has completed the investigation he/she will, to the extent appropriate, inform the person filing the complaint and the respondent of the results of that investigation.

When possible, the investigation will be completed within sixty (60) days of the complaint with all appropriate information being filed. If it is determined that more than sixty (60) days is necessary to conduct a complete investigation, the complainant and the respondent will be notified. If the Title IX Coordinator(s) or designee determines that inappropriate conduct has occurred, he/she will recommend corrective action to the Vice President of Academic Affairs in the case of a student, or to the individual's supervisor and the Director of Human Resources responsible for the appropriate work unit in the case of an employee. Disciplinary or other action will be approved by the

appropriate Vice President consistent with disciplinary action procedures of this policy.

No complainant will be required to have direct interaction with an alleged perpetrator in any informal resolution or mediation involving a complaint of sexual assault.

It is the intention of Quincy College that the process described herein be the sole process for investigating complaints of sexual misconduct, sexual harassment, or retaliation. Nothing in these procedures is intended to interfere with Quincy College's right to investigate and take appropriate action with respect to any other conduct or behavior. Quincy College reserves the right to discipline members of the Quincy College community who bring false complaints of sexual misconduct. No complaint will be considered "false" solely because it cannot be corroborated.

#### Notification

All parties must be notified simultaneously and in writing of:

- a) the result of the disciplinary proceeding;
- b) any appellate procedures available (which will be available to both parties);
- c) any change to the result that may occur prior to the time that the result becomes final;
- d) when the results become final.

#### Hearings and Proceedings

In accordance with VAWA, the College will allow all parties to have advisors present during hearings and proceedings. The College cannot restrict the choice of an advisor(s), but may restrict the amount of their participation, so long as it is restricted equally between the parties involved. For example, if the College permits one party to submit third-party expert testimony, it must do so equally for both parties.

#### Submission of Evidence

Evidence to be presented by complainant(s) and respondent(s) during any hearing on the charges must be shared with the opposing party at least two (2) business days in advance of the scheduled hearing. The Quincy College official presiding at and/or hearing the case may exclude evidence that

has not been shared or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during the hearing. The Quincy College official presiding at and/or hearing the case will make the final decision relating to the admissibility of all evidence.

#### Interim Measures during an Investigation

While an investigation or grievance proceeding is pending, Quincy College will take interim measures as appropriate under the circumstances to assist or protect persons who were or may have been subjected to sexual misconduct. Interim measures may include, for example, changing the class schedule or work schedule of the person who was subject of the alleged misconduct and/or the person alleged to have committed the misconduct, issuing a no-contact order, or similar action. Such measures may also include connecting the persons who were or may have been subjected to sexual misconduct with counseling, health care, academic support, or other resources.

#### Standard of Evidence

The burden of proof in all cases is "the preponderance of the evidence" – whether it is "more likely than not" that the sex discrimination, dating violence, domestic violence, sexual assault, or stalking occurred. If the evidence presented meets this standard, then the respondent must be found responsible.

#### Potential Disciplinary Outcomes

Those found to be in violation of Quincy College's discrimination or harassment or retaliation policy will be subject to disciplinary sanctions. Disciplinary sanctions shall be based on the nature and severity of the offense as well as any record of prior disciplinary action imposed on the respondent. In general, sanctions may include, but are not limited to, one or more of the following: public apologies, public reprimands, written warnings, letters of reprimand, attendance at appropriate workshops, suspensions, expulsion, and, in the case of employees, suspension, denial of merit pay for a specified period of time, involuntary demotion, removal from administrative or supervisory duties, and/or termination of employment.

In investigating complaints under this procedure, Quincy College may impose discipline for inappropriate conduct without regard to whether

the conduct constitutes a violation of the law and may take corrective action even if the conduct does not rise to the level of violating Quincy College's sexual misconduct or retaliation policies.

### Appeal Process

Both a complainant and a respondent who is aggrieved by disciplinary action imposed as a result of an investigation may, within ten (10) working days of the imposition of the action by the appropriate Vice President, file a written appeal to the President. The President or designee will review the results of the Title IX Coordinator(s) or designee's investigation, the decision of the Vice President, and the discipline imposed and within ten (10) working days will make a final decision regarding the appeal. Nothing in these procedures is intended to interfere with the right of any member of the Quincy College community to utilize other applicable grievance or appeal procedures following the imposition of corrective action. An appeal must be in writing and must be based on a credible claim that:

- a) The investigation was not conducted in conformity with the prescribed procedures; or
- b) New information that was reasonably unknown at the time of the investigation, and which is sufficiently relevant that it could alter the College's decision had it been discovered.

### Alternative Resolution Options

Some complainants may wish to explore informal alternatives, which may involve, but are not limited to, one or more of the following:

- a) the Title IX Coordinator(s) or designee may counsel the complainant concerning options for responding to the problem on his/her own initiative, for example through oral or written communication with the respondent or the respondent's department head/supervisor (in the case of an employee) or an appropriate administrator (in the case of a student);

- b) the Title IX Coordinator(s) or designee may arrange for a meeting(s) and/or distribution of relevant policy statements and/or other forms of educational materials to the appropriate department, etc.;
- c) if both complainant and respondent agree, the Title IX Coordinator(s) or designee may arrange and facilitate a meeting between the parties in an attempt to reach a mutually acceptable resolution; or
- d) other options may be pursued which are consistent with applicable laws and/or Quincy College policies and procedures.

**Note:** Although the informal options above are available, it is at the complainant's discretion as to whether or not to explore these informal alternatives. A complainant who wishes to explore these informal alternatives may, in the complainant's sole discretion, bypass an informal process for a formal process at any point.

Resources for Immediate and Ongoing Assistance  
On Campus Resources: Any student or employee of Quincy College who reports and incident will be provided with a copy of the appropriate policies, instructions regarding options for moving forward and a list of resources available for assistance.

Susan Bossa, Title IX Coordinator  
Phone: (617) 984-1656  
Email: [Sbossa@quincycollege.edu](mailto:Sbossa@quincycollege.edu)  
Office: Presidents Place, Room 325

Jessica Cherry, General Counsel  
Phone: (617) 984-1734 -  
Email: [jcherry@quincycollege.edu](mailto:jcherry@quincycollege.edu)  
Office: Presidents Place, 7<sup>th</sup> floor

Community Resources  
For immediate emergency and medical assistance call 911. The Crisis Hotline can also be called 800-656-HOPE (4673).

### **Go to an urgent care center (e.g., a hospital)**

- Receive help for physical injuries.
- Screen for STDs/pregnancy.
- If possible, do not shower or clean up. Do not change clothes. Hospital staff can collect evidence using a rape kit.
- If you want to file a police report, you can call the police from the emergency room.
- Ask about the nearest rape crisis center.

If you are in an abusive relationship, it is important to create a safety plan. Domestic violence advocates and teen dating abuse advocates are people who are trained to help you create a safety plan. Advocates can:

- Figure out ways for you to leave an abuser
- Discuss how to deal with emergencies
- Suggest safe places to go, such as a shelter or the home of a friend or family member where your abuser might not look
- Help you learn about a [court order of protection](#), which requires your abuser to stay away from you
- Suggest services and provide support

Additionally, you can do any or all of the following:

- **Calling the police.** If you are in immediate danger, call 911.
- **Calling hotlines.** Learn more about different [help hotlines](#). Hotlines provide support and resources. They also can help you create a [safety plan](#) for leaving an abuser.
- **Reaching out to people you trust.** People who care want to help. You can start with family, friends, or community organizations.
- **Talking to a health care professional.** Doctors, nurses, and counselors can offer physical aid, emotional support, and resources. Go to a hospital emergency room if you need immediate help for injuries.
- **Contacting an advocate.** Advocates are people who are trained to help someone who has lived through domestic violence, dating violence, or sexual assault. You can

talk to an advocate on the phone or in person, confidentially and for free. Advocates can explain options and programs in your community that may include legal support, counseling, emergency services, and other resources. You can learn more by calling [help hotlines](#) such as the [National Domestic Violence Hotline](#) at 800-799-SAFE (7233) or the [National Teen Dating Abuse Helpline](#) at 866-331-9794.

### **Abuse and Assault Hotlines**

- DOVE (Domestic Violence Ended) Crisis Hotline: 617-471-1234 or 888-314-3683
- Llamos y Hablamos: Spanish Language Sexual Abuse Hotline: 800-223-5001
- A New Day: Sexual and relationship abuse Hotline: 888-293-7373
- Parental Stress Hotline: 800-632-8188
- Jane Doe Inc. Safelink: Massachusetts 24/7 domestic violence Hotline: 877-758-2020
- South Shore Women's Resource Center: Domestic Violence Hotline: 888-746-2664
- Victim Assistance Program Plymouth County Hotline: 508-583-3306
- Boston Area Rape Crisis Center 24-hour Hotline: 800-841-8371

### **Counseling Services**

Please be advised that Quincy College does not endorse any of the organizations below. This guide serves merely as a resource to students, and the choice in providers and assistance is solely the responsibility of the student.

#### ***Bay State Community Services***

13 Temple Street, Quincy, MA 02169  
617-471-8400; [www.Baystatecs.org](http://www.Baystatecs.org)  
*Accepts many insurances plans including MassHealth and Commonwealth Care plans*

#### ***Maria Droste Services***

1354 Hancock Street, Quincy 617-471-5686;  
<http://mariadrosteservices.org/> *Sliding fee available*

**Aspire Health Alliance**

500 Victory Road, Quincy, 617-847-1950;

[www.aspirehealthalliance.org](http://www.aspirehealthalliance.org)

Crisis Team: contact 617-774-6036

*Accepts many insurances plans including MassHealth and Commonwealth Care plans*

**New Directions Counseling Center**

Interfaith Social Services 617-773-6203 x12;

105 Adams Street, Quincy, MA 02169

[www.InterfaithSocialServices.org](http://www.InterfaithSocialServices.org)

*Accepts most insurance plans including MassHealth, Commonwealth Care, and a sliding fee*

**South Bay Mental Health** administrative office in Brockton; many local locations CONTACT INFO

**Weymouth Clinic**

541 Main Street, Suite 303, Stetson Building,

Weymouth, MA 02190 781-331-7866;

[www.southbaymentalhealth.com](http://www.southbaymentalhealth.com)

*Accepts many insurances plans including*

*MassHealth and Commonwealth Care plans*

**Volunteers of America Family Counseling Center**

1419 Hancock Street, Quincy 617-770-9690;

[www.voamass.org](http://www.voamass.org)

*Accepts most insurance plans including MassHealth and most Commonwealth Care programs*

**Wellspring Counseling Services**

814 Nantasket Ave., Hull, MA 02045 781-925-3211;

[www.wellspringhull.org](http://www.wellspringhull.org)

*Provides free counseling services; specializes in domestic violence; free legal counsel available*

**State and Federal Reporting Remedies for Employees**

Employees who believe they have been subjected to harassment may file a complaint with the respective state agency and/or the United States Equal Employment Opportunity Commission (EEOC). Using Quincy College's complaint process does not prohibit an employee from filing a complaint with these agencies. Each agency has a specific time period for filing a claim: the EEOC allows 300 days (maybe longer in some circumstances); and the Massachusetts Commission Against Discrimination (MCAD) allows 300 days

from the alleged incident or when the complainant became aware of the incident.

**U.S. Equal Employment Opportunity Commission (EEOC)**

John F. Kennedy Federal Building

475 Government Center

Boston, MA 02203

Phone 1-800-669-4000

Fax 617-565-3196

**Massachusetts Commission Against Discrimination (MCAD)**

Boston Office:                      Springfield Office:

One Ashburton Place, Room 601

436 Dwight Street, Room 220

Boston, MA 02108              Springfield, MA 01103

Phone 617-994-6000

Phone 413-739-2145

TTY 617-994-6196

Students may also file complaints with the Massachusetts Commission Against Discrimination at the address listed above or with the United States Department of Education's Office for Civil Rights (OCR). The OCR allows 180 days (maybe longer in some circumstances) from the alleged incident or when the complainant became aware of the incident for filing a claim.

**Office for Civil Rights (OCR)**

U.S. Department of Education

33 Arch Street, Suite 1030

Boston, MA 02110-1490

Telephone: 617-289-0100

Fax: 617-289-0151

**Other Helpful Links**

[Massachusetts State Law on Rape and Sexual Assault](#)

[Massachusetts State Law about Sex](#)

[Massachusetts State Law on Sexual Harassment](#)

[Massachusetts Law About Domestic Violence](#)

[Womenshealth.gov](http://Womenshealth.gov)

[Notalone.gov](http://Notalone.gov)

[Bestcolleges.com - The Realities of Sexual Assault on Campus](#)



### Quincy College Complaint Form

Please complete this form and return it to the Title IX Coordinator at Presidents' Place on the Quincy campus or the Dean of the Plymouth Campus on the Plymouth campus.

Susan Bossa,  
Title IX Coordinator  
Phone: (617) 984-1656  
Email:  
[SBossa@QuincyCollege.edu](mailto:SBossa@QuincyCollege.edu)  
Office: President's Place, Room 325

Jessica Cherry  
General Counsel  
Phone:(617)984-1734  
Email: [jcherry@QuincyCollege.edu](mailto:jcherry@QuincyCollege.edu)  
Office: Quincy Campus 7<sup>th</sup> floor

When the form has been completed and signed, and then signed by the Title IX Coordinator, Code of Conduct Officer or other appropriate representative from the College, your complaint has been properly received and noted by the College. We will provide you with a copy of this form as well as complete information about the complaint process.

For those students who are not able to hand deliver this form (i.e. distance education students) in person to the Title IX Coordinator or the Dean of the Plymouth Campus, please submit the form online with appropriate signature using your assigned Quincy College email. The Title IX Coordinator will contact you to verify that your complaint has been properly received and noted by the College.

If you should any questions, please feel free to contact any of the Title IX Coordinators.

**QC ID (if assigned):** \_\_\_\_\_

**Name:** \_\_\_\_\_  
Last                      First                      M.I.

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Telephone**

**Number(s):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Who is your complaint against**

Check one or more:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Faculty Member     | <input type="checkbox"/> Staff          | <input type="checkbox"/> Student       |
| <input type="checkbox"/> College Department | <input type="checkbox"/> Quincy College | <input type="checkbox"/> Administrator |

Other (Please explain):  
\_\_\_\_\_  
\_\_\_\_\_

**Type of Complaint**

Check one or more:

<input type="checkbox"/> Age	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual Harassment
<input type="checkbox"/> Disability	<input type="checkbox"/> Race	<input type="checkbox"/> Sexual Orientation
<input type="checkbox"/> Gender	<input type="checkbox"/> Religion	<input type="checkbox"/> Sexual Assault
<input type="checkbox"/> National Origin	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Veteran Status

Other (Please explain):  
\_\_\_\_\_  
\_\_\_\_\_

**Complaint**

Describe your complaint. Please summarize below and attach additional pages describing your complaint if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of person or entity you believe discriminated against you and why you have contact with them (e.g. supervisor, co-worker, faculty, classmate).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the corrective action you are seeking. Attach additional pages if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For retaliation complaints, please explain why you believe someone retaliated against you:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witnesses to Complaint**

The relationship information requested means co-worker, supervisor, customer, student(s), faculty, Dean, Administrator etc.

\_\_\_\_\_  
Name Relationship Telephone

\_\_\_\_\_  
Name Relationship Telephone

\_\_\_\_\_  
Name Relationship Telephone

**I certify the aforementioned is true and correct.**

Signature of Complainant

Date

**For Staff Use Only:**

Received by: \_\_\_\_\_

Name Title

**Administrative Follow-up (steps taken):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Final Results:**

\_\_\_\_\_  
\_\_\_\_\_

**Complaint Intake Checklist**

**Student's Name:** \_\_\_\_\_

Last

First

M.I.

**Quincy College Student ID:**

**I have advised and given written notification to the Complainant of:**

- The availability of Quincy College and community resources including:
  - Student Success Coaches
  - Licensed Mental Health Counseling
  - Victim Services Organizations
  - Legal Assistance
  - Visa and Immigration Assistance

\_\_\_\_\_  
Initials of QC Official

- Quincy College Sexual Misconduct Policy and Procedures in Accordance with the Violence Against Women Act

\_\_\_\_\_  
Initials of QC Official

- The availability of interim measures and campus resources including:
  - Title IX Coordinator contact information
  - Code of Conduct Office contact information

\_\_\_\_\_  
Initials of QC Official

**I certify that I have provided the complainant written notification of resources.**

Signature of College Official Receiving Complaint Date

Signature of College Official Adjudicating Complaint  
Date

## **GLOSSARY OF ACADEMIC TERMS:**

### **Academic Credits and Institutional Credits**

At Quincy College, *credits* can be academic or institutional. Institutional credits are granted for *developmental courses*. Academic credits are granted for all other courses. Only academic credits (credits for courses numbered 100 or higher) count toward your *degree* or *certificate*.

### **Associate Degree**

An associate degree is a diploma granted by a community college, usually after a student earns at least 60 *academic credits*. Students who earn associate's degrees need at least two academic years to earn all the academic credits required for their *degree*. For this reason, an associate's degree is also referred to as a "two-year degree," and a community college is sometimes referred to as a two-year college. In spite of the "two year degree" label a majority of students take longer than two years to complete an Associate's Degree

### **Bachelors Degree**

A bachelor's degree is a *degree* granted by a college or a university after the equivalent of 4 years of full-time study. For this reason, colleges and universities are sometimes referred to as "four-year schools" or "four-year institutions" although national surveys show that a majority of students take longer than four years to earn a bachelor's degree. A bachelor's degree is usually at least 120 *academic credits*. To earn a bachelor's degree, credits can be transferred from an associate's degree to a college or university that grants bachelor's degrees, for example, UMass Boston or Bridgewater State College.

### **Certificate**

A certificate is a diploma granted by the community college for fewer *credits* than a degree. A certificate program is the collective term for all the *courses* and other requirements you fulfill in order to earn a certificate in an academic or technical area. Your *certificate program* is the area in which you earn your certificate, for example Paralegal Studies. At Quincy College, certificate programs are from 16 to 31 credits.**Course**

A course is a series of classes, research, assignments and related activities, usually lasting one *semester*.

A course is worth a certain number of *credits*. In a course, topics are studied within a specific or broader academic area (a degree program or a certificate program). A *degree program* consists of a certain number of courses. For example, "Exercise Program Design" is a course in the Exercise Science *certificate* or *degree program*. Students usually take 1 to 4 courses each *semester*

### **Credit (or Semester Hour)**

A credit is a unit used in the calculation of the accumulated value of the *courses* you take. In general, each credit represents the number of hours each week a student spends in class in a particular *course*. Each course is worth a certain number of credits, usually 1 to 4. A student accumulates credits by passing courses. A certain number of *academic credits* are required for a *degree program* or a *certificate program*. Usually the number of hours spent in class each week is equal to the number of credits for that course.

### **Dean**

A dean is a director of an entire academic or administrative division of a college or a university. He/she is a high-level administrative official.

### **Degree**

A degree is a diploma granted by a community college, a college, or a university. A degree represents a certain level of education and expertise in an academic or technical area. At a community college, students study an academic or technical area in order to get a degree in that area. For example, students can get a degree in Medical Assisting, Human Services, and many other areas. A **degree program** is the collective term for all the *courses* and other requirements you fulfill in order to earn a *degree* in an academic or technical area. Your degree program is the area in which you will earn your degree. Degree programs at Quincy College are from 60 to 68 credits.

### **Developmental Courses**

Courses that provide students with the fundamentals in a certain academic area in order to prepare them for college-level courses are developmental courses. For example, "ENG 090: Basic Comp" provides students with the

fundamental writing skills they need in order to prepare them for the demands of college-level English courses.

Students take a College Placement Test shortly after being admitted to the College in order to determine whether they need to take developmental courses. If they score below a certain level on the assessment, they must take developmental courses.

### **Elective**

An elective is a *course* that is chosen, rather than one that is named among the *requirements* for a *degree program*.

### **Faculty**

The faculty is the group of people who teach the *courses* at a college or university. The faculty consists of lecturers, instructors, assistant professors, associate professors, and professors.

### **Financial Aid**

Financial Aid is composed of scholarships, grants and loans and federal work-study. Students complete a FASFA each year to determine eligibility for Federal and State Aid. Scholarships can be offered by various entities such as the government, colleges, foundations, private donors etc. Student Loans are a loan that must be paid back once the student no longer attends college. A student must be enrolled in 6 or more credits per semester to maintain student loan eligibility.

### **Full-time Student**

A student is considered full-time if enrolled in courses which total 12 credits or more. See also: *Part-time student*

### **Core Curriculum**

This is a group of courses that provides a basic knowledge related to all of the *degree programs* at Quincy College. All degree-seeking students are required to complete the Core Curriculum.

### **Humanities**

Generally, the fields of art, communication, languages, literature, philosophy and religion are grouped into the broader academic area referred to as the humanities.

### **Liberal Arts**

The academic areas of *social sciences*, natural sciences, fine arts, literature, and the *humanities* are combined under the broad collective term "liberal arts."

### **Major**

When used as a noun, your major is the area of studies in which you receive your *degree*. To "major" also means to concentrate on an academic area by taking courses required for a degree in that area.

### **Part-time Student**

A student is considered part-time if enrolled in *courses totaling six credits or less in a semester*.

### **Prerequisite/Co-requisite**

A prerequisite is a course that a student is required to take before taking a more advanced course. Think of a prerequisite as one course that qualifies for another course. A prerequisite prepares a student for a course at a higher level.

A co-requisite is a course that must be taken in conjunction with another course. Usually the two courses complement each other.

### **Program**

A program is the area of study in which a student will receive a degree. See also *Degree Program*.

### **GPA/Grade Point Average**

A GPA is the average of a student's grades in all the *courses* taken at a school, as interpreted on a scale from 1 to 4, with 4 being the highest equivalent to a grade of "A".

### **Register**

When a student selects, schedules, enrolls in *courses* for the next *semester*, the student registers. In order to register, a student should refer to the schedule for the semester and consult an advisor. After determining which courses to take, proof of payment must be presented and the student's name and courses are entered into the Quincy College computer system. By registering, a student makes an official commitment to take the courses selected.

**Requirement**

A requirement is whatever must be fulfilled in order to progress to the next level in the completion of something broader. For example, requirements can be *courses* which must be passed, exams which must be passed, or research papers which must be written in order to complete a course, a *degree program*, or a *certificate program*.

**Semester**

A semester is a way of dividing the school year into different sessions, each session lasting 15, 10, five or two weeks. At Quincy College, Fall semester is from the end of August or the beginning of September to the middle of December, and Spring semester is usually from the end of January to the middle of May. In general, Fall and Spring includes 15-, 10-, and 5-week sessions. Summer term includes 10-week and 5-week sessions. Two week (10 day) options are offered during the Winter Intercession in December and in late August.

**Seminar**

College seminar courses are typically small classes led by an instructor. Students are expected to actively participate regularly in college seminars. At Quincy College, all students entering with less than 12.00 credits are required to take the First Year Seminar course (IDS 167).

**Social Sciences**

Generally, the fields of sociology, anthropology, economics, psychology, political science, education, and history are grouped into the broader academic area referred to as "social sciences." At Quincy College, the social sciences requirements for *degree programs* can be satisfied with courses in these fields.

**Transcript**

A transcript is an official list of *courses* taken and grades earned for those courses at a specific school. Transcripts are issued by high schools, colleges, and universities. A transcript is official if it has the original stamp or seal of the school that issues it.

**Withdraw**

Withdrawal from a course may only be done by completing a withdrawal form and submitting it to the Registrar's office before the withdrawal deadline. A withdrawal course results in a "W" grade which carries no academic weight or judgment.