



# STUDENT HANDBOOK 2022-2023

**ROXBURY**  
COMMUNITY COLLEGE

## **Vision**

Roxbury Community College empowers the community through education that matters.

## **Mission Statement**

Roxbury Community College (RCC) provides a nurturing environment, where all community members are welcome, regardless of past education. We transform lives through excellence and innovation, preparing our learners for active citizenry and success in a changing world.

## **Strategic Initiatives (2022-2024)**

- Achieve and maintain long-term financial stability
- Improve the collection, analysis and use of data
- Anticipate employment and training needs of various industries and expand programming to meet those needs
- Increase our efforts to actively engage the internal and external communities
- Expand professional and skill development opportunities for all employees
- Offer holistic support services for all students, and
- Offer comprehensive, flexible and alternative learning opportunities

## **Institutional Proficiencies for RCC Graduates**

When students graduate from RCC, they will be able to demonstrate:

- A broad base of knowledge in the mathematical methods and technology, history, culture, humanities, natural and social sciences
- Logical and analytical thinking skills which will enable students to pursue life-long learning
- Effective communication in academic and professional settings
- Mastery of basic computer skills for professional and personal use
- An awareness of issues that arise within a multicultural context
- Time management skills that address multi-phase projects
- Strategies for balancing career, educational, and personal goals, and
- Standards of integrity and personal responsibility in professional and social environments.

## President's Welcome Message

Welcome to Roxbury Community College (RCC), where your future is our focus! At RCC, we are committed to your personal and professional success, inside and outside of the classroom. We take pride in offering small class sizes to ensure that you receive valuable one-on-one support from professors. While many students choose to pursue studies in healthcare or STEM, we offer over 25 degree and certificate programs and encourage you to choose the degree that best suits your professional goals. Throughout your studies, you will meet regularly with an advisor to make sure you are completing the courses required for degree completion. Outside of academics, we encourage you to grow as a person during your time at RCC. You can join leadership groups, clubs, participate in competitive sports, or even apply to sit on the Board of Trustees while completing your studies. Many students enjoy working out at the Reggie Lewis Center, watching theatrical performances at the Media Arts Center, or volunteering in community and civic work. We also want to make sure that you are prepared for financial success. Our Project Access office can connect you with transportation, housing, food, and financial resources, and can even connect you with free tax preparation services. The Financial Aid Office is equally committed to ensuring your financial stability and can help you identify federal and state financial aid programs to cover part, or all, of your education. The commitment and dedication of our faculty and staff will make your journey through RCC one that challenges and supports you in becoming your very best. At RCC, you're more than just a number, you're an integral part of our tight-knit community. We are all dedicated to your success.



We look forward to supporting you throughout your journey here!

Sincerely,

A handwritten signature in black ink that reads "Jackie Jenkins-Scott". The signature is fluid and cursive, with the first name being the most prominent.

Jackie Jenkins-Scott  
Interim President

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# Academic Calendar 2022 – 2023

## ***Fall 2022***

August 30 ..... Faculty Orientation  
August 31 ..... First Day of Classes  
September 5 ..... Labor Day - Holiday  
September 9 ..... Last Day for Schedule Changes  
September 12 ..... Autumn Access - First Day of Classes  
September 20 ..... All College Meeting  
September 23 ..... Autumn Access - Last Day for Schedule Changes  
October 10 ..... Indigenous Peoples' Day - Holiday  
October 17-24 ..... Midterm - Fall  
October 24 ..... First Day of Classes - Fall 8-Week 2  
October 24-28 ..... Midterm - Autumn Access  
November 10 ..... Last Day for Student-Initiated Withdrawals - All Fall Terms  
November 11 ..... Veterans' Day - Holiday  
November 14 ..... Early Registration Begins  
November 14-18 ..... Midterm - Fall 8-Week 2  
November 23-27 ..... Thanksgiving Break - No Classes After 5:00pm on 11/23  
December 10 ..... Last Day of Classes - All Fall Terms  
December 12-17 ..... Final Exams - All Fall Terms  
December 19 ..... Deadline - All Final Grades, 12 noon

## ***Intersession 2023***

December 26 ..... Christmas Day - Holiday - Observed  
December 27 ..... First Day of Classes  
January 2 ..... New Year's Day - Holiday - Observed  
January 3 ..... Last Day for Schedule Changes  
January 5 ..... Intersession Midterm  
January 6 ..... Last Day for Student-Initiated Withdrawal  
January 14 ..... Final Exams

## ***Spring 2023***

January 16 ..... Martin Luther King, Jr. Birthday - Holiday  
January 17 ..... All College Meeting/Faculty Institute  
January 18 ..... First Day of Classes - Spring & Spring 8-Week 1  
January 22 ..... Last Day for Schedule Changes - Spring 8-Week 1  
January 27 ..... Last Day for Schedule Changes - Spring



# Governing Boards and Officers

## ***Board of Trustees***

**Mr. Steven Tompkins**  
Chair  
Sheriff of Suffolk County

**Mr. Mark Culliton**  
Treasurer  
Education Activist and Chief  
Executive, College Bound  
Dorchester

**Ms. Betty Francisco**  
Secretary  
President, Fitnation Ventures

**Jeffrey Greenberg**  
RCC Foundation Liaison  
Co-Founder & Chief Operating  
Officer, Firefly Health

**Israul “Izzy” Marrero**  
Alumni Trustee  
Community Service Officer, Boston  
Police Department

**Sheriece Perry**  
Acting Co-Director of Support  
Services for the Massachusetts Trial  
Court

**Omari Jahi Aarons**  
Aarons Group LLC, Founder and  
Managing Partner

**Miriam Ortiz**  
Just-A-Start Corporation, Director

## ***Interim President***

**Jackie Jenkins-Scott**

## ***President’s Cabinet***

**Joyce Gibson Ph.D.**  
Interim Executive Vice President of  
Student Affairs

**Marta Rosa**  
Interim Executive Vice President and  
Special Assistant to the President

**Pamela Lomax**  
Executive Vice President  
Compliance and Operations

**Andy Vidal**  
Executive Vice President for Finance  
and Facilities

**Ruban Flores**  
Special Projects Manager

**William Hoag**  
Director of Library Services

**Mekonnen Meshesha, Ph.D.**  
Interim Dean of Enrollment  
Management

**Robyn Shahid-Bellot**  
Dean of Students

**David Albanase**  
Director of Public Safety

**Patrick Kangethe**  
Chief Information Officer

**Salvador A. Pina**  
Dean of Workforce and Business  
Development

**Hillel Sims, Ph.D.**  
Dean of STEM

**Jordan Emily Smock**  
Executive Director of Marketing,  
Communications, & External Affairs

**Jeff Van Dreason**  
Dean of Arts, Humanities & Social  
Sciences



## Getting Here

### ***Route 93 (Southeast Expressway)***

**From Rt. 93** (Southeast Expressway) take exit 18, Mass Ave./Roxbury. Follow the off-ramp that becomes Melnea Cass Blvd. Take a left at Tremont Street, which becomes Columbus Avenue. Follow Columbus Avenue for approximately 1/2 mile. Look for the College on your left. Parking is available at the Cedar Street lot (Corner of Cedar Street and Columbus Avenue).

**From the Boston Logan Airport** (25 Logan Airport, East Boston, MA 02128) When leaving the airport, follow signs to Boston and go through the toll booth. The toll fee \$3.50. After the toll booth, enter the tunnel and follow the directions toward 93 South/Southeast Expressway. Follow directions above.

**South of Boston** - Route 93 North to Southeast Expressway. Follow directions above.

**North of Boston** - Route 93 South/Route 1 to Southeast Expressway. Follow directions above.

**West of Boston** - Mass. Pike East to the last exit (Southeast Expressway). Follow directions above.

### ***MBTA Train***

From Downtown Boston, take the Orange Line towards Forest Hills. Get off at the Roxbury Crossing station. The College is located across the street on Columbus Avenue.

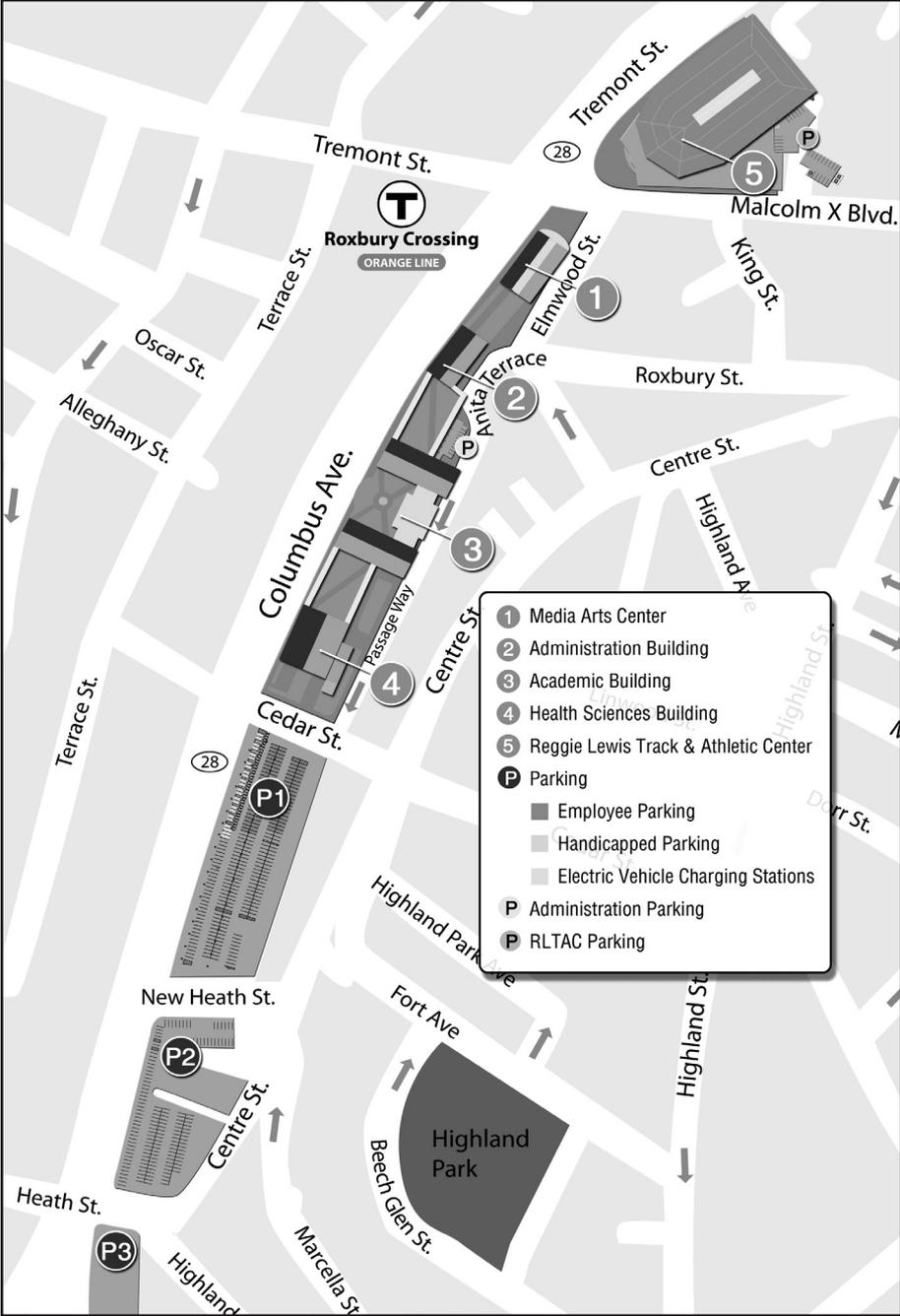
### ***MBTA Bus Lines***

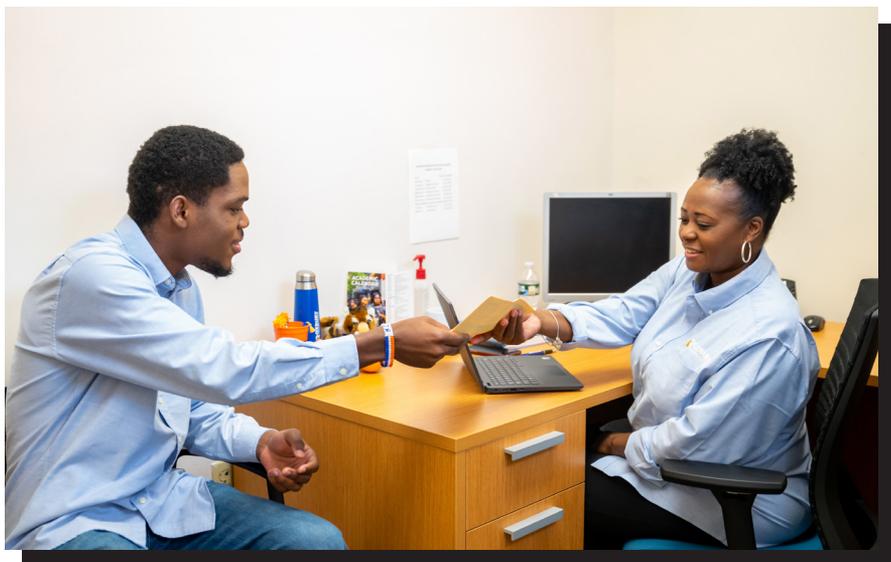
Use any of the following bus lines with stops in front of or a few yards away from the Campus: Bus 15, Bus 22, Bus 23, Bus 28, Bus 29, Bus 44, Bus 45, and Bus 66.

### ***By Bike***

Enjoy a safe and rejuvenating bike ride to the College through the Southeast Corridor from the following areas: Roslindale, West Roxbury, Jamaica Plain, Brookline, and the South End.

# Roxbury Community College Campus Map





## **HOW TO ENROLL AT ROXBURY COMMUNITY COLLEGE**

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### **New Students**

Students who have never attended any college or university are welcomed as New Students at Roxbury Community College. Roxbury Community College is a public, two-year college with an open admission policy. Students must meet the prerequisites established for all college-level courses in order to enroll.

Home-schooled students, without a high school diploma or high school equivalency certificate, are eligible to apply for admission to a degree or certificate program provided they have successfully completed an approved home school program in accordance with Massachusetts General Laws or the laws of their home state.

Admission into some programs is competitive, due to a limited number of openings, or competitive application process.

### **Continuing Students**

Students who have enrolled each semester at Roxbury Community College or have attended RCC within the last two years are continuing students. Congratulations, your degree/certificate completion is within sight!

### **Transfer Students**

Students who have completed college courses at other colleges and universities are Transfer Students. Roxbury Community College looks forward to helping you meet your academic and career goals. Please have all of your transcripts sent to the Registrar's Office to assist you and your advisor select the most efficient pathway to your career.

## Readmit Students

Students who attended Roxbury Community College in the past and have stopped for more than two years, must be readmitted to the college. Readmit students must complete an application and follow the steps below. Welcome home!

## How to Enroll

- Complete the admission application for free online at <https://www.rcc.mass.edu/apply>. The Enrollment Center can provide paper admission applications and is available to assist potential students.
- Placement testing is required for all first-time, new college students. Please make an appointment to reserve your seat for placement testing, Visit us online at [www.rcc.mass.edu/testing](http://www.rcc.mass.edu/testing).
- The placement test covers Math, English, and Reading, and takes approximately 2 1/2 hours to complete. Students whose first language is not English are advised to take the English-as-a-Second-Language Placement Test. A study guide is available online and in the Testing Office.
- Transfer and readmit students may not need to take the placement test if their official transcript(s) shows successfully completed college-level coursework. Students transferring from another college or university must arrange for their official transcripts to be sent to RCC, Office of the Registrar, for evaluation before they may register for classes.
- Returning students, without financial holds, are encouraged to register online at <https://myrcc.rcc.mass.edu/ICS/Registrar/>. The Enrollment Center will walk you through the online procedure.
- New, transfer, and readmit students meet with an advisor after placement testing to review placement scores; discuss academic and career goals; select a program of study; and identify courses.
- New, transfer, and readmit students enroll in courses in the Enrollment Center. Students will receive a printed copy of their class schedule.
- Students applying for financial aid must complete the FAFSA application. The Office of Financial Aid can provide assistance to complete all required forms. All required documents for financial aid must be submitted prior to the awarding of aid.
- The Office of Student Accounts will review the student accounts, including the application of financial aid. Students are responsible for all tuition and fees at the time of registration.
- Massachusetts Law 105 CMR 220.000 requires all full-time students (12 or more credits) to present evidence of immunization against Measles, Mumps, Rubella, Tetanus, Chicken Pox, and Hepatitis B in order to attend classes. New students will receive the immunization form from the Enrollment Center.
- Students are responsible for all tuition and fees at the time of enrollment.

## High School Students

RCC encourages high school students to explore the College's academic resources through programs that cater to their needs and interests. Participating high school students have the opportunity to consider RCC as their ladder towards achieving future intellectual and professional goals. The following programs launch high school students into higher educational learning:

### ***Dual Enrollment***

The Dual Enrollment Program relies on state appropriations each semester. Roxbury Community College accepts applications for the Dual Enrollment Program for the fall, spring and summer semesters. This is a great opportunity for students to earn college credits, while simultaneously earning credits towards their high school diploma. This program also offers students the opportunity to develop their academic experience and career opportunities without paying tuition and fees.

Students must have a minimum GPA of 2.0 to be accepted into the program.

### ***Chapter 74 Secondary Post Secondary Cvte Linkage***

RCC welcomes Boston Public high school students in Chapter 74 programs. High school students receive college credit for courses completed in approved Chapter 74 programs. Please bring your BPS transcript to the Enrollment Center when completing the RCC application.

## Senior Citizens

Residents of the Commonwealth of Massachusetts who are 60 years of age or older are eligible to enroll in credit courses on a space-available basis, tuition-free. However, all applicable fees must be paid prior to the first class.

## Veterans

We are happy to serve our Veterans. Please visit [www.gibill.va.gov](http://www.gibill.va.gov) or contact your nearest VA representative (V.A. Buffalo: 888-442-4551) in order to obtain your Certificate of Benefits. Please bring a printed copy of your paper work that confirms your status as a current or former member of the United States Armed Forces (example: DD 214), waivers, orders, and proof of health insurance to the Registrar's office, Administration Building, Room 102.

Please visit <https://benefits.va.gov/gibill/> for information concerning the Post 9/11 GI Bill®. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official

U.S. government web site at <https://www.va.gov/education/gi-bill/post-9-11/ch-33-benefit/>. Please contact the Registrar's office for further information and a Veteran's package. If you are a CURRENT MEMBER OF THE MASSACHUSETTS NATIONAL GUARD, please visit the following website <https://massnationalguard.org/index.php/resources/education.html> for instructions on how to receive your tuition and fee waiver. Finally, all veterans

must complete the admissions process and provide proof of high school diploma or GED.

### **Section 702 of the Choice Act**

Section 702 of the Veterans Access, Choice and Accountability Act of 2014 (“Choice Act”), requires VA to disapprove programs of education for payment of benefits under the Post-9/11 GI Bill and Montgomery GI Bill-Active Duty at public institutions of higher learning if the schools charge qualifying Veterans and dependents tuition and fees in excess of the rate for resident students for terms beginning after July 1, 2015. These new requirements will ensure that our Nation’s recently discharged Veterans, and their eligible family members, will not have to bear the cost of out-of-state charges while using their well-deserved education benefits.

For all courses, semesters, or terms beginning after August 1, 2021, Roxbury Community College charges qualifying veterans, dependents and eligible individuals’ tuition and fees at the rate for in-state residents. Covered individuals including the following will be charged the in-state resident rate:

- A veteran using educational assistance under either Chapter 30 (Montgomery GI Bill® – Active Duty Program), Chapter 31 (Vocational Rehabilitation) or Chapter 33 (Post-9/11 G Bill), of 38 U.S.C. who lives in the state in which the institution is located (regardless of his/her formal state of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal state of residence).
- Anyone described above, while he/she/they remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person must be using educational benefits under Chapter 30, Chapter 31, or Chapter 33 of 38 U.S.C.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the state in which the institution is located (regardless of his/her formal state of residence).

### **International Students**

<https://www.rcc.mass.edu/international-admissions-guide>

International Student Application needs to be completed and submitted to the Enrollment Center by the following deadlines:

- January, the deadline is November 4
- September, the deadline is July 1

International Students must maintain Good Academic Standing, and have a Valid F-1 Student Visa.

## ***How to Apply***

- Complete and sign the Admissions Application and I-20 Application (Be sure to select only one Academic Program (Major) on the application.
- Submit a \$35.00 application fee (U.S. Money order only).
- All students must complete High School Self-Certification Form. College transcripts must be evaluated and approved by a foreign educational agency and NOT translated.
- Submit an Affidavit of Support (I-134) or a notarized letter from your sponsor.
- Submit a current certified official bank letter showing a minimum of \$20,000.00 US dollars in the bank account to cover total educational and living expenses for one year.
- Submit proof of immunization.
- Complete the I-901 and follow the instructions on [www.fmjfee.com](http://www.fmjfee.com).

If you are already in the United States and a Non-Immigrant (F-1 status), with a Certificate of Eligibility (I-20AB) from another school or college, you must submit a copy of the I-20AB issued to you from your current institution and a copy of the Transfer Evaluation form.





## STUDENT SUPPORT RESOURCES AND SERVICES

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### Academic Advising

All students enrolled in degree and certificate career path- ways are assigned to a Staff or Faculty Advisor, they are encouraged to meet with their Advisor at least once per semester. Academic Advisors are eager to help you and will be an essential resource in helping you stay on track with your educational goals.

Your Advisor can assist you with:

- Exploring and identifying your educational goals
- Creating an educational plan
- Selecting courses
- Preparing for transfer
- Understanding graduation requirements, and college policies and procedures

### Meeting with your Advisor

To identify your assigned Advisor, log into MyRCC and select the “Students” tab. Your advisor will be listed under “Academic Information.”

### Academic Support Services

- Students are encouraged to take advantage of free tutoring services available in all subject areas. Tutoring occurs in The Learning Center (Academic Building 3-203), and online via WC Online. Peer and professional tutors work with individuals, or in small groups to improve academic skills and develop learning strategies. Tutoring is designed to enhance and

support classroom learning, so that you gain the skills and confidence to be successful in your coursework. Drop by The Learning Center (Academic Building 3-203), or visit <https://www.rcc.mass.edu/current-students/academic-support/learning-center/index.html>

## Project Access

Project Access at Roxbury Community College works with students who are facing non-academic issues that can often serve as barriers to degree/certificate completion. These issues may include housing instability, personal safety concerns, inadequate childcare, food access, and other basic human needs insecurities. Project Access is fortunate to be partnering with several nonprofit organizations that serve the Greater Boston Area.

Through this centralized services approach, the Project Access Team helps students navigate complex systems for accessing Federal, State, and local resources, such as health insurance and food assistance programs. Staff can also provide targeted referrals to organizations across resource areas, including mental health, domestic violence, childcare, furniture, transportation, access to technology, and more. The goal of Project Access is to help facilitate student success and increase retention.

Appointments can be made with Project Access staff directly. To learn more or to make an appointment, please contact:

### **Lisa R. Carter, M.S.**

Director of Project Access  
Building 4, Room 313  
lcarter@rcc.mass.edu  
857-701-1277

### **Gemma McFarland, MPH**

Sr. Special Projects Coordinator – Project Access  
Building 4, room 313  
gmcfarland@rcc.mass.edu  
857-701-1595

## Internships

Roxbury Community College students are encouraged to participate in an internship experience. Studies show that pursuing an internship while in college can add a competitive edge to a student's employability thereby increasing their chances of obtaining a well-paying job after graduation. An internship is a short-term work experience offered by an organization or company. An internship allows students to gain entry-level work experience and exposure to a particular industry or field. By participating in an internship students can develop valuable work and professional development skills.

There are two main types of internships, for academic credit and not for academic credit. Certain majors at RCC require students to complete a 150 hour for academic credit internship as part of their program of study and

graduation requisite. This involves enrolling in an internship course and being selected by an RCC pre-approved organization/company where the student will complete their 150 hours of work. Please check with the department coordinator/chair in your major or the advising office if you are not sure if your major requires you to complete an academic credit internship. All students who are enrolled in a major that requires them to complete a for academic credit internship should contact the Coordinator of Career Planning and Placement the semester before they wish to register for the internship course. Students must be pre-approved to enroll in an internship course and should be prepared to submit their resume as part of the selection process. Eligibility to enroll in a for academic credit internship course also includes a review of a student's academic record and demonstration of a student's professionalism. You do not need to obtain permission from RCC to complete a not-for-academic-credit internship.

Internships allow students to explore career areas of interest and are a wonderful way for students to obtain real world work experience. Please feel free to email The Coordinator of Career Planning and Placement at [careerservices@rcc.mass.edu](mailto:careerservices@rcc.mass.edu) with any questions or if you need assistance navigating the internship process.

## Honors Program

Roxbury Community College's Commonwealth Honors Program offers academically motivated students a stimulating, challenging and rewarding educational experience that supports critical thinking and innovation through a student-centered curriculum. Students who qualify for the program get the opportunity to enroll in honors courses, complete honors projects in non-honors courses, engage in independent, multi-disciplinary research, get more one on one time with faculty mentors, and attend and present their research at conferences such as RCC's Honors Showcase, the Massachusetts Undergraduate Research Conference (Mass URC) and the Northeastern Regional Honors Conference. Upon successful completion of the program, students will be granted the title of Commonwealth Honors Scholar and are guaranteed acceptance into an honors program at any of the public colleges or universities in Massachusetts.

For more detailed information about the benefits and requirements of RCC's Commonwealth Honors Program, please visit the Honors Program webpage (link below) or contact Jason M. Laguna, Ph.D. at [jlaguna@rcc.mass.edu](mailto:jlaguna@rcc.mass.edu).

Link to RCC Honors Program webpage: <https://www.rcc.mass.edu/current-students/honors-program.html>

Fall 2022 Honors Courses:

- CJP 203-HO Restorative Justice in Courts
- ENG 101-HO English Composition 1
- IST 120-HO Microcomputer Applications
- SCI 123-HO Principles of Chemistry
- SSI 111-HO Black Studies

## **Transfer Services**

### ***Transferring to RCC***

Students may transfer credit from another college to Roxbury Community College under the following guidelines:

1. The student must present an official transcript to the Registrar's Office for evaluation.
2. The course must be required in the student's course of study or fulfill a general education requirement.
3. A grade of "C" or higher was earned at a regionally accredited college or university.
4. Passing "P" grades will be accepted for transfer credit only as general elective credits when a student can demonstrate that the "P" grade is equivalent to a "C" or higher.
5. Credits earned five years and/or Science credits earned three years prior to enrollment at Roxbury Community College are not accepted for transfer credit unless approved by the Vice President of Academic & Students Affairs at Roxbury Community College.

Contact the Registrar's Office at Roxbury Community College for additional details about transferring credit into Roxbury Community College.

### **Registrar's Offices**

Administration Building (2), Suite 202

Phone: 857-701-1203

Email: [registrars.office@rcc.mass.edu](mailto:registrars.office@rcc.mass.edu)

### ***Transfer Out from RCC***

#### **Coordinator of Transfer Affairs and Articulation**

Academic Building (3), room 201B

Email: [transfercenter@roxbury.edu](mailto:transfercenter@roxbury.edu)

Phone: 857-701-1424

Transfer Services at RCC offers multiple resources to assist students who wish to pursue their academic goals beyond RCC.

### ***Transfer Counseling***

- One-on-one meetings with the transfer coordinator about your specific transfer needs and goals
- Transfer Fairs
- Transfer admissions representatives from many four-year colleges come to RCC frequently throughout each semester to meet with RCC students and discuss opportunities and options.

## ***Transfer Information Sessions***

Students learn about the many aspects of transfer including but are not limited to:

- RCC majors & their transferability
- Course transferability
- Transfer application process
- Transfer scholarships
- Transferring with a degree or without a degree
- Selecting a college to transfer to
- Mass Transfer
- Private college transfer agreements
- Transfer timelines

## ***Transfer Workshops***

Assists students with completing applications, finding scholarships, contacting colleges, and researching transfer requirements of the many four-year colleges.

## ***Transfer Agreements***

[www.rcc.mass.edu/succeed/transfer-services.html](http://www.rcc.mass.edu/succeed/transfer-services.html)

## ***Mass Transfer***

[www.mass.edu/masstransfer](http://www.mass.edu/masstransfer)

Contains the Massachusetts transfer policy that benefits community college students who seek to transfer to any MA state college or university.

As a member of the MA Public System of Higher Education, RCC participates in Mass Transfer and has transfer agreements with all of the MA state colleges and universities listed below.

- Bridgewater State University
- Fitchburg State University
- Framingham State University
- Mass College of Liberal Arts
- Mass Maritime Academy
- Salem State University
- UMass Amherst
- UMass Boston
- UMass Dartmouth
- UMass Lowell
- Westfield State University
- Worcester State University

Mass Transfer facilitates a seamless transfer process for students transferring from the community college to a MA state college or university. Students can use any of the five components outlined below of Mass Transfer to aid in their transfer process from RCC to a MA state college or university, it has two main purposes:

1. To provide community college students who complete approved associate degrees under MassTransfer with the benefits of the full transfer and applicability of credit, guaranteed admission, and a tuition waiver (each benefit based on the student's final grade point average) to linked baccalaureate programs; and
2. To provide any student in the Massachusetts public higher education system the intermediate goal of completing a portable transfer block ("MassTransfer Block") which satisfies general education/distribution/core requirements across institutions (with the receiving institution able to add no more than six additional credits/two courses).

All Associate of Arts (AA) degree programs offered by Roxbury Community College include the MassTransfer Block; students who graduate with AA degrees at RCC will have their transcripts noted (MTB) completed.

1. General Education Transfer Block (Mass Transfer Block)

Course	Credit Hours
English Composition I & II	6
Social and Behavioral Science (Social Sciences)	9
Humanities & Fine Arts	9
Natural & Physical Sciences	7
Quantitative Reasoning/Mathematics	3

2. A2B Linked Pathways: A student completing a linked associate degree program under MassTransfer will have graduated with a minimum of 60 credit hours and will have completed the 34-credit General Education Foundation, exclusive of developmental coursework.
3. A2B Mapped Pathways: Mapped associate degree programs are referred to as A2B (associate to bachelor's degree) mapped pathways. A student completing an A2B Mapped Pathway under MassTransfer will have graduated with a minimum of 60 credit hours and will have completed the 34-credit General Education Foundation or the 28-credit STEM Gen Ed Foundation, exclusive of developmental coursework, and the Foundational Courses identified for each academic discipline.
4. Commonwealth Commitment: includes only A2B Mapped Pathways completed at the community college in 2.5 years or less and completed at the state college or university in only two years.
5. Reverse Transfer: Students who transferred from a community college

without earning an associate degree may apply credits earned afterwards at a State U or UMass Campus back to their community college, essentially claiming their earned associate degree while staying on track to earn a bachelor's as well.

## 6. Commonwealth Commitment

- Includes only A2B Mapped Pathways
- Completed at the community college.

Through the Commonwealth Commitment, students could lower the cost of bachelor's degree by starting studies at RCC.

Students commit to:

- Begin at RCC, or any of Massachusetts' Community Colleges
- Completing your associate degree within 2.5 years
- Transfer to one of Massachusetts' State Universities
- Complete bachelor's degree within 2 more years
- Maintain full-time, continuous enrollment at 15 credits per semester and a cumulative 3.0 GPA throughout the program
- Commonwealth Commitment to Students:
  - Freeze tuition & fees for all four years upon entry into the Commonwealth Commitment program, until student's graduates or leaves program.
  - A Reduction in tuition & mandatory fees by an average of \$5,090 over four years through:
  - A 10% rebate off tuition & mandatory fees, payable via check at the end of every successfully completed semester
  - An additional Mass Transfer tuition credit once you enroll in your bachelor's program

### ***Mass Transfer GPA requirements***

Student graduates with 2.0 GPA in a Mass Transfer degree program:

- Waives the admissions application fee, essay, and letter(s) of recommendation.
- Student graduates with 2.5 GPA in a Mass Transfer degree program:
  - Waives the admissions application fee, essay, and letter(s) of recommendation
  - Guarantees admission to the linked or mapped baccalaureate degree or school at a Massachusetts state university or UMass campus (provided there is space available in the program).
- Student graduates with 3.0 GPA in a Mass Transfer degree program:
  - Waives the admissions application fee, essay, and letter(s) of recommendation

- Guarantees admission to the linked or mapped baccalaureate degree or school at a Massachusetts state university or University of Massachusetts campus (provided there is space available in the program)
- Guarantees a tuition waiver equal to 100% of the Massachusetts resident tuition rate at a state university or University campus for two years of undergraduate enrollment (includes additional stipulations at the University or UMass system)

Students are encouraged to visit Roxbury Community College's Transfer Services webpage, <https://www.rcc.mass.edu/succeed/transfer-services.html>, for assistance with Mass Transfer or the MA Department of Higher Education's website [www.mass.edu/masstransfer](http://www.mass.edu/masstransfer) to view the specific degree programs at RCC that are MT eligible.

Mass Transfer policies and guidelines are periodically reviewed and updated and can be subject to change by the Commonwealth of MA Department of Higher Education in tandem with the MA system of Higher Education.

### **Articulation Agreements**

<https://www.rcc.mass.edu/succeed/transfer-services.html>

RCC has established transfer agreements with many private colleges and universities to assist students with experiencing a seamless transfer process. The private colleges and universities listed below have transfer agreements with RCC.

- Assumption College
- Bay State College
- Benjamin Franklin Institute of Technology
- Curry College
- Cambridge College
- Emerson College
- Fisk University (HBCU)
- New England College
- New England College of Business
- Northeastern University
- Southern New Hampshire University

### **Transfer Scholarships**

Visit RCC's transfer webpage to view what four-year colleges offer transfer scholarships to their college or university

Where do our students transfer? (This list is not exhaustive)

- Boston University
- Bridgewater State University

- Emerson College
- Framingham State University
- Fisher College
- Fitchburg State University
- Lesley University
- Mass College of Pharmacy
- Mass College of Art and Design
- Northeastern University
- Salem State University
- Simmons University
- Southern New Hampshire University
- Suffolk University
- UMass Amherst
- UMass Boston
- UMass Dartmouth
- UMass Lowell

## **Tuition-Free Community College**

The Boston Mayor launched the Tuition-Free Community College Plan to make college more affordable for eligible Boston residents who have earned their high school credential. Specifically, the plan pays for the costs of tuition and mandatory fees that are not covered by the Pell grant. By reducing the cost of community college, the City of Boston aims to enable more students to achieve the life-long benefits of college, with less financial stress.

To be eligible, students must:

- Graduate from a high school in Boston (BPS, private, or charter school)
- Within the past 12 months
- Have a grade-point average of at least 2.0
- Be eligible for a Pell Grant, as determined by the FAFSA
- Require no more than three developmental courses by the start of the semester
- Be a Boston resident
- Have low to moderate household income, per HUD guidelines
- For more information, contact RCC's Enrollment Office at 857-701-1200 or [enrollment.management@rcc.mass.edu](mailto:enrollment.management@rcc.mass.edu).

## **Student Accessibility Services**

Roxbury Community College is committed to creating an educational environment that promotes academic excellence and personal exploration for all students. RCC commits to equal educational opportunity and full

participation for persons with disabilities. Student Accessibility Services (SAS) engages students in an interactive process to determine reasonable accommodations. Furthermore, it is our philosophy that disability is a form of diversity and it is our mission to ensure that we are providing comprehensive services to ensure the success of all students with disabilities. This statement is part of the College's overall commitment to non-discrimination of all persons in employment, creating accessible facilities, student programs, activities, and services.

Students interested in obtaining reasonable accommodation for support in completing their degree or certificate programs must register with the Office of Student Accessibility Services.

Contact Information:

### **Office of Student Accessibility Services**

Roxbury Community College Campus  
Academic Building; Building 3, Room 201.

Phone: 857 701 1278

Email: [accessibility@rcc.mass.edu](mailto:accessibility@rcc.mass.edu)

## **Library**

The library at Roxbury Community College offers information resources and services that support the academic programs of the College. The library has been renovated into a beautiful learning space. The entrance to the library is on the 2nd floor.

Informational Resources:

- Over 20,000 circulating and reference books. This includes many required textbooks reserved for use in the library.
- Over 60 online databases containing tens of millions of articles from journals, magazines, and newspapers.
- Over 300,000 e-books
- Over 90,000 streaming videos from Kanopy and Avon.
- Audiovisual material including videotapes and DVDs for classroom or in-library use.

### ***Library Services:***

- **Borrowing Services:** Circulation of library materials including audiovisual equipment for classroom use.
- **Reference Services:** Research help for reference questions and research.
- **Instruction Services:** Class and individual instruction in research methods and information literacy.
- **Interlibrary loan:** The delivery to RCC library users of books and documents that belong to other libraries.
- **Tutorials:** Subject research guides and online tutorials.

- Archives and Special Collections: Collect, preserve, and make available historical materials documenting the history of RCC and the surrounding area of Boston.

### ***Interlibrary Cooperation***

RCC Library is a founding member of Higher Education Libraries of Massachusetts (HELM). This is a new library consortium consisting of 13 Massachusetts community colleges and two state universities.

#### Current Network Members

- Berkshire Community College
- Bristol Community College
- Holyoke Community College
- Massachusetts College of Liberal Arts
- Massasoit Community College
- MassBay Community College
- Middlesex Community College
- Northern Essex Community College
- North Shore Community College
- Quinidamine Community College
- Roxbury Community College Incoming Network Members
- Springfield Technical Community College
- Worcester State University

The library also belongs to the Fenway Library Organization, which includes academic libraries in the Boston area, most within walking distance of RCC. You may borrow books from any of these libraries. To retrieve materials from these libraries, simply present an active RCC ID card. You may also order books from these libraries and have them sent to the RCC Library where they can be borrowed.





## COLLEGE SERVICES

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### **Bookstore**

The College has a bookstore located on campus, on the first floor of building 3. Students can also purchase and rent textbooks and purchase instructional materials required for your courses online. Please see the link on MyRCC (left-side menu) for more information. Payment can be made by MasterCard, Visa, American Express, and Debit Cards. Financial Aid Bookstore Credit can also be used to purchase required supplies and materials for students with Pell Awards.

### **Public Safety And Security**

The RCC Department of Public Safety is staffed 24 hours per day, 7 days per week, to provide public safety services to the college community.

### ***Mission Statement***

The Mission of the Public Safety Department is to work in partnership with the college community to provide a safe and secure environment in which students, faculty, and staff may work, learn, and live. The Public Safety Department engages in joint problem-solving partnerships to identify issues of community concern and work collaboratively to continuously improve the safety and security of the campus.

### ***Philosophy***

Public safety and security is a partnership between Public Safety and the college community. Security is everybody's business and the Public Safety Department cannot do it alone. Public Safety encourages the college

community to practice “See Something, Say Something.” If you see something that doesn’t seem right, or notice a crime being committed, contact the Public Safety Department right away.

The Public Safety Department works diligently to maintain a safe and secure campus. To accomplish this, Public Safety works to achieve three goals:

- Developing and maintaining a modern and functioning Public Safety Department.
- Developing and maintaining a comprehensive Security and Emergency Management Plan.
- Conducting outreach programs and establishing partnerships with stakeholders.

### ***The Public Safety Department***

The Public Safety Department is under the direction of the Director of Public Safety, who also functions as the chief of the campus police. Assisted by an Assistant Director, they administer the public safety function on campus, which is currently carried out by public safety officers from Securitas, Inc., a contracted private security company. Both the Director and Assistant Director are sworn police officers pursuant to Massachusetts General Law Chapter 63, Section 22. They have the power of arrest and have the authority to carry out investigations and serve criminal processes. The Securitas public safety officers provide the patrol force. Through fixed posts, walking patrols, and mobile patrols, the public safety officers patrol the campus in a highly visible manner, providing services to the college community and serving as a deterrent to crime. Public safety officers respond to calls for service throughout the campus, enforce college rules, monitor and enforce parking rules, open and close the campus, provide first aid and CPR, provide escorts, and other like functions.

The Public Safety Department is located in Building 3, Room 109. It is staffed 24/7 and maintains a dispatch center where calls for service are received and dispatched. The phone number is 857-701-1310 and an emergency line of 617-541-6404. Dispatchers also monitor life-safety systems including a CCTV system, fire detection and suppression systems, and two-way radios.

The Public Safety Department maintains reports and records in a digital Records Management System as well as a daily log. Each week, a Daily Crime Log is printed for the previous week and kept at the Public Safety Department and is available for viewing in accordance with the Clery Act.

### ***Student and Staff Identification Cards***

The Public Safety Department issues Identification Cards to students, staff, and faculty of the college. Faculty and Staff ID cards are facilitated by Human Resources when a new employee starts his or her employment. Students requiring ID cards must bring a form of photo ID and a copy of their schedule issued by the Business Office showing that they are currently enrolled in good

standing. Students and Staff are required to show their ID cards to college officials and public safety officers upon request.

### ***Parking Passes***

The Public Safety Department issues parking passes to students and staff in good standing. Students and staff should bring their valid ID card and their vehicle registration to the Public Safety Department to be issued a pass. Student passes are only valid for semesters that the student is studying at RCC. Employee parking is reserved in designated spaces in Lot 1. Students have access to non-reserved open parking in Lots 1 and 2. Vehicles without a pass, or that are parked illegally elsewhere on the campus may be tagged with a violation sticker.

### ***Reporting Crimes and Emergencies***

All members of the RCC Community and all visitors are encouraged to accurately and promptly report potential criminal activity, suspicious behavior, and emergencies on campus the Public Safety at X-1310 or 617-541-6904.

Reports may be made in person at the Public Safety Department, or via the phone, and an officer will be dispatched to your location on campus, any time of the day or night. Students and employees should report all criminal offenses to Public Safety for the purpose of assessing the crime for potential distribution of a timely warning notice and for the annual disclosure of crimes on or near campus.

### ***Reporting Crimes to Campus Security Authorities***

While the college prefers that the college community report crimes to Public Safety, we also recognize that there are times when individuals may feel more comfortable reporting these instances to another party. The Clery Act authorizes other college officials to be designated Campus Security Authorities (CSA). A CSA is “an official of an institution who has significant responsibilities for student and campus activities, including, but not limited to student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

CSAs are mandated to report the crimes for immediate action, and for inclusion in the Annual Security Report. However, victims reporting crimes to a CSA may remain anonymous.

### ***Annual Security Report***

In accordance with the Clery Act, RCC gathers statistics for crimes that occur on or near campus. These crimes and related safety information are reported to the college community each October in the Annual Security Report. The Annual Security Report is available for anyone to see and is posted on RCC’s website. In addition to crimes, the Annual Security Report details information about Sexual Violence, Sexual Harassment, and related Title IX issues.

## **Weapons Policy**

With the exception of sworn law enforcement personnel, RCC prohibits the possession, carrying, or use of any firearm, ammunition, explosive, or other weapon upon any property owned or controlled by the college. The carrying of any firearm on a school or college campus, except by a sworn law enforcement officer, is a violation of state law, even if the person has a License to Carry Firearms issued by the state.

## **Health Services**

A licensed nurse will provide assessment and treatment for minor illnesses and injuries such as headaches, colds, and wound care. Referrals to other health care facilities are made for more complicated health issues. Wellness programs are offered each semester and may include alcohol education and smoking cessation programs. Student immunization forms are reviewed by Health Services. For all College emergencies, Health Services or Public Safety will call 911, if needed.

## **Jeanne Clery Act Disclosure**

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires all institutes of higher education to disclose campus policy statements and crime statistics. Our annual report is available at <https://www.rcc.mass.edu/explore/campus-safety/annual-security-report.html>

## **Lost and Found**

Public Safety Office, Building 3, Room 109 RLTA

Lost and Found items turned into the Department of Public Safety will be logged and stored. Please present photo identification i.e., driver's license, RCC student ID when retrieving your items.



## ACADEMIC POLICIES

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### Graduation Requirements

To qualify for graduation, a student must meet the following conditions:

- Qualify as a matriculated student as determined by the Enrollment Center.
- Complete all course requirements as specified by the academic program of study with a minimum grade point average (GPA) of 2.00 for college-level courses, unless other requirements are specified by the academic program. For specific major requirements, consult the Program of Studies.
- Earn the number of credit hours required and at least 30 college-level credits from Roxbury Community College for an associate degree and 12 credit hours for a certificate.
- In order to graduate from RCC, a student must complete and submit a Petition to Graduation Form available at the Registrar's Office during the semester they plan to graduate.
- Students may submit a petition to graduate if they have one (1) course remaining and are registered for it during the following term, Summer sessions included.

### Academic Honors

#### *Dean's Lists*

Full-time students in college level courses, with a semester Grade Point Average (GPA) between 3.50 and 3.75, and no grade lower than a "B" during that semester will be placed on the Dean's List.

## President's List

Full-time students, in college level courses, with a semester GPA between 3.76 and 4.00, and no grade lower than a "B" during that semester will be placed on the President's List.

## Grades

### Grade Point Average (GPA)

Grade points earned in any course are found by multiplying the quality points assigned to the letter grade by the number of credits for the course. The grade point average is determined by adding the total points earned in all courses that semester and dividing this total by the total credits attempted. The following is an example of the grades earned by a student:

Course	Grade	Quality Points	Attempted Credits	Total
English 101	A	4.0	3	12
Math1 103	B	3.0	3	9
Science 121	F	0.0	4	0
Business 131	C	2.0	3	6
<b>Total Quality Points:</b> 27.0				
<b>Credits Attempted:</b> 13 $GPA = 27/13 = 2.08$				

### Grading Policy

Roxbury Community College faculty assign a letter grade for all credit courses. Each letter grade from "A" to "F" carries a numerical value which is used to calculate your Grade Point Average (GPA).

The College respects the right of individual departments, programs, and faculty to use other scales as their curricula require, and supports the use of individual scales when articulated in their syllabus.

Grade	Quality Points	Range Interpretation
A	4.0	Excellent
A-	3.7	Excellent
B+	3.3	Very Good
B	3.0	Good
B-	2.7	Good
C+	2.3	Satisfactory Plus
C	2.0	Satisfactory
C-	1.7	Satisfactory
D+	1.3	Unsatisfactory, Passing
D	1.0	Unsatisfactory, Passing
F	0.0	Unsatisfactory, Course Failure

## ***Nonnumeric Grades***

**AU** Audit – A course is being audited. No grade is assigned to the course, no credit is earned and the course does not apply to a degree or certificate. Tuition and fees are charged for the course.

The course will appear on the student's transcript as a grade of "AU." An audited course does not show credits attempted or earned and will not be considered by the Financial Aid Office when awarding financial aid.

**I** Incomplete – May be issued if the student made satisfactory progress in a course, but is unable to complete the coursework before the end of term. If the student and faculty are in agreement, they sign an Incomplete Contract, listing all of the outstanding assignments, exams, and a timeline for completion. The Incomplete Contract is on file with the Office of the Registrar.

**FI** Incomplete – "F" from incomplete to be used when an "I" grade reverts to "F".

**P** Pass – Applies to non-credit courses only.

**NP** Did not pass – Applies to non-credit courses only.

**C** Course was repeated.

**S** Satisfactory (A-C equivalent) – Midterm evaluation only.

**TR** Transferred Course(s) from another College or University.

**U** Unsatisfactory (D-F equivalent) – Midterm evaluation only.

**W** Withdrawal Designations

**WA** Administrative Withdrawal – A student is withdrawn from a course by a faculty member or administrator.

**WIP** Work In Progress – No grade submitted by instructor.

**NA** NA Never Attended class—students are required to engage in classes in which they have enrolled. A student who has not engaged in class and has not dropped by the drop deadline, will receive an NA (Never Attended). Students who receive an NA will be dropped from courses where indicated. Receiving an NA may affect your financial aid. If you received an NA should reach out to the financial aid office to determine if it has affected your financial aid award. Students can appeal the decision through the appeal process through an academic dean.

## **Repeating a Course for Credit**

When a student repeats a course, the higher grade is used to compute grade point average. Both grades appear on the transcript. For example, if a student receives a D in a course and retakes the course and receives a C-, the C- will replace the D in the student's GPA. However, the D will remain on the student's transcript. If the grade for the repeated course is the same, or lower, than the previous grade, then the credits will not count toward the student's degree.

Please note, every time a student repeats a course that course is applied to a student's attempted and earned credits, as it relates to the financial aid satisfactory academic progress policy. Financial Aid does not cover the tuition and fees to repeat a course for which the student earned a passing grade.

## **Withdrawal Policy**

Students must complete a Withdrawal Form to be withdrawn from classes. The withdrawal must be transacted in the Enrollment Center. Students should check with the Office of Financial Aid to verify the impact of course withdrawals on their financial aid awards, and the Office of Student Accounts, to resolve their student account.

Failure to attend class does not constitute official withdrawal from a course or from Roxbury Community College.

## **Academic Standing**

All RCC students are expected to maintain good academic standing toward the completion of their certificate or degree. A student's academic standing indicates the progress toward that certificate or degree based upon a minimum satisfactory cumulative grade point average (GPA) required each semester.

Good Academic Standing establishes a minimum cumulative grade point average (GPA) based on credit hours attempted.

We strongly encourage all students to work closely with their academic advisor to ensure that they register for a credit load that will enable them to balance family and work responsibilities with the ability to complete their coursework successfully.

### ***Good Academic Standing***

The College considers a student to be in Good Academic Standing if they meet the following minimal cumulative grade point average (GPA).

Credit Hours Attempted	Minimum Cumulative GPA
0-12	1.50
13-20	1.70
31 or more credit hours	2.0

### ***Academic Warning***

Students who fail to maintain the minimum cumulative grade point average for any semester will be placed on academic warning. Students on academic warning must consult with an Academic Advisor and take advantage of academic support services provided by the college by agreeing to and following an academic plan. It is not sufficient to consult with a faculty advisor.

### ***Academic Probation***

A student is placed on Academic Probation after failing to meet the academic

plan following a semester on Warning status. Students have two consecutively enrolled (this includes enrollment in optional summer courses) semesters of attendance to raise their cumulative grade point average to a level that places them in good academic standing.

Students on Academic Probation will be notified in writing by the College and are required to report to the Advising Center and can no longer report to his/her faculty advisor. A student may appeal the Academic Probation. Please refer to the section below concerning the Appeals Process.

A student who does not raise his/her cumulative grade point average to the level of good academic standing after two consecutively enrolled semesters of attendance will be suspended for one semester.

### ***Academic Suspension***

Once a student has been placed on Academic Suspension, he or she will not be allowed to enroll in any classes for one semester. After the suspension period has expired, a student may apply for readmission to the College. The returning student must meet with a member of the Advising Center staff and discuss the specific steps to help ensure academic success. It is not sufficient to meet with his/her faculty advisor. The returning student will be placed on probation upon returning to RCC and must comply with all the components of Academic Probation, the academic plan, and achieve a term GPA of 2.5. A student may appeal the Academic Suspension. Please refer to the section below concerning the Appeals Process.

Students on academic warning, probation, or suspension will be notified in writing by the Office of Academic Advising at the conclusion of each semester. Students should be aware that their academic standing will be noted on the official transcript.

### ***Suspension and Appeals Process***

Students placed on Academic Suspension as a result of poor academic performance may file an appeal before the start of the semester in the Advising Center. Appeals will be heard for special or unusual circumstances that have negatively impacted the student's academic performance.

It is the student's responsibility to present factual information with documentation to the Dean for Student Life for the reason that s/he should be readmitted. The Dean for Student Life or designee will carefully review the information and documentation. The decision will be either granting the readmission, or denying the student permission to re-enroll.

Academic reinstatement does not automatically re-establish eligibility for Financial Aid. Please refer to the Financial Aid Satisfactory Academic Progress Policy for more information on the Financial Aid Appeals process. The decision of the Dean for Student Life or the designee is final. Appeal Forms can be obtained from the Advising Center.

## Attendance

Students are expected to attend all scheduled class meetings. The course syllabus will include the instructor's attendance policy. Students must contact the instructor if they are unable to attend class. Students are responsible for all coursework during an absence. Instructors are not required to assign make-up assignments, exams, or extra credit. Excessive absences will have a negative effect on students' ability to meet the course objectives, and may result in a failing grade. Roxbury Community College supports and enforces the attendance policy as stated on every course syllabus.

Students who have missed, or know that they will miss, more than three consecutive classes due to illness should contact their dean and academic/faculty advisor. Upon receipt of documentation regarding the illness, the dean will notify the appropriate faculty in writing that the student's absence was due to a documented illness.

## Change of Academic Major

To change your major:

1. Obtain a Change of Major Form from the Registrar in the Enrollment Center or Academic Advising.
2. Meet with your academic faculty advisor to discuss the change of program.
3. Complete the Change of Major Form and obtain the appropriate signatures.
4. Return the completed form to the Registrar's Office

NOTE: You may not register for courses in the new Program of Study until the form has been processed by the Registrar. When a major change is approved, you must meet all graduation requirements in effect at the time of the major change. A major change may lengthen the time needed to complete graduation requirements, and may affect financial aid eligibility. Students may change their major before the end of the Add/Drop period of the term. Changes of major made after the Add/Drop date will be reflected after the end of the current term.

## Change of Name and/or Address

If you change your name or address while enrolled at the College, you must complete a Change of Name/Address form, which is available at the Registrar's Office.

## Enrollment Certification

Enrolled students who require verification of enrollment for payment of tuition and fees or insurance purposes must obtain a Request for Certification Form available at the Registrar's Office. The processing time for certifications is three-to-five business days. Certifications are stamped with the official school seal and placed in a sealed envelope. Certifications may be forwarded directly to a third party if requested by the student. There is no fee for this service.

## Loan Deferment Certification

Students who have student loans from other institutions may submit their loan deferment forms to the Registrar in the Enrollment Center for enrollment verification. You may only be certified for current or previous semesters in which they were registered. There is no fee for processing loan deferment forms.

## Transfer Credits

Students who have attended another college may apply for transfer credits toward a degree program at Roxbury Community College. The following criteria must be met:

1. The course must be required in the student's course of study or fulfill a general education requirement.
2. A grade of "C" or higher was earned at a regionally accredited college or university.
3. Passing "P" grades will be accepted for transfer credit only as general elective credits when a student can demonstrate that the "P" grade is equivalent to a "C" or higher.
4. Credits earned five years and/or Science credits earned three years prior to enrollment at Roxbury Community College are not accepted for transfer credit unless approved by the Vice President of Academic & Students Affairs at Roxbury Community College.

## Transcript Requests

Transcripts are available in the Registrar's Office in the Enrollment Center for a fee of \$5.00. A Transcript Request Form must be completed and submitted. Allow 5 business days for processing requests. Transcripts will not be released if you have outstanding financial obligations to the College.

## MyRCC

MyRCC is a student portal information system (part of the College's administrative implementation of Jenzabar's Internet Campus Solution (JICS)). MyRCC provides a single point of access for students for communications, web services, community building, and e-learning applications. It allows students to:

- Register for (Add) courses
- Drop courses
- View personal course schedule
- Search for courses meeting certain criteria
- View a complete course schedule
- Update address and other personal information
- Download course materials
- View/print unofficial transcript

- View account balance
- View grades/GPA

### **Logging into MyRCC**

Go to the Roxbury Community College homepage and click on the MyRCC link at the top of the screen. (Or go directly to the MyRCC homepage by entering <https://myrcc.rcc.mass.edu> in the browser address window.)

- Type in your User ID and Password, then click on Login.
- Your password is a unique set of letters and numbers. Obtain your Password from the Academic Advising Office or your advisor or by entering the MyPasswords area (see MyPasswords on the next page).

**BEST PRACTICE:** We recommend that you change your default password to something more secure and something you will remember. Once you have logged in, you can change your password under Personal Info – Password.

### **MyPasswords**

Students can login to MyPasswords with personal information that is unique to them:

RCC student ID, date of birth, and the last 4 digits of SSN. Please direct new students and returning students who do not know their login information to the MyPasswords application.

#### **To access MyPasswords:**

Go to the Roxbury Community College homepage and click on the MyRCC link at the top of the screen. (Or go directly to the MyRCC homepage by entering <https://myrcc.rcc.mass.edu> in the browser address window.)

- On the MyRCC homepage, click on the Start Here link under the Quick Links header on the left side of the screen.
- Fill in the required information. MyPasswords will provide you with all of your login information for the common software systems for students on campus, including MyRCC, RCC email and Pharos.

#### **PLEASE NOTE:**

- For new students it still will take 24-48 hours after they are admitted to generate/display their login information.
- If a student has changed their default password(s) and forgotten them, they need to go to the specific application login page and click on the “Forgot my password” or “Help me login” link. MyPasswords only provides the original default password.
- As a safety precaution, the MyPasswords report will automatically logout after 5 minutes of inactivity.

## **RCC Student E-mail**

The RCC student e-mail system uses Office365. There, you will be able to access Email, use Microsoft Office Suite (Word, Excel, PowerPoint, etc.), access your calendar and utilize other O365 tools available on the website.

All RCC students are assigned a unique RCC student email account using the domain name ...@roxbury.edu (i.e. [username]@roxbury.edu). A student's username is usually – but not always – their first initial + middle initial + last name.

This account ([username]@roxbury.edu) is the student's official RCC email address. RCC's official electronic messaging system is the one & only address which the college uses to communicate important school information to the students.

**NOTE:** E-mail accounts for new students may take up to 24-48 hours to become active.

### **Logging into your RCC Student E-mail**

To access your RCC student e-mail, follow the steps below.

- Go to the Roxbury Community College Homepage.
- Click on the “MyRCC” link at the top of the screen
- Click on the “Student Email” link under the Quick Links header to the left of the screen.
- Enter your student email address and your password, then click on the Sign In button.
- Your default password for your email will be the same password you use for MyRCC.
- New Students (Technology Letter)
- Returning Students (Same as last semester)
- Or you can go to Office365.com and sign in!

**BEST PRACTICE:** We recommend that you fill out the security questions in Office365 and change your default password to something more secure and memorable.

Once you have logged in, you can set your security questions by going to ‘View Account’, then ‘Security Info’, then ‘Update Info.’ Then to change your password go to ‘Password’ then click on ‘Change Password.’

## **eLearning**

Jenzabar eLearning is a web-based Learning Management System fully integrated with the college's student information system. ELearning provides the platform for delivering course materials and content for students to enrich the learning experience. Faculty can track and update student grades, schedule coursework, track attendance and deliver a variety of content to students.

Forums provide interaction between students and instructors through real-time chat or real-time collaboration space.

## **Printing (Pharos system)**

Pharos is RCC's pay-for-print and copy management system. You will use your MyRCC username and password to log into and print in all computer labs on campus, such as the Library, Learning Center, and Writing Center.



## FINANCIAL AID

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<https://www.rcc.mass.edu/afford/financial-assistance/>

The Office Financial Aid at Roxbury Community College assists students and their families in meeting the costs of a college education. The Goal of the Financial Aid office is to assure that students do not have financial barriers if they want to earn a college degree or certificate. Roxbury Community College participates in a wide range of federal, state, and private financial aid programs. Students should be aware that all institutions, including Roxbury Community College, are subject to adjustments in funding allocations from both the Commonwealth of Massachusetts and the United States Department of Education.

### How to Apply

To begin the financial aid process, a student must complete the Free Application for Federal Student Aid (FAFSA) using their FSA ID. Apply at [www.fafsa.gov](http://www.fafsa.gov). It is necessary for students and their parent (if required to provide their information) to sign the FAFSA using an FSA ID. Be sure to designate Roxbury Community College (Federal School Code 011930) in the College Release section. If a tax return has been filed, RCC strongly recommends utilizing the IRS Data Retrieval Tool.

Allow 3-5 business days for your FAFSA to be processed. Your application for financial aid will be reviewed once it is submitted and you have been accepted into a qualified academic program.

The email you provide on your FAFSA application will be used to notify you of any documents needed to complete your financial aid. Once you have registered for classes, you will be assigned an RCC email. Please monitor

your RCC email for financial aid notifications and updates.

Please remember to reapply for aid every year. The State of Massachusetts priority deadline is May 1st, so complete your FAFSA as early as possible. While you should try to meet this priority deadline, you will still receive the full amount of federal aid each year. Remember your FSA ID and Password, you will need it often.

Approximately 18% of all students are chosen by the Department of Education to complete a process called Verification. If you are chosen for Verification, we cannot complete your financial aid award until we have collected and reviewed your documents. Mark all documents clearly with your name and RCC student ID number.

Keep copies of everything.

Processing of applications and awarding for the upcoming academic year begins in late April for new and returning students.

## Eligibility

Make sure you are eligible to receive financial aid. To receive federal, state, and institutional financial aid, you will need to:

- Have a high school diploma or GED
- Be enrolled in an eligible degree or certificate. Please note that Non-Degree Majors are not eligible for Financial Aid
- For Grant Programs, students must not have a previous bachelor's degree
- Be in compliance with the Selective Service registration requirements, if required
- Have a valid Social Security number
- Not be in default on a federal loan or owe a repayment on a federal grant at any institution
- Not have been convicted of possessing or selling illegal drugs while receiving federal and state aid
- Be a U.S. citizen or eligible noncitizen
- Maintain satisfactory academic progress

State and private financial aid programs may have other requirements. The Office of Financial Aid looks forward to working with you. Services are available by appointment and walk-in.

## Repeated Courses

Students may qualify for financial aid for repeated coursework. For most programs, the Financial Aid Office can count repeated coursework in students' enrollment status for financial aid purposes as long as (1) the student has not yet earned credit for that course, or (2) it is the student's first attempt to retake the course following the student having previously earned credit. In

other words, once a student receives a grade in a class (A through D-), he or she can only get financial aid for that class one more time if he or she needs to repeat it. Some programs at Roxbury Community College follow different eligibility rules, and students may not qualify for repeat coursework even under the conditions above. Those programs are: Nursing and Radiologic Technology.

## **Return of Title IV Funds (R2T4) Policy for Students Who Withdraw**

Title IV funds are awarded to a student under the assumption that the student will attend the College for the entire period for which the assistance is awarded. When a student ceases attendance, withdraw, or is administratively withdrawn, prior to the 60% point of their payment period (typically a semester), their financial aid will be prorated based on the number of days he or she attended. If financial aid was disbursed to the student prior to withdrawal, he or she may be required to pay back a portion of the money, based on a federal determination of the eligibility as of the date he or she withdraws.

The percentage earned is equal to the number of calendar days completed up to the withdrawal (officially or unofficially) date divided by the total number of calendar days in the semester/payment period. Breaks of 5 days or longer are not included in the count of total days in the payment period.

- **Earned Percent** =  $\text{Number of Days Completed} \div \text{Total Days in Payment Period}$
- **Unearned Percent** =  $100\% - \text{Percent Earned}$

Once the 60% point in the semester/payment period is reached, a student is considered to have earned all of the financial aid originally awarded and will not be required to return any funds.

Additional information is available in the Financial Aid Office regarding withdrawing, we strongly advise all students to consult with the Financial Aid Office prior to making changes to their enrollment.

## **Financial Aid Satisfactory Academic Progress (SAP) Policy**

This policy is for financial aid eligibility only and does not represent the academic requirements of the college. The Office of Financial Aid is required by federal and state regulations to monitor the academic progress of financial aid recipients. Financial aid applicants must comply with the Satisfactory Academic Progress (SAP) Policy as a condition of continued eligibility. Academic progress of all financial aid applicants are required to be tracked from the first date of enrollment at Roxbury Community College, whether or not financial aid was received. SAP calculations include all coursework in your current academic career (i.e., changing programs on the undergraduate level does not start the calculations over, although a change in program can be considered a portion of an effective academic plan.)

The Office of Financial Aid evaluates students' academic progress at the end of each fall, spring and summer semester. Students are evaluated based on cumulative grade point average (G.P.A.), cumulative completion ratio (attempted vs. completed), and maximum time frame limitation. Financial Aid recipients are required to be in good standing and to maintain satisfactory academic progress toward their degree/certificate requirements for each semester in which they are enrolled. Failure to maintain satisfactory academic progress may result in the cancellation of financial aid awards.

The Office of Financial Aid will consider students pursuing an associate's degree to be making satisfactory academic progress if they meet all of the following criteria:

**1. Minimum cumulative GPA based on the number of credits attempted**

Number of credits attempted	Minimum cumulative GPA required
1-12	1.50
13-30	1.70
31 and above	2.00

**2. Minimum Completion Ratio**

All students must maintain a cumulative minimum Completion ratio of 66.67% or better. Progress is calculated based on cumulative total of (those earned at RCC as well as those transferred towards your degree or certificate) attempted credits, regardless of whether the student received aid in during enrollment. (Formula: Total credits earned divided by total credits attempted equals completion ratio.)

**3. Maximum Time frame Limitation**

Students must complete their educational program within a time frame no longer than 150% of the published length of the educational program, as measured by transfer and attempted credits. (For example, a student could receive federal financial aid for up to 90 credits while enrolled in a 60-credit undergraduate program)

***Developmental Coursework***

Developmental courses are not counted in the cumulative G.P.A. calculation, but will be counted toward cumulative completion ratio. Financial Aid eligibility for remedial courses is limited to 30 credit hours. Note: For financial aid purposes English as a Second Language classes do **not** count towards the 30-credit restriction, however all classes reduce the lifetime eligibility limits for the Federal Pell Grant Program.

***Certificate Coursework***

Certificate programs are focused academic training programs designed to assist degree and non-degree students seeking a targeted education to enhance employment skills and employment prospects. Students may pursue a certificate as a part of their degree study or by itself.

Students enrolled in a certificate as a specialization within their degree

seeking program are evaluated for financial aid SAP policy according to the requirements of their degree program.

For students actively pursuing a certificate independent of a degree program the following standards apply.

- Undergraduate Certificates 2.0 cumulative GPA
- Cumulative completion ratio of 66.67%
- Completion within 150% of timeframe (example: 18 credits X 150% = 27 credits equals 150% of maximum timeframe).

Certificates that are less than one year in length (any that require 24 credits or less to complete) do not include a warning semester. Satisfactory Academic Progress will be reviewed at the end of the first semester of study. Due to the length of certificate programs students will be placed on academic review at the start of their program and are subject to suspension at the end of the first semester of study for failing to meet the above standards.

Certificate students will have the same option of submitting a SAP appeal when extenuating circumstances prevent them from successfully completing their course of study.

NOTE: While certificate programs are generally financial aid approved, financial aid is restricted to classes required for the specific certificate only. Aid cannot be given for classes that are not specifically listed as needed for the Certificate. Certificate students also will not receive aid for retaking classes to improve their grade.

### ***Withdrawals, Incompletes and Course Repeats***

Attempted credits include grades of F, U, I, W, PS and WA as well as repeated courses. Students may repeat courses in order to improve a grade (students in degree seeking programs can retake prior successfully completed courses to improve grades one time, and receive aid for the retake.) However, credits for repeated courses will count as additional credits attempted for financial aid purposes. Incomplete grades are not included in the GPA calculation until they are converted to actual grades. These courses count as attempted credits that are not yet earned, and thus may negatively affect completion ratio.

### ***Satisfactory Academic Progress Statuses***

**Good** - The student has met all three of the Satisfactory Academic Progress Criteria.

**Warning** - Students who fail to meet the minimum standard will be given one semester of warning (except certificate students, please see above). This warning period is meant to inform the student of existing academic problems and provide time for corrective action. Students given a warning are eligible to receive federal aid for their warning semester but will be reviewed at the end of the semester of warning. At the end of the warning period, students who are meeting the minimum requirements will be considered back in good standing and eligible for student financial aid.

**Not Meet (Suspension)** - Students who fail to meet the minimum standards at the end of a Warning or Probation semester will be placed on Suspension. While on Suspension, students are not eligible to receive financial aid, all financial aid awards will be cancelled. Students who feel that there are extenuating circumstances that have caused them to fail to meet the minimum standards can submit an appeal to have their eligibility reinstated. For an appeal to be granted it must be realistically possible for the student to regain their eligibility and complete their degree.

Students who are ineligible for financial aid may appeal or may choose to continue to work on their program (subject to academic approval) without the benefit of aid, and reapply once they have brought all requirements to the minimum standards.

**Probation** – If students appeal a Suspension and its approved, they will be placed on Probation for at least one semester, during which time they will be considered for Financial Aid. Their progress will be reviewed at the end of each probationary semester. If students meet the standards, they will return to Good Standing. If they meet the terms of their academic plan but fail to meet the overall Satisfactory Academic Progress Policy criteria, they may remain on Probation as stated in their academic plan. If the standards are not met, they will be placed on Suspension.

**Appeal Process** - The appeal process is designed to ensure that students are granted an appeal:

- Understand in what way they are failing to meet the minimum standards for Academic Performance.
- Have explained and documented the extenuating circumstances that have led to the failure to meet standards.
- Understand the academic choices available to help them bring their performance up to the minimum standards.
- Develop a realistic plan, including a timeline and specific levels of performance goals necessary to regain acceptable satisfactory academic progress status in a reasonable period of time while working toward the completion of their degree.

**Note:** student who can demonstrate that they can bring their cumulative GPA and/or Cumulative Completion ratio up to the minimum standards within one semester of enrollment, or who will be eligible to graduate with the successful completion of one semester may submit documentation of these goals instead of a formal academic plan.

Students who successfully appeal their financial aid suspension, including developing and agreeing to an acceptable academic plan to achieve reinstatement, will have their financial aid eligibility reinstated on a probationary basis, called **an Academic Plan**. This probationary status will be reviewed at the end of each subsequent semester.

**Academic Plan** – Academic performance will be reviewed at the end of each

subsequent period of enrollment. Students who meet the minimum standards at the end of any semester will have their probation ended and be fully reinstated.

Students who, after a semester review of their probation, **fall below the minimum cumulative standards, but have met the expectations outlined in their academic plan** will be continued on a probationary level while following the plan to regain satisfactory academic performance status and a subsequent appeal is not necessary as long as the expected progress is being made. Students who, after a semester review of their probation, fall below the minimum cumulative standards, and have failed to meet the expectations outlined in their agreed upon academic plan will be suspended from financial aid eligibility.

Students, who are suspended from Financial Aid eligibility and therefore not eligible to receive financial aid funds, **can regain eligibility** by bringing their cumulative GPA as well as cumulative completion to the minimum levels defined above without the benefit of financial aid funds.

Once eligibility is regained, financial aid will be available for further semesters provided the student continues to meet the overall minimum eligibility requirements.

**Notices of Financial Aid Satisfactory Academic Progress** will be emailed to students at their RCC email address at the completion of each semester.

**PLEASE NOTE:** Financial Aid Satisfactory Academic Appeals are completed with the Office of Financial Aid, and should not be confused with any Academic Appeal required by your program or Academic Advisor.





## STUDENT ACCOUNTS/BUSINESS OFFICE

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### Payment - Tuition and Fees

Students are responsible for all tuition and fees at the time of registration. Students must pay all bills before the first day of classes, have an approved financial aid award or a monthly payment plan in place. Students can view their balance at any time by using Roxbury Community College's online portal: <https://myrcc.rcc.mass.edu/ics>. In addition, current students receive an emailed billing statement from Nelnet, the college's third-party billing servicer.

Roxbury Community College (RCC) accepts the following payment methods: personal check, money order, travelers' checks, and all major credit cards. RCC also accepts employer, union, and other third-party payments. Please make sure to bring your third-party documentation to the Student Accounts/Business Office when settling your student account.

Students using financial aid must complete all requirements in addition to submitting the FAFSA prior to the beginning of the term in order to have financial aid pay for classes. Students are considered cash payers until the financial award is approved.

Payment plans are available through Nelnet. For specific information about the payment plans, contact the Student Accounts/Business Office at (857) 701-1250.

### Health Insurance

Students registered for nine (9) or more credits are charged for health insurance as required by the Commonwealth of Massachusetts. Students who

have health coverage may waive the health insurance charge online by visiting <https://www.gallagherstudent.com/students>. Sign in or register on the website and complete all applicable information and a confirmation email will be sent to you by Gallagher. Please keep a copy of your confirmation email for your records. Send Health Insurance inquiries to [rcstudent@gallagherstudent.com](mailto:rcstudent@gallagherstudent.com) or call (877) 320-6857.

If you do not waive your health insurance by the published deadline, you will be responsible for the health insurance charge and any other fees or charges associated with the student account.

## **Refund Policy**

The schedule of refunds for tuition and general college fees outlined in this page only applies when a class has been formally dropped, as established by the Enrollment Services Center. Application and Registration fees are non-refundable. Lack of attendance or course abandonment, does not constitute a drop or withdrawal, and the student will be responsible for the full balance.

### ***Refund Policy Rules***

There will be no refunds/adjustments for classes which a student has registered for and not attended. Once a student's enrollment has gone past the ADD/DROP date, there are no refunds.

The Refund Policy applies to tuition and fees for all students who register for one or more courses at RCC. This policy goes into effect on the first day of classes for each semester. You may add or drop classes during the ADD/DROP period without charge, except for the registration fee which is non-refundable. The official start and end dates of the ADD/DROP period can be found online at <https://www.rcc.mass.edu/events.html> listed as "Last Day for Schedule Changes".

## **Tuition Waivers**

Tuition waivers are available to Roxbury Community College students. These waivers include, but are not limited to, members of the National Guard, Veterans, senior citizens, Native Americans, state employees, and wards of the state. In order to receive a tuition waiver, you must present the waiver at the time of registration or before the first day of class. If you present the waiver after the first day of class, the College will make no adjustment. The Commonwealth of Massachusetts does not fund all courses; therefore, the use of certain waivers for those unfunded courses will be restricted.

Students with approved tuition waivers, tuition remission, or tuition vouchers may register on a space-available basis, and fees must be paid. Tuition waivers, tuition remission, or tuition vouchers do not apply to special programs, seminars, or private instruction administered by the Division of Continuing Education (DCE). Also, certain tuition waivers, which apply to the state supported day division, do not apply to the Division of Continuing Education programs, including summer and winter sessions.

## **Billing Error or Dispute**

Errors or disputes about a bill should be submitted in writing within 30 days, and allow 7- 10 business days for research. Administrative, clerical, or technical billing errors do not absolve a student of their financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of your registration and/or grades received at Roxbury Community College. The written inquiry must include: name, student ID number, a description of the presumed error, and the dollar amount of the presumed error. Send Billing inquiries [businessoffice@rcc.mass.edu](mailto:businessoffice@rcc.mass.edu).

## **Returned Payments**

Any declined payment by any financial institution of a check or Web Payment (ACH) issued to Roxbury Community College may result in the assessment of a \$25.00 returned payment service charge. If this occurs, all future payments to Roxbury Community College must be made with guaranteed funds (credit card, cashier's check, or money order). Personal checks will not be accepted.

## **Failed Payment Arrangements**

Failure to comply with the terms of any payment plan or agreement you sign with Roxbury Community College may result in a student's ability being forfeited to enroll in future payment plans.

## **Financial Holds**

Students who have not met their financial obligations will be placed on Financial Hold. This hold will prevent students from registering, requesting transcripts, and deny the student of other RCC services.

## **Collection Agency Fees**

If a student fails to fulfill their financial obligations to Roxbury Community College by the scheduled due date, and fail to make acceptable payment arrangements to bring their account current, Roxbury Community College may refer their delinquent student account to a collection agency pursuant to MGL C.7A and 815 CMR 9.00. A student is responsible for paying the delinquent account and any collection agency fees, including reasonable attorney's fees, or the collection of a delinquent account.

## **Intercept Program of the Commonwealth of Massachusetts**

A delinquent student account may be referred to the Intercept Program of the Commonwealth of Massachusetts which intercepts state tax refunds and lottery winnings as authorized by MGL C.62D and C.7A.





## INSTITUTIONAL POLICIES

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### Affirmative Action

Non-discrimination requires the elimination of all existing unlawful discriminatory conditions, whether purposeful or inadvertent. Roxbury Community College is continuing to systematically examine all policies and procedures to be sure that they do not, if implemented as stated, operate to the detriment of any person on the basis of a protected classification. The College shall require that the practices of those responsible in matters of employment and education, including all supervisors and faculty, are non-discriminatory. Should the College discover discrimination in treatment or effect in any employment, educational or service decision, action, inaction, or practice within the College, all appropriate corrective and/or disciplinary actions shall be taken under the direction of the President of the College subject to any applicable collective bargaining agreement or other policy or procedure of the College.

Roxbury Community College is committed to a policy of Affirmative Action, equal opportunity, equal education, non-discrimination, and diversity, thereby providing a learning, working, and living environment for its students, employees and other members of the College Community, which values the diverse backgrounds of all people. The College believes that the diversity of socio-economic, racial, ethnic, religious, gender, sexual orientation, age, and disability backgrounds of members of the College community enriches the institution and its various constituencies. The College will not tolerate behavior based on bigotry, which has the effect of discriminating unlawfully against any member of their communities.

Roxbury Community College is committed to providing equal access to

educational, co-curricular, and employment opportunities at the College for all applicants, students, and employees in compliance with all applicable laws, regulations, and policies. All benefits, privileges, and opportunities offered by the Colleges are available to all students, employees and other persons having dealings with the institutions on a non- discriminatory basis. The complete text of this policy is in the office of Human Resources, and may be found online at <https://www.rcc.mass.edu/footer/policies-procedures.html> or in the “Affirmative Action & EEO” link at the bottom of the RCC main web page.

## **Children on Campus**

Unattended children are not permitted on campus. Children should not accompany their caregivers to testing, classroom, or laboratories while classes are in session. If you need assistance identifying dependable day care, the Project Access at RCC Office may be able to assist.

## **Acceptable Use Policy**

### ***Purpose***

This policy outlines the acceptable use of information resources at Roxbury Community College and applies to employees, contractors, consultants, temporaries, and other staff at Roxbury Community College, including all personnel and affiliated via third party contractors. This policy applies to all data and equipment that is owned or leased by Roxbury Community College.

The purpose of this policy is to protect employees, partners and the College against internal and/or external exposure of confidential information, malicious activity, including the compromise of systems and services, legal issues, financial loss, and damage to reputation by individuals, either knowingly or unknowingly.

### ***Scope***

Personnel using data and information resources (including but not limited to Internet/Intranet/Extranet-related and core systems, computer equipment, software, operating systems, storage media, and network accounts providing electronic messaging), must use them for business purposes in accordance with their job functions and responsibilities, serving the interests of the College and the customers in a legal, ethical, responsible, and secure manner, with respect for the rights of others.

### ***Policy***

It is the responsibility of every user of information resources to know the Information Security Policies and the acceptable use of information resources, and to conduct their activities accordingly.

### ***General Use***

- Safeguard user accounts and passwords, and use them only as authorized

- Respect all pertinent licenses, copyrights, contracts, as well as other restricted and proprietary resources
- To accommodate employees, Roxbury Community College understands employees will access the Internet for personal needs periodically
- It is expected that employees will exercise good judgment regarding the reasonableness of personal use and any question regarding appropriate use will be decided by management.
- Notify the appropriate system, network and/or security administrator(s) of any suspected or actual security violations/incidents.
- Secure all unattended workstations from unauthorized viewing or use.
- All workstations must be configured to automatically lock after 15 minutes of inactivity and users should log off or lock their machines during extended periods of inactivity.

### ***Unacceptable Use***

The following unacceptable activities are by no means exhaustive, but attempt to provide a framework for activities that are strictly prohibited:

- Damaging computer systems
- Preventing another user from authorized resources
- Accessing unauthorized systems or data resources, or utilizing functions that are not necessary for the performance of the employee's duties
- Revealing account passwords to others. Employees who receive usernames and passwords must keep their usernames and passwords confidential and must not share that information with others.
- Using another person's computer account, with or without their permission
- Providing information about employees to parties outside the College
- Providing protected customer or vendor information to any unauthorized person
- Intentionally corrupting, misusing, or stealing software or any other computing resource
- Sending unsolicited (spam) electronic messaging (e.g., email) and chain letters
- Forging electronic messaging header information
- Using electronic messaging, telephone or other communication method, to actively engage in procuring, viewing, or transmitting material that is in violation of sexual harassment or hostile workplace laws
- Accessing, editing, deleting, copying, or forwarding files or communications of another user in any media (e.g., paper, electronic, video, etc.), unless assigned as a job requirement or with prior consent from the file owner
- Deleting, editing, or copying files in another person's computer or electronic messaging account

- Illegal use, including duplication or distribution of copyrighted or College proprietary material, including electronic, hardcopy, audio, and video in any medium
- Employees are forbidden to install software on their computers without the prior approval of their supervisor
- Procurement of or use of any Software as a Service (SaaS) providers without the approval of Information Technology (see POL-23 System-Acquisition & Development Policy)
- Implementation of any information technology component, product or service without the approval of and involvement from IT
- Removing software from systems, unless assigned as a job requirement or prior consent from Information Technology is obtained
- Circumventing any of the information security measures of any host, network or account without officer approval for emergency business purposes
- Using resources for personal benefit
- Introducing malicious programs into the information systems
- Unauthorized modification of configuration files
- Knowingly executing a program that may hamper normal activities, without prior authorization
- Operating a wireless network or allowing other computers to connect to your computer wirelessly
- Employees must not reveal any information about the College's clients or employees which is not already publicly available without expressed permission from their manager
- Unauthorized disclosure of confidential information to individuals outside the College and to individuals within the College without a business need, legal or regulatory requirement
- Disclosure of Personally Identifiable Information (PII) such as social security numbers, bank/credit card numbers, driver's license/id numbers, etc. and any other information classified as confidential, personal or sensitive to any unauthorized individual within the College without a business need
- Disclosure of PII to any individual outside of the College unless there is a legal or regulatory requirement
- Unencrypted transmission of PII (and confidential, personal and sensitive information), trade secrets, proprietary financial information and financial account numbers such as in the body of or an attachment to an electronic message, via FTP, via instant messenger or via fax
- Storing confidential information including PII (and confidential, personal and sensitive information), trade secrets, proprietary financial information or financial account numbers on laptop computers and mobile computing devices unless no alternative exists and then it must be encrypted

- Downloads from the internet are strictly forbidden. If downloads are required for business use, contact IT and arrangements may be made
- Under no circumstance is an employee authorized to engage in any activity deemed illegal by international, federal, state, or other local laws while utilizing College assets
- Under no circumstances may an employee disable anti-virus software or alter anti-virus software settings
- Under no circumstances may an employee disable firewall software or alter firewall software settings
- Employees should not open any electronic messaging attachments that are not expected, or are from unknown addresses, or appear in any way suspicious
- Employees must not use College accounts to post publicly accessible messages or posts.
- Employees may not perform vulnerability scans, monitor network traffic, attempt to elevate rights or privileges, or gain access to information not expressly intended for them
- Employees must be extremely cautious about the use of instant message applications, as these applications are insecure. Sensitive information must not be shared through this mechanism
- To ensure compliance with this policy, Roxbury Community College may perform periodic monitoring of systems, networks, and associated equipment at any time. Personnel using any Roxbury Community College's information resources consent to disclose the contents of any files or information stored or passed through Roxbury Community College's equipment. All data contained on or passing through the College's assets is subject to monitoring and remains the property of the College at all times.

***Other provisions:***

- Explicit management approval must be provided for use of IT resources by employees or third parties
- Explicit management approval is required in order to add a new device to the network
- Authentication is required in order to use any technology
- Accessing unauthorized systems or data resources, or utilizing functions that are not necessary for the performance of the employee's duties
- A list of all devices and personnel with access shall be maintained
- Devices will be labeled with owner, contact information and purpose
- A list of acceptable uses of technology and acceptable network locations shall be maintained
- A list of College approved products shall be maintained

## ***Enforcement***

- Personnel using Roxbury Community College's information resources in opposition to this policy may be subject to limitations on the use of these resources, suspension of privileges (including internet access), as well as disciplinary and/or legal action, including termination of employment.
- Employees, contractors, consultants, temporaries, and all personnel affiliated via third parties shall sign an agreement to comply and be governed by this policy and the Roxbury Community College Information Security Policies upon hire and again annually.
- For employees with access to credit card data or sensitive information, background checks will be performed.

## ***Related Regulations***

This policy is a component of Roxbury Community College information security program that is intended to comply with the PCI-DSS, FERPA, Gramm Leach Bliley Act and other regulations.

## ***Exceptions***

Only the Chief Information Officer (CIO) or a designated appointee is authorized to make exceptions to this policy.

## ***Violations***

Any user found to have violated this policy may be subject to disciplinary action, up to and including notifying the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity

A Supervisor, Department Manager, Dean, or Vice President will address violations of this policy by staff members and have full authority to sanction an immediate stop to the actions in question. Appeals from any formal disciplinary action taken against a unit professional staff member will be governed by their specific contractual grievance procedure. The Complaint Procedure of the Board of Higher Education Non-Unit Professionals Personnel Policies will govern non-unit staff. The Vice President of Enrollment Management and Student Affairs will address violations of this policy by students.

## ***Disclaimer***

The College makes no warranties of any kind, whether expressed or implied, with respect to the information technology services it provides. The College will not be responsible for damages resulting from the use of communication facilities and services, including, but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions caused by the negligence of a College employee, or by the user's error or omissions. Use of any information obtained via the Internet is at the user's risk. The College specifically denies any responsibility for the accuracy or quality of information obtained through its electronic communication facilities and services, except material represented as an official College record. The College also does not

accept responsibility for removing material that some users may consider defamatory or otherwise offensive. Users should be advised, however, that dissemination of such material may subject them to liability in other forums.

## **CORI Policy**

In order for a student to be eligible to participate in an academic, community, or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/ or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth's Criminal History Systems Board pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. The College shall refer to regulations issued by the Commonwealth's Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing a student's CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

## **SORI Policy**

In addition to the review of student's CORI for particular programs, Roxbury Community College may now also access a student's Sex Offender Registry Information (SORI). For additional information or clarification, students should contact the Dean of their program.

For more information regarding the College's CORI/SORI check process, please contact Human Resources, Building 2, Room 313.

## **College Procedures for Responding to Reports of Sexual Assault**

### ***Title IX***

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Title IX has evolved to include comprehensive sexual misconduct policies. These policies offer protections and support to all people on campus, all genders, and all who experience sexual harassment, assault, relationship violence, and stalking.

If you want to learn more about your rights, or if you believe that a school district, college, or university is violating Federal law, you may contact the

U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov). If you wish to fill out a complaint form online, you may do so at: <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

## **Consent**

Consent must include explicit communication and mutual approval of the sexual activities in which the parties are involved. Each person involved in the sexual activity must willingly and knowingly engage in the activity. As a result, consent cannot be given due to physical force, intimidating behavior, threats, or coercion. Further, consent cannot be given by an individual who is incapacitated. For example, consent cannot be given by those incapacitated by alcohol or drugs, or by individuals who are unconscious. Please reference the following link for a simple explanation of consent <https://www.youtube.com/watch?v=fGoWLWS4-kU>

## **Violence**

Domestic violence is defined as a pattern of coercive and controlling behaviors and tactics used by one person over another to gain power and control. This may include verbal abuse, financial abuse, emotional, sexual, and physical abuse. Domestic violence occurs in heterosexual as well as same-sex partnerships and crosses all ethnic, racial, and socio-economic lines.

In Massachusetts, “domestic violence” refers to abuse committed by a member of a family, a household, or an intimate partner against another member of the family, household, or against the intimate partner. “Abuse” is defined as the occurrence of one or more of the following acts: attempting to cause or causing physical harm placing another in fear of imminent serious physical harm causing another to engage involuntarily in sexual relations by force, threat, or duress “Family or household members” are persons who: are or were married to one another are or were residing together in the same household are or were related by blood or marriage having a child in common regardless of whether they have ever married or lived together are or have been in a substantive dating or engagement relationship, which shall be adjudged by district, probate, or municipal courts in consideration of the following factors: the length of time of the relationship; (2) the type of relationship; (3) the frequency of interaction between the parties; and (4) if the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship.

## **Campus SaVE Act**

While the Campus SaVE Act differentiates between domestic violence and dating violence for reporting purposes, there is no specific statutory definition or crime of “dating violence” in Massachusetts other than what might exist within Massachusetts domestic violence law. Throughout the Title IX website, we use the term “relationship violence” to encourage the broad conceptual understanding of domestic violence, including dating violence.

Stalking, as defined in Massachusetts, is a willful and malicious pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, or the making of a threat with the intent to place the person in imminent fear of death or bodily injury.

(Massachusetts General Law c. 266, § 43) Stalking may occur in person, telephonically, or via other digital means, such as texts., etc. In any case, two or more instances must occur.

### ***Sexual Harassment***

Sexual harassment consists of unwelcome verbal, non- verbal, and/or physical behavior of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; and/or (2) submission to, or rejection of, such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; and/or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating a sexually intimidating, hostile, or offensive employment, educational, or living environment. Sexual harassment incidents can involve a male harasser and a female victim, a female harasser and a male victim, or members of the same gender. Sexual harassment also can take place on the basis of gender identity or sexual orientation. Sexual harassment explicitly includes rape, sexual assault, and all other forms of sexual violence.

Roxbury Community College is committed to providing and promoting an educational environment and workplace that is free of sexual harassment. Sexual harassment of students or employees occurring in the classroom or the workplace is unlawful and will not be tolerated by the College. Any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is also unlawful. To maintain our goal of providing a workplace and campus that is free from sexual harassment, this policy provides a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

Allegations of sexual harassment will be taken seriously, and will be responded to promptly. Complaints of sexual harassment and inappropriate conduct will be investigated in a timely manner and the College will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. Retaliation is adverse employment or educational action against a person who: files claims, complaints, or charges under the campus procedures, or under applicable local, state, or federal statute, who is suspected of having filed such claims, complaints, or charges has assisted or participated in an investigation or resolution of such claims, complaints, or charges has protested practices alleged to be violated of the non-discrimination policy of WSU, the Board of Higher Education, or a local, state, or federal regulation(s) or statute(s) Retaliation, even in the absence of provable discrimination in the original complaint or charge, constitutes as serious a violation of WSU policy as proved discrimination under the original claim, complaint, or charge.

### ***Bystander Intervention***

Every person can have an impact in preventing sexual assault and relationship

violence. Each of us can send a clear message that it will not be tolerated, downplayed, or joked about, and that we, as a community, will react decisively if it does happen. We can talk about sexual assault and relationship violence and teach others that it is never OK. We also can continue to educate ourselves and others about the issues, starting with reviewing the following: - See more at: <https://www.worcester.edu/Title-IX-Bystander-Intervention/>

### ***Sexual Violence – Victim’s Rights and Information***

The following information is provided to assist members of the College community with understanding the rights, protections and services available to victims of sexual violence.

**What is Sexual Violence?** - Sexual violence is defined under the Board of Higher Education/Massachusetts Community Colleges’ Policy on Affirmative Action, Equal Opportunity & Diversity (“Policy on Affirmative Action”) and includes rape, acquaintance rape and sexual assault. Sexual violence may also include “intimate partner violence” such as stalking, dating violence, or domestic violence. Sexual violence is prohibited under Title IX of the Educational Amendment Act of 1972, state law and the Policy on Affirmative Action.

**Reporting Complaints of Sexual Violence** - A victim of sexual violence has the right to file (or not file) an Affirmative Action Discrimination Complaint Form with the College. The process for filing a complaint is outlined under the Policy on Affirmative Action’s Complaint Procedure. For more information or assistance with filing a complaint, please contact the College’s Title IX Coordinator. If the Title IX Coordinator is the subject of a complaint, the President shall designate another College official to administer the Complaint Procedures. A victim may also choose to file a criminal complaint, in which case the Title IX Coordinator and/or Campus Public Safety can assist the victim with that process. Reporting the incident to the Title IX Coordinator or Campus Public Safety does not obligate the victim to file criminal charges. A victim may also choose to remain anonymous. The college provides for a Confidential Resource Provider. The Confidential Resource Provider will ensure that a victim has access to support, treatment, and services, while protecting the victim’s identity. Victim’s desiring to speak with a Confidential Resource Provider should reach out to Ms. Lisa Carter in the Project Access Office at 857-701-1277 or [lcarter@rcc.mass.edu](mailto:lcarter@rcc.mass.edu).

If you or someone you know is the victim of a sexual assault, the victim has several rights, including, the right to report the incident to the Public Safety or local authorities, such as Boston Police. The College, through its Campus Security Authorities (CSAs) will also assist those who are victimized in notifying either Public Safety or the local police. Filing a report with Public Safety, a CSA or a police report does not mean those victimized must pursue criminal charges. The victimized maintains his or her rights throughout both the internal and external processes.

In addition to the campus services to follow, several community service organizations can provide counseling, mental health, and other related services to sexual assault victims.

**College's Investigation** - The College is obligated to investigate allegations of sexual violence, even if the alleged victim chooses not to file a formal complaint and/ or participate in the investigation. Additionally, a complaint filed in another forum, including a criminal or civil complaint, shall not delay the College's investigation of a complaint of sexual violence. The College shall promptly and thoroughly investigate all such allegations in accordance with the Policy on Affirmative Action. The College may also institute protective measures, such as a no-trespass order, restricted access to campus, adjusted class or work schedule, or a leave of absence, during the investigative process and/or upon completion of the disciplinary process. A person found to have committed an act of sexual violence shall be subject to disciplinary action, up to and including suspension, expulsion, or termination from the College, as well as criminal prosecution.

**Victim Identification** - Personal identifiable information about a victim will be treated as confidential and only shared with persons with a specific need to know and/or who are investigating and/or adjudicating the complaint, delivering resources or support services to the victim or as public safety requires. The College does not publish the names or other identifiable information of victims in the Campus Security Department's Daily Crime Log, in any Timely Warnings issued or online. In accordance with the Family Educational Rights and Privacy Act, a victim may request that no directory information maintained by the College be released absent his/her prior, written consent.

**Prohibition on Retaliation** - The College prohibits retaliation against any person who presents a formal or informal complaint of sexual violence or who testifies or offers evidence connected with a complaint. Retaliation is a violation of the Policy on Affirmative Action and could result in disciplinary action, up to and including expulsion or termination from the College.

**Protections for Victims of Sexual Violence** - A victim of sexual violence shall:

- Be provided with a copy of the College's Sexual Violence – Victim's Rights and Information;
- Have the right to, or not to, seek assistance from campus administration or campus law enforcement;
- Not be discouraged by College officials from reporting an incident to both on-campus and off-campus authorities;
- Be provided assistance in contacting local law enforcement if requested and have the full and prompt assistance and cooperation of campus personnel should a civil and/or criminal complaint be pursued;
- Be free from any suggestion that they somehow contributed to or had a shared responsibility in the violent act;
- Receive the same level of support at any proceeding before College officials as is permitted to the accused party, including the presence of a representative during any disciplinary proceeding and the right to be notified in a timely manner of the outcome of such proceedings and any appeal right available;

- Receive full and prompt cooperation from College personnel in obtaining and securing evidence (including medical evidence) necessary for any potential criminal proceedings;
- Have access to existing College counseling and medical professionals, victim support services, and to obtain referrals to off-campus counseling and support services if desired;
- Be permitted to attend classes, work and participate in College activities free from unwanted contact or proximity with the accused individual(s) insofar as the College is permitted and able;
- Be permitted to request changes to an academic schedule if such changes are requested by the alleged victim and are reasonably available; and
- Be informed of any no-contact or no-trespass orders issued to the accused by the College and the College's commitment to honor any court-issued restraining or protective orders, to the extent permitted by law.

**Recommended Procedures for a Victim of Sexual Violence** - For a person subjected to an act of sexual violence, there can be time-sensitive decisions to make about sexually transmitted infections, pregnancy, and collecting physical evidence in the event of prosecution. Therefore, victims of sexual violence are advised to:

- **Protect Yourself and Get Medical Attention** - Find a safe place as soon as possible and seek medical attention immediately. Injuries and exposure to disease may not be immediately apparent. A medical examination can provide necessary treatment and collect important evidence. It is recommended that a physical exam be conducted within 72 hours of the incident. Submitting to a physical exam does not mean that a victim is required to press charges. This action merely preserves the option to do so. Designated College personnel can assist in providing transportation to the hospital.
- **Preserve Evidence** - It is important to preserve all physical evidence following an act of sexual violence. Physical evidence may be necessary in the event criminal prosecution is pursued. If possible, a victim should not wash, eat, drink, douche, clean, use the bathroom, or change clothes. If clothes are changed, all clothes that were worn at the time of the incident should not be cleaned and should be placed into a clean paper bag.
- **Health and Support Services** - Various health and support services are available on and off campus for victims of sexual violence. For information about such services, including counseling, please contact the Roxbury Community College Affirmative Action and/or Title IX Coordinator.
- **Rape Crisis Center Contact Information** - The following is a listing of Rape Crisis organizations in Massachusetts. As the following contact information may be subject to change, current contact information on rape crisis agencies can be found on the website: Commonwealth's Executive Office of Health and Human Services.

Greater Boston Area	Telephone
Boston Area Rape Crisis Center, Cambridge	(617)-492-8306 Hotline 1-(800)-841-8371
Massachusetts Coalition Against Sexual Assault and Domestic Violence	(617)-248-0922
Boston Police Department/ EMS	9-1-1
Boston Police -on-emergency	(617)-343-4500
MA Emergency Crisis Hotline	1-(877)-382-1609

### ***College Disciplinary Action***

If it is determined that a violation of this policy has occurred, the College will take such action as is appropriate under the circumstances. A person found to have committed an act of sexual violence shall be subject to disciplinary action, up to and including suspension, expulsion, or termination from the College, as well as criminal prosecution. Such disciplinary action shall be consistent with the appropriate collective bargaining agreement, where applicable.

### ***State and Federal Agencies:***

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with the governmental agencies listed below. Filing a complaint under this Policy does not prohibit you from filing a complaint under this Policy does not prohibit you from filing a complaint with these agencies.

- **United States Equal Employment Opportunity Commission (“EEOC”)**  
J.F. Kennedy Federal Building  
475 Government Center, Boston, MA 02203  
1-800-669-4000
- **Massachusetts Commission Against Discrimination (“MCAD”)**  
Boston Office  
One Ashburton Place  
Room 601, Boston, MA 02108  
(617) 994-6000
- **The Office for Civil Rights, U.S. Department of Education**  
**Government Center**  
J.F. Kennedy Federal  
Building Room 1875, Boston, MA 02203  
(617) 727-8400

## **Suicide Prevention Procedures Active Suicide Attempt**

- Any member of the College community who has actual knowledge that a student has just engaged in, is in the process of engaging in, or is about to engage in suicidal behavior, shall immediately contact emergency personnel.
- For on-campus emergencies call Campus Security, Ext. 5338 or dial 0 from a campus phone.
- The Dean of Students or designee shall notify the student's emergency contact.
- The Dean of Students or designee will consult with the RCC's Behavioral Intervention Team to determine an appropriate medical referral, help identify support strategies, or develop a follow-up action plan.
- If a student refuses medical assistance from emergency personnel, the student is subject to involuntary treatment and/or commitment based on the professional judgment of emergency personnel.
- A student who has engaged in an active suicide attempt shall be required to be assessed by a mental health professional to determine the level of continued suicide risk posed and whether they are capable of returning to the College and conduct themselves in a reasonable and safe manner.

### ***Previous Suicide Attempt***

- Any member of the College community who has actual knowledge that a student has stated plans or intentions to commit suicide shall contact the Dean of Students or designee who shall notify the student's emergency contact.
- The Dean of Students or designee will attempt to meet with the student to assess the situation and assist him/her with obtaining appropriate medical care and support as necessary.
- The Dean of Students or designee will consult with the RCC's Behavioral Intervention Team to determine an appropriate medical referral, help identify support strategies, or develop a follow-up action plan.
- An RCC student who has attempted suicide or recently before matriculating shall be required to be assessed by a mental health professional to determine the level of continued suicide risk posed and whether they are capable of continuing at the College and conducting themselves in a reasonable and safe manner.

### ***Stated Plans or Intentions to Commit Suicide***

- Any member of the College community who has actual knowledge that a student has stated plans or intentions to commit suicide shall contact the Dean of Students or designee who shall notify the student's emergency contact.
- The Dean of Students or designee will attempt to meet with the student to assess the situation and assist him/her with obtaining appropriate medical

care and support as necessary.

- The Dean of Students or designee will consult with the RCC's Behavioral Intervention Team to determine an appropriate medical referral, help identify support strategies, or develop a follow-up action plan.
- A student who has stated plans or intentions to commit suicide shall be required to be assessed by a mental health professional to determine the level of continued suicide risk posed and whether they are capable of continuing at the College and conducting themselves in a reasonable and safe manner.





## OFFICE OF STUDENT LIFE

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### Clubs and Organizations

The College recognizes that significant learning occurs outside the classroom. Through the Office of Student Life, cultural, social, and recreational activities offer opportunities for students to share their ideas and experiences with one another in an atmosphere of acceptance and tolerance. All student clubs and organizations are assisted in their development through the Office of Student Life. Roxbury Community College Activity Period is Tuesdays and Thursdays from 1:30pm to 3:00pm.

New clubs/organizations may be formed at the beginning of the Fall and Spring semesters. For a student club or organization to use the College name and facilities, you must submit an application for club recognition and have it approved by the Office of Student Engagement. This form is available in the Student Life Office building 3, room 219. Each club must have a faculty or staff advisor, must be open to all students, and perform within the policies of the College and the Constitution of the Student Government Association.

### Bulletin Boards

Bulletin boards are in every College building. Any material posted on College bulletin boards must be approved and stamped by the office of Student Life. Postings of unlawful, threatening, abusive, libelous, defamatory, and/or obscene material are prohibited. Any material not stamped, or any material that is posted in places other than bulletin boards (i.e., pillars, walls, and elevators), will be removed. All materials must be removed within 24 hours after the end of the activity.

## **Student Government Association**

The Student Government Association (SGA) is comprised of up to 12 elected students, chosen each year by their peers, to act as the official representatives of the student body at Roxbury Community College. SGA represents students when issues and policies affect student life at Roxbury Community College, advises the College governance structure by serving on all College governance committees, and acts as liaison between the College administration and students. SGA assists in planning activities and overseeing the allocation of funds to recognized student clubs and organizations.

Student Government Association meetings are held weekly during the Tuesday activity period which is 1:30pm - 3:00pm. All students are invited to attend.

## **Student Commons**

The Student Commons is located on the first floor of the Building 3. The Student Commons provides a gathering place for the College Student Commons.



## STUDENT RIGHTS AND RESPONSIBILITIES

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### Student Code of Conduct

#### *Definitions*

**Administrative Disposition** – A resolution of a complaint, which is mutually agreed upon by the CCO and the Accused Student. An administrative disposition shall result in an Accused Student waiving his/her right to a Judicial Board hearing or Appeal.

**Appeals Officer** – The College's Vice President of Academic and Student Affairs or designee.

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

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

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

**Day** – As used in this policy, shall mean a calendar day. The number of days indicated at each level shall be considered as a maximum. All reasonable efforts shall be made to expedite the process, but the CCO may extend the time limits at his/her discretion with notice to both parties in writing.

**Judicial Board** – Members of the College community selected by the Code of

Conduct Officer to conduct a hearing when it has been determined by the CCO that a violation of the Student Code of Conduct has occurred. Members of the Judicial Board shall act in a fair and impartial manner.

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

### ***Conflict of Interest***

Any member of the Judicial Board, Grievance Committee, the Dean of Student Judicial Affairs or any member associated with Student Discipline or Student Grievance procedures must disclose any conflict of interest and recuse themselves from the process. In the case of the Dean of Student Life, he/she shall recuse (excuse) him/herself and refer the matter to the Vice President of Academic and Student Affairs Office for handling.

### ***Disciplinary Offenses***

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

- Physical violence.
- Threat of physical violence and any conduct that threatens and/or endangers the health or safety of any person.
- Creating or false reporting of bombs or other dangerous devices.
- Extortion - The use, or the express or implicit threat of the use, of violence or other criminal means to cause harm to person, reputation, or property as a means to obtain property from someone else without his/her consent.
- Unauthorized use of fire alarm or fire equipment.
- Unauthorized or illegal gambling.
- Hate crimes as defined under state or federal law.
- Hazing as defined under state or federal law.
- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
- Conduct resulting in a violation of the College’s Computer/Technology Acceptable Use policies, Email and Social Media policies and/or related Information Technology Resource policies.
- Failure to comply with the directions of a College official or law enforcement officer acting in the performance of their duties, including failure to identify oneself when requested to do so.
- Use, possession, manufacturing, or distribution of alcoholic beverages, or controlled substances, including marijuana, heroin or narcotics except as expressly permitted by law. Public intoxication is prohibited.
- Smoking any tobacco product or use of e-cigarettes, vaporizers or

inhalers in violation of state law, including in any public buildings, and in any areas prohibited under College policy.

- Breach of peace; including disorderly, lewd, or indecent conduct, or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, by the College.
- Defacement or destruction of College or personal property.
- Attempted or actual theft of College or personal property.
- Acting on or off-campus in a manner that substantially interferes with or disrupts the normal and/ or safe operation of the College, including but not limited to disrupting or interfering in the educational process, including teaching, advising, research, administration, disciplinary proceedings, public service or other College activities or functions.
- Verbal or physical harassment or intimidation.
- Any unauthorized use of electronic or other devices to make an audio or video recording of any person(s) while on College premises or participating in a College-related activity without the person's prior knowledge or without the person's effective consent due to intoxication, drug use, mental impairment or other conditions that may impair a person's ability to convey effective consent. This includes, but is not limited to, surreptitiously taking pictures of another person in a locker room or restroom.
- Acts of dishonesty, including but not limited to the following:
  - Forgery, alteration, or misuse of any College document, record, or instrument of identification;
  - Furnishing false information to any College official, faculty member or office; or
  - Disrupting or tampering with the election of any College recognized student organization.
- Acts of academic dishonesty, including but not limited to the following:
  - Use of any unauthorized assistance in taking quizzes, tests, or examinations;
  - Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
  - The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; or
  - Plagiarism, which is defined as the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Taking credit for work done by another person or doing work for which another person will receive credit. Copying or purchasing

other's work or arranging for others to do work under a false name.

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

### ***Discipline for Disruptive Conduct***

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

## ***Discipline for Academic Dishonesty***

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

## ***Off Campus Behavior***

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

## ***Interim Measures***

Under certain circumstances during the Code of Conduct process interim measures may be imposed by the CCO including, but not limited to: no-contact orders, restriction/ loss of privileges or interim suspension. The College reserves the right to issue an interim suspension when it reasonably concludes that a student:

- Poses a threat to others;
- Poses a threat to College property or equipment;
- Substantially disrupts or interferes with the normal operations of the College;
- Engages in off-campus conduct that adversely affects the College community; and/or
- Is charged with a crime in violation of state or federal law.
- During an interim suspension, a student is prohibited from entering upon any College property and participating in any College activities.

## ***Code of Conduct Disciplinary Process***

The Disciplinary Process is initiated once a complaint is filed against a student by a member of the College Community or by the CCO. This policy is not intended to prevent members of the College Community from attempting to resolve matters informally. Failure to cooperate with the College's investigation

of an alleged Code of Conduct violation will result in the student forfeiting his/her rights to a hearing or appeal and/or may result in disciplinary action.

## **1. Disciplinary Process**

- a. All complaints under the Code of Conduct shall be filed with or by the CCO.
- b. When the CCO files or receives a complaint alleging that a student has acted in a manner which may be in violation of the Code, the CCO initiates the disciplinary process by meeting with the Accused Student, putting him/her on notice of the alleged violation and providing him/her an opportunity to respond to the allegations. The CCO may conduct a further investigation if necessary.
- c. If the CCO determines that a violation exists, three procedural options are available.
  1. Verbal or Written Warnings - For low-level offenses, the CCO may issue a verbal or written warning to the Accused Student. Warnings shall not be subject to a hearing before a Judicial Board or an appeal.
  2. Administrative Disposition - Under an Administrative Disposition, the Accused Student and the CCO mutually agree upon a disciplinary remedy. By accepting the Administrative Disposition, the Accused Student waives his/her right to a hearing before the Judicial Board or an appeal.
  3. Judicial Board Hearing - When an Administrative Disposition cannot be reached, the CCO shall refer the alleged violation to the Judicial Board for a hearing. Please see Section 2 below for Judicial Board rules.

Failure to cooperate with the College's investigation of an alleged Code of Conduct violation, which includes appearing before a Judicial Board or College official if summoned to do so, will result in the student forfeiting his/her rights to a hearing or appeal and/or may result in disciplinary action.

## **2. Judicial Board Hearing**

- a. A hearing with the Judicial Board shall be scheduled by the CCO not later than thirty (30) days following an Accused Student's request for a hearing.
- b. A written Statement of Charges shall be presented to the Accused Student not less than five (5) days prior to the hearing.
- c. A Judicial Board hearing is an administrative hearing. The rules of evidence do not apply.
- d. In a matter involving more than one Accused Student, the Judicial Board may permit at its discretion individual hearings for each Accused Student.
- e. The Accused Party has the right to be accompanied by any advisor of

his/her own choosing and at his/ her own expense. The advisor may be an attorney. An advisor's role is limited to advising the Accused Student directly. An advisor is not permitted to participate directly in the hearing.

### **3. Conduct of Hearing**

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

### **4. Sanctions**

A student found in violation of the College's Code of Conduct shall be subject to one or more of the following sanctions:

- a. Verbal or Written Warning
- b. Restrictions/Loss of Privileges
- c. Community/Educational Service

- d. Restitution
- e. Probation
- f. Suspension
- g. Expulsion

The intent of the College is to impose sanctions in a progressive manner, beginning with the least punitive sanction. However, depending on the nature and severity of a student's violation the College reserves the right to impose any of the above-referenced sanctions at any time.

### **5. Appeal**

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

### **Steps to Promoting a Positive Classroom Atmosphere**

- 1. Students are expected to attend all scheduled classes.
- 2. Students are expected to be in class on time.
- 3. Students are expected to remain in class for the entire instructional period.
- 4. Students are expected to remain alert throughout the entire instructional period.
- 5. Students are expected to come to class free of alcohol and/or drugs.
- 6. Students are expected to be respectful of opposing opinions.
- 7. Students are expected to not interrupt a faculty member or other students when they are speaking.
- 8. Students are expected to address student specific concerns prior to or after the instructional period.
- 9. Students are expected to use respectful language throughout the instructional period and campus grounds.
- 10. Students are expected to receive the faculty's permission prior to using cell phones, laptops, or other electronic equipment.

11. Item 25 of the Student Code of Conduct states: “Discipline in the Class: Disrupting the classroom is a violation of the College’s Student Code of Conduct. Such Conduct shall include, but not limited to cell phone use, text messaging, speaking without permission, eating food in the classroom, and not following the directions of the instructor. A faculty member has the right to remove a disruptive student from class, pending a review of the situation by the Dean of Student Life.”

## **Roxbury Community College Good Neighbor Policy**

Roxbury Community College strives to be a good neighbor in the community where we are located, and we need your help in this regard. Please refrain from loitering on the abutting property of all nearby residents without their permission. If you do so, you may be trespassing and could face prosecution to the fullest extent of the law.

## **Drug and Alcohol Policy**

On December 12, 1989 Congress amended Title XII of the Higher Education Act of 1965. This amendment, known as the “Drug-Free Schools and Communities Act of 1989,” requires that every educational institution receiving federal funding certify its adoption and implementation of programs designed to prevent use of illegal drugs and abuse of alcohol by students and employees. Prior federal law applicable to Roxbury Community College regulated only criminal drug activity of federally grant-funded employees. Roxbury Community College, in accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and a supportive environment in which to conduct the business and mission of the College, will enforce the following policies:

- The unlawful manufacture, distribution, dispensation, possession or use of alcohol or of a controlled substance is prohibited on the campus of Roxbury Community College or as part of any college-related activity. Students or employees who violate these restrictions shall be subject to appropriate disciplinary action, up to and including suspension, expulsion, or discharge. They shall also be subject to referrals for criminal prosecution. Where students or employees are convicted of violating a criminal drug or alcohol statute related to a college activity, the College should ordinarily expel or discharge the offender, absent mitigating circumstances. Mitigating circumstances shall include, but shall not be limited to, consideration of a handicap under federal and state law.
- Roxbury Community College shall cooperate in the enforcement of federal and state laws concerning illegal drugs and alcoholic beverages. Massachusetts statutes pertaining to alcohol and illegal drugs include Massachusetts General Laws, Chapter 94C (Controlled Substance Act), Massachusetts General Laws, Chapter 272, Section 59 (Public Drinking), and Massachusetts General Laws, Chapter 90, Section 24 (Operating under the Influence, Open Container).

- Under-age drinking is prohibited at Roxbury Community College functions and on any part of the campus.
- No College funds, Student Activities fees, or All-College fees shall be used to purchase alcoholic beverages. Roxbury Community College additionally prohibits alcoholic beverages at any College event (on or off campus) that is intended for students or student participation. A College event is one that utilizes College facilities, College funds, Student Activities fees or all College fees or is represented as being a College function. The President of the College or designee must approve such events in writing. All purchase orders for student events will exclude payment for alcoholic beverages. Faculty and staff who serve as advisors or chaperones to groups holding such events should understand that they will be expected to monitor the implementation of the Student Alcohol Policy.
- On May 18, 1999, the Massachusetts Board of Higher Education amended its Alcohol Policy (BHE 98-01) and the guidelines for Campus Safety and Security and Campus Codes of Conduct (FAAP 97-32) by adding the requirement that, consistent with the Family Educational Rights and Privacy Act (FERPA), Roxbury Community College shall notify the parents of students under 21 years of age each time they have been determined to be in violation of the campus alcohol policy.

### ***Health Risks Associated with the Use of Illicit Drugs and Alcohol***

The misuse of alcohol and other drugs create problems for students and employees who engage in this behavior as well as for their peers or fellow employees who suffer a range of consequences from having their study or work interrupted to far more egregious acts. Obvious health risks include physical dependence, psychological dependence, possible overdoses and withdrawal symptoms.

The following information on health risks is from *What Works: Schools without Drugs*, U.S. Department of Education (1992):

- Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.
- Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal

can be life-threatening. Long- term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

- Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.
- Student Health Services offers drug and alcohol use education and makes referrals for individuals experiencing or being affected by persons with substance use issues. Drug and alcohol education is available to the College community during Wellness Programs. Informational brochures on drug and alcohol use as well as other topics, such as diabetes, HIV/ AIDS, and sexually transmitted infections (STI) are also available.
- The College Experience Course, which is mandatory for all new freshmen, uses a customized textbook that contains information on drugs and alcohol in the chapter on Handling Stress and Making Healthy Choices.
- Student Life offers drug and alcohol education for students through tabling events during the academic year.

### ***Distribution of the Policy***

This policy is distributed annually in writing to all students and employees through the following means:

- The Student Handbook
- Email to all employees and students
- RCC Website

### ***Review and Compliance***

This policy will be reviewed on a biennial basis to comply with the U.S. Department of Education regulations to:

1. determine the effectiveness of the drug and alcohol program and implement any necessary changes and
2. ensure consistency in the enforcement of sanctions. Biennial reviews will be complete in December of even- numbered years for the two preceding academic years. Copies of this review will be retained in the Office of the President, the Office of the Vice President of Academic and Student Affairs, the Office of Student Life, and the Office of Human Resources and Affirmative Action.

## **Chapter 151C. Fair Educational Practices**

### ***Section 2B. Absence of student due to religious beliefs***

Any student who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement,

and shall be provided with an opportunity to make up such examination, study, or work requirement which he/she may have missed because of such absence on any particular day. Students must inform their instructors prior to the anticipated absence to confirm arrangements for completion of course requirements. No adverse or prejudicial effects shall result to any student because of his/her availing him/herself of the provisions of this section.

## **Family Education Rights and Privacy Act (FERPA)**

### ***Student Rights under FERPA***

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

**1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.**

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

**2. The right to request the amendment of student's education records that the student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA.**

A student who wishes to ask the College to amend should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees

or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

**4. The right to be notified annually by the College of what student record information the College designates as “directory information,” and the right to request that no student information be designated as directory information.**

The College identifies the following student information as directory information:

- Name
- Major, including the division or program in which a student is enrolled

Directory information may be released by the College to a requesting third-party without a student’s prior written consent. A student has the right to request that none or only some of his/her student record information be designated as directory information. A student must notify the College’s Registrar, in writing, within two (2) weeks of the beginning of each academic semester if he/she/they does not wish to have any or some of his/her student information designated as directory information.

Notwithstanding the College’s definition of directory information, the Department of Defense (the “DOD”), pursuant to the Omnibus Consolidated Appropriations Act of 1997 (the “Solomon Amendment”), identifies the following information as “student recruiting information”: NAME, ADDRESS, TELEPHONE LISTING, AGE (or year of birth), PLACE OF BIRTH, LEVEL OF EDUCATION (e.g., first-year student, sophomore), DEGREE AWARDED, MOST RECENT EDUCATIONAL INSTITUTION ATTENDED, and CURRENT MAJOR(S).

If the College receives a request for student recruiting information from the DOD, or one of its affiliated agencies, the College will release the student recruiting information requested. Because the information sought by the DOD may include information not designated as directory information under the College’s policy, compliance with the DOD’s request may result in the release of personally identifiable information. When student recruiting information is released pursuant to a DOD request, notice of the request and the release of the information will be posted in a conspicuous location in the College’s Registrar’s Office for a period equaling one academic year. If a student has exercised his/her right to request that no information be designated as directory information, then no information shall be released to any third party, including the DOD.

**5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

US Department of Education, 400 Maryland Avenue, S.W. Washington, DC 20202-5901.

## **Grade Appeals**

### ***Level One: Informal Process***

This is the informal stage where most complaints are resolved. The student contacts the faculty member in an attempt to resolve the issue. This must happen by email, phone, or in person within 30 calendar days after the course has ended. The faculty member has ten (10) calendar days to respond to the complaint. If the matter is not resolved informally within ten (10) days, he/she may appeal to Level Two.

### ***Level Two: Formal Process***

Prior to filing a written Grievance at Level Two, the student must consult with the Student Grievance Officer (SGO). The faculty member should also consult with the Student Grievance Officer at this phase of the process. The Student Grievance Officer shall notify the parties in writing when a complaint is not resolved informally at Level One.

**Step 1:** The student may, within ten (10) calendar days after the receipt of the Student Grievance Officer (SGO) written notice, file a Level Two Appeal. Students should prepare a written statement of their Level Two final grade appeal to the SGO. The Written statement should include detailed statement of all the known facts, documents, and materials that support the student's appeal. The Student shall also state the date it is filed and that it is being filed at "Level Two, Step One."

The SGO will deliver the written statement and all documentation to the faculty member within five (5) calendar days. The faculty member will forward a written response to the SGO within ten (10) days of receipt of the grievance. The SGO will then forward the faculty member's response to the student within five (5) days.

**Step 2:** If a student is not satisfied with the faculty member's decision or if no written response was submitted and wishes to file a final appeal, a Level Two, Step Two grievance, the student has ten (10) calendar days to file the final appeal. The Chief Academic Officer will investigate the grade appeal and forward his/her written decision to the Student Grievance Officer (SGO) within ten (10) calendar days after receipt of Step Two appeal. Thereafter, the SGO shall deliver the decision to the student and faculty member within five (5) calendar days. This decision is final and cannot be appealed further.

## ***Withdrawal***

A student may withdraw his/her complaint or Grievance at any time. Withdrawal must be accomplished in writing or by oral agreement confirmed in writing.

## ***Retaliation***

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

## ***Collateral Rights of Person Grieved By Student***

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

## ***Alternative Forums***

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

## ***Hazing***

Roxbury Community College does not permit hazing at any activity or event associated with the College or at College-recognized clubs and organizations. The Commonwealth of Massachusetts prohibits hazing in any form on campuses throughout the Commonwealth. Hazing is defined as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics and exposure to weather, or forced consumption of any food, liquor, beverage, drug or other substance. Also, hazing includes any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person or to cause extreme mental stress, including extended isolation or deprivation of sleep. The Senate and the House of Representatives enacted an act prohibiting the practice of hazing in General Court in 1985. Adding the following three sections hereby amends chapter 369 of the General Laws.

**Section 17.** Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days or by both such fine and imprisonment. The term hazing as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether public or private property, which willfully or recklessly endangers the physical or mental

health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics and exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance. Also, hazing includes 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 cause extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

**Section 18.** Whoever knows that a person is the victim of hazing, as defined in section seventeen, and is at the scene of such a crime shall, to the extent that such person can do so without danger or peril to him/herself or other, report such a crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such crime will be punished by a fine of not more than five hundred dollars.

**Section 19.** Each institution of secondary education and each 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, shall provide 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, 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, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each secondary school and each public or private school or college shall, before 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 secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The Board of 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 a report.

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

## **Right to Protest**

The Massachusetts Board of Regional Community Colleges adopted the following policy on April 11, 1969:

1. Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society.
2. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, faculty members, staff, and students are encouraged in a sustained and independent search for knowledge.
3. Freedom to teach and freedom to learn depend upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community, students, faculty, and staff members.
4. Roxbury Community College will respect and will defend the right of its members to lawful exercise of free speech and assembly on behalf of causes, whether popular or unpopular. These rights are properly exercised only when due regard for the rights of others is assured, and actions denying the rights of others to move or speak freely, whether or not such interference is their motive, lie outside constitutional guarantees and the obligation of the college to defend them. Therefore, if in the judgment of the President or his/her designee, persons are attempting to interfere with freedom of movement or speech of members or guests of the college community, or the orderly operation of the College, the President or his/her designee is authorized to do the following:
  - a. Advise such person(s) of the impropriety of their activity and request immediate desistance from such activity. If such person fails to desist, call the appropriate authority to remove those interfering.
  - b. Suspend temporarily such members of the college community who have participated in such interference and persist in such activity.
  - c. Grant, as soon as reasonably possible, a hearing before an appropriate committee to any person appealing such suspension. Following such a hearing, the committee will make a recommendation to the President.
  - d. Any person who involves him/herself in the willful destruction of college or personal property will, in addition, be answerable to charges filed with civil authorities.

## **Policy on Audio/Video Recording in the Classroom**

As part of the education and learning experience, students routinely take notes during class lectures. In addition, students and instructors may wish to record lectures and other classroom presentations. Lecture notes and recordings involve issues related to the intellectual property rights of instructors and the privacy rights of students. To protect these rights, Roxbury Community College has adopted the following policy to govern these activities in the classroom.

### ***Instructors' Intellectual Property Rights***

Individual Roxbury Community College instructors retain intellectual property rights to their lecture and class presentations and related material; notes or class materials may not be exchanged or distributed for commercial purposes, for compensation, or for any purpose other than study by students enrolled in the class. Unauthorized use of class notes or recordings is subject to the federal Copyright Act, the General Laws of Massachusetts, and Roxbury Community College policy and may subject an individual to legal proceedings brought by the instructor as well as action by the College.

### ***Note-Taking***

Class notes may be written by students enrolled in a class during lectures or other class presentations for purposes of individual or group study. If an enrolled student is absent, another enrolled student may take notes to share with the absent student. Students are not allowed to distribute lecture notes to anyone who is not an enrolled student in the same class.

### ***Audio and/or Video Recording by Students for Study Purposes***

With the prior permission of the instructor and the consent of other students in attendance, an enrolled student may make an audio recording of the lecture or class presentations only for the purposes of individual or group study with other students enrolled in the same class. Students must obtain prior permission from the instructor each time they wish to make a recording. The instructor must assure that each student attending the class on that occasion is aware of the recording and has agreed to be recorded. Student-initiated video recording and use of any other electronic means of capturing or transmitting class presentations or lectures for note taking purposes is not permitted in classes.

### ***Third-Party Note-Taking and Recording***

No third party will be allowed to attend classes on behalf of an enrolled student, with the exception of those authorized through the Student Accessibility Office on behalf of an enrolled disabled student.

### ***Recording by Instructors to Meet Course Learning Objectives***

Instructors may make audio or video recordings of presentations for instructional purposes related to that course at Roxbury Community College. Subsequent use of the recording requires the written permission of every one captured in the recording. The recordings may not be shown or distributed to any other

individual or group without the express written permission of every person recorded in that class.

## Smoking

In compliance with Federal and State Laws governing the use of tobacco products in public buildings, Roxbury Community College maintains a smoke-free policy. Cigarette smoking and vaping can lead to lung cancer and lung disease. Smoking is strictly prohibited in buildings.

## Absences for Pregnancy or Childbirth

In accordance with Title IX of the Educational Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. When the student returns to the College she shall be reinstated to the status she held when the leave began, which includes the opportunity to make up any missed work. The College may offer the student alternatives to making up missed work, such as retaking a semester, taking part in on-line instruction, or allowing the student additional time in a program to continue at the same pace and finish at a later date. For more information, please contact the Title IX Coordinator.

## Bathroom and Locker Room Use

All students may utilize bathroom or locker room facilities on campus that are designated as gender-neutral or that are consistent with a student's sincerely held gender identity. Use of a bathroom or locker room by any student for an improper purpose will result in disciplinary action, up to and including expulsion.

## Changing Biographical Data

The following process is followed when any student seeks to change his or her biographical data as provided and maintained in College records.

**Legal Name** – A student's legal name shall be used on all College documents, systems and communications external to the College and/or where a legal name is required.

Examples include, but are not limited to:

- Financial Aid records;
- Student Accounts records;
- Student Personally Identifiable Information;
- Student Directory information;
- Payroll records;
- Health records;
- Official transcripts;
- Federal immigration documents; and
- Interactions with government agencies.

In order for any student to change their legal name on College records, a student must present a certified copy of a court order or other legal document indicating a legal name change has been granted.

**Preferred First Name** – The College recognizes that some students may prefer to use a first name other than their legal name to identify themselves. As long as the use of a preferred first name is not for an improper purpose, the College acknowledges that a preferred first name can and should be used where possible in the course of College business and education. Students may use a preferred first name wherever a legal name is not required on internal documents, communications, systems, and web portals. Examples include, but are not limited to:

- Student identification cards;
- Email and calendar entries;
- Class rosters and advisor lists;
- Learning Management Systems; and
- Diplomas, awards, and recognitions.

To request a preferred first name, a student should complete the Preferred First Name Change Form available in the Registrar's Office.

**Sex Designation** – In order for any student to change their sex designation in official College records, a student must provide a certified copy of a court order, or other legal identification, such as a Massachusetts driver's license, reflecting the change in sex.

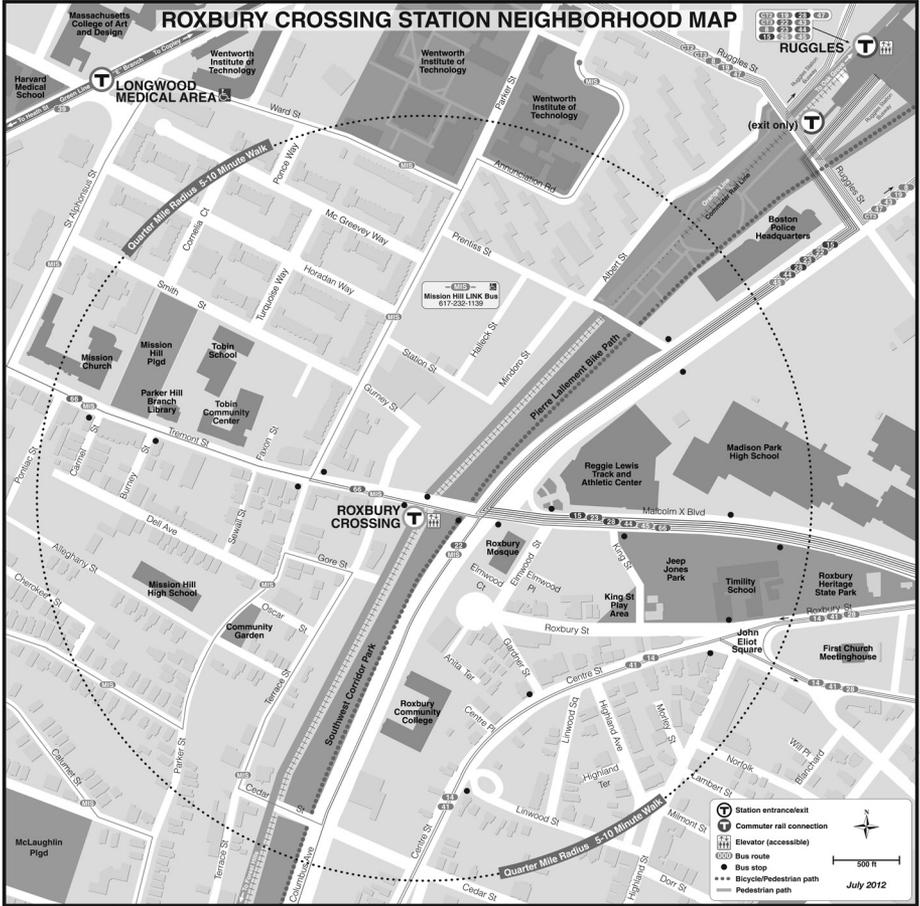
## **Marijuana Policy**

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

Violations of this policy by any student or employee shall result in disciplinary action, up to and including expulsion or termination.



# Roxbury Crossing Neighborhood Map

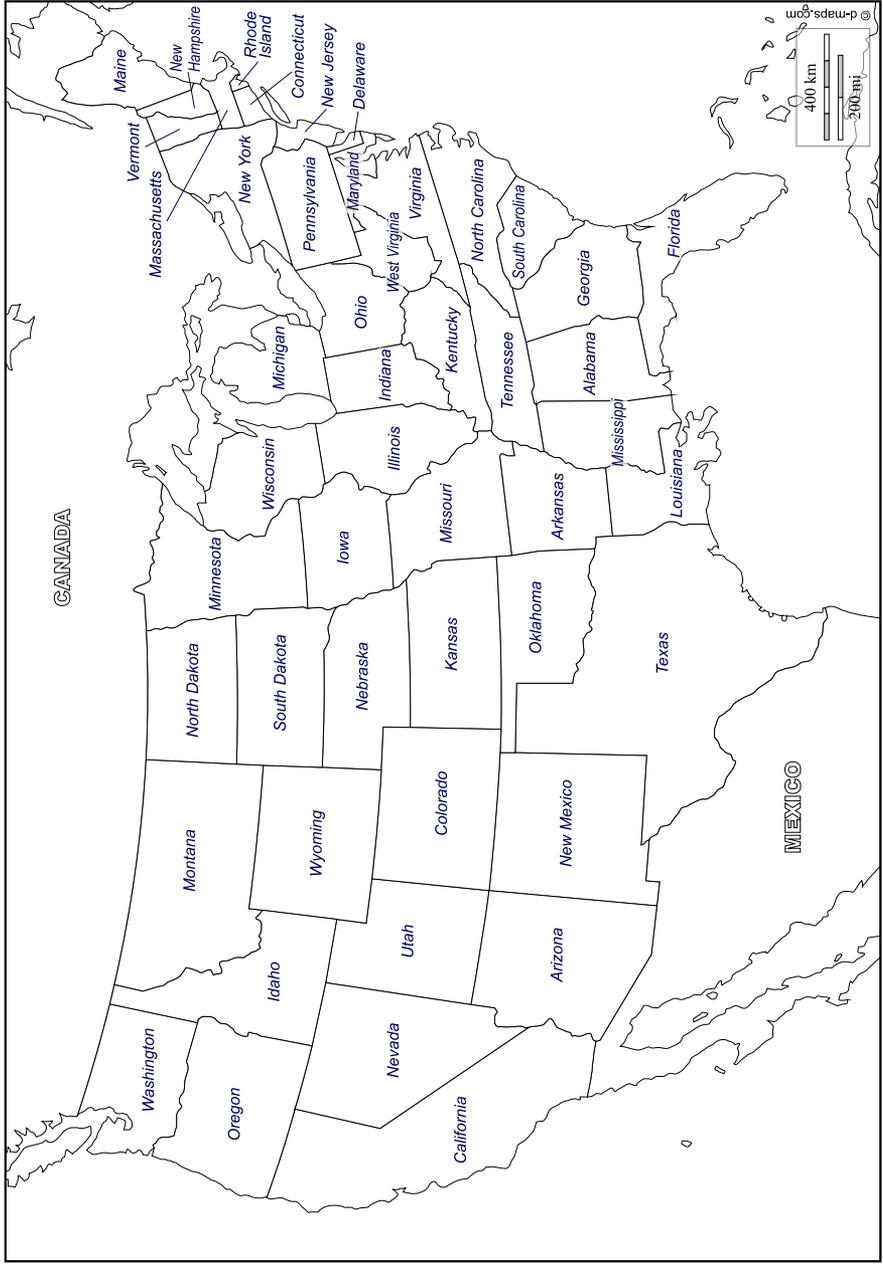


<http://www.mbta.com/uploadedfiles/services/subway/Roxbury%20Crossing%20Neighborhood%20Map.pdf>

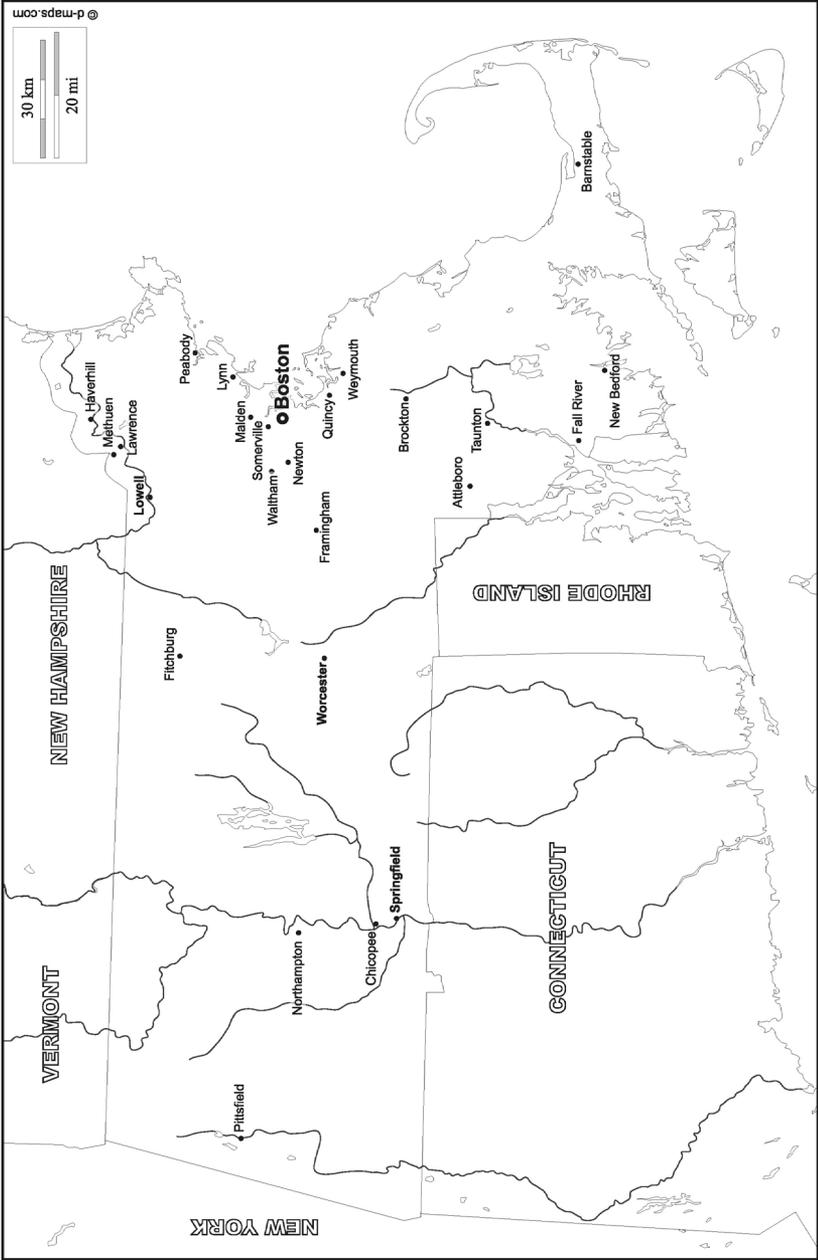
## MBTA Bus Lines to Roxbury Community College

Use any of the following bus lines with stops in front of or a few yards away from the Campus: Bus 15, Bus 22, Bus 23, Bus 28, Bus 29, Bus 44, Bus 45, and Bus 66.

# U.S. Map



# Map of Massachusetts



# Notes

A series of horizontal dotted lines for writing notes.

**Statement of Publication**

This is an official publication of Roxbury Community College. Course offerings, dates, tuition, fees, and other information are subject to change. The College reserves the right to revise any material described in this publication. The information in this publication is provided for convenience, and the College disclaims any liability that may be incurred. This publication is neither a contract nor an offer to make a contract.

**Affirmative Action/EEO Statement of Non-Discrimination**

Roxbury Community College is an Affirmative Action/Equal Opportunity employer. All inquiries concerning application of the above should be directed to the College's Affirmative Action Officer, Coordinator of Title IX, and/or the Section 504 Coordinator.

Chief Human Resources/Affirmative Action Officer & Title IX Coordinator, 857-701-1294,  
Administration Building Room 313

Dean of Student Life and 504 Coordinator, 857-701-1494



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