

2012 • 2013



Bay State College

CATALOG 2012 • 2013

In 1946, on the tree-lined streets of Boston, the founders of Bay State College opened their doors to students with the drive and motivation to make a better future for themselves.

Over the years, Bay State College has remained committed to its mission of preparing students for successful, rewarding careers or continuing their education. Today, as one of Boston's private colleges, Bay State College awards the Baccalaureate Degree in Entertainment Management, Fashion Merchandising, Criminal Justice, and Management (with Concentrations in Marketing and Hospitality Management). In addition, the Associate Degree in Science or Applied Science is awarded in business, criminal justice, fashion, entertainment, nursing, retail, hospitality, allied health, and human services fields.

Bay State faculty members are active professionals in their fields and provide students with the most up-to-date information. The school's well-established internship program offers students real-world experience that is invaluable after graduation.

For students who want to take advantage of the opportunities the city has to offer, Bay State College provides a prime vantage point in the heart of Boston's Back Bay. Boston is one of the world's foremost centers of higher education and is also home to numerous high-tech companies, top medical centers, and new business ventures known internationally.

Bay State College students enjoy all that Boston has to offer academically, socially, and professionally. Within walking distance lie some of the country's most notable educational, cultural, recreational, and historical sites, including the theater district, the Freedom Trail, the Public Garden, museums, music, dance, Harvard Square, the Boston Public Library, and Fenway Park. All of these attractions are easy to reach, thanks to Boston's extensive public transportation system.

When you add it all together ... the diversity of our academic programs ... our proven track record of working with our graduates to secure excellent jobs or enhancing the careers of our working students ... and the history and excitement of Boston ... you'll find that Bay State College is a great place to begin or continue your journey on the road to a successful career and a promising future.

mission and accreditation

Mission

Bay State College is a private college whose mission is to provide students with a quality education that prepares them for professional careers and increasing levels of higher education. Bay State College accomplishes this mission by providing a learning environment where teaching excellence and student services are blended to support the uniqueness of individual students, preparing them to achieve their full potential as ethically and socially aware citizens.

Vision

Bay State College will be the college of choice in our region for career-minded students and employers who seek well-educated graduates in our disciplines.

Core Values:

- Quality
- Respect
- Support

Accreditation

Bay State College is a for-profit institution accredited by The New England Association of Schools and Colleges.

It is authorized to award the following degrees by the Commonwealth of Massachusetts:

- Associate in Science
- Associate in Applied Science
- Bachelor in Science (Fashion Merchandising, Entertainment Management, Criminal Justice and Management)

Bay State College is also a member of several professional educational associations.

The New England Association of Schools and Colleges accredits schools and colleges in the six New England states. Membership in one of the six regional accrediting associations in the United States indicates that the school or college has been carefully evaluated and found to meet the standards agreed upon by qualified educators.

The New England Association of Schools and Colleges, Inc. is located at 209 Burlington Road, Suite 201, Bedford, MA 01730; (781) 271-0022.

Specific Program Accreditation

Medical Assisting Program Accreditation

The Medical Assisting program is accredited by the Accrediting Bureau of Health Education Schools (ABHES) and qualifies students for both the Registered Medical Assistant (RMA) examination administered by the American Medical Technologists and the Certified Medical Assistant (CMA) exam of the American Association of Medical Assistants. ABHES is located at 7777 Leesburg Pike, Suite 314, N. Falls Church, VA 22043 (703) 917-9503.

Physical Therapist Assistant Program Accreditation

The Physical Therapist Assistant program at Bay State College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). In order to be eligible to practice as a PTA in Massachusetts, graduates must take the national licensure examination. CAPTE is located at 1111 N. Fairfax St., Alexandria, VA 22314-1488; 703-706-3245.

Nursing Program Accreditation

The Associate Degree in Nursing program has been granted Candidate Status by the National League for Nursing Accrediting Commission (NLNAC). NLNAC is located at 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000.

State License

Bay State College is authorized to grant Bachelor's and Associate degrees by the Commonwealth of Massachusetts.

Ownership Statement

Bay State College, Inc., a privately held corporation is wholly owned by Bay State Education Corporation, a privately held Massachusetts corporation organized under Massachusetts General Laws, ch. 156D.

Bay State Education Corporation

President: Craig F. Pfannenstiehl

Secretary: Edward S. Brewer, Jr., Esq.

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Fall Semester

| | |
|-------------------------|--|
| August 24 | Residence Halls Open for 1st Year Students |
| August 27-29 | First Year Experience |
| September 3 | Labor Day |
| September 3 | Residence Halls Open for Returning Students |
| September 4 | Classes Begin for All Students |
| September 4-10 | Add/Drop Period |
| September 28 | Volunteer Fair |
| October 3 | Honors List Reception |
| October 8 | Columbus Day, No Classes |
| October 10-13 | New York City Merchandising Trip |
| October 17-21 | Medical Assistants Recognition Week |
| October 19 | Medical Assistants Recognition Day |
| October 19 | Mid-Semester Progress Reports Distributed |
| October 26 | Holiday Retail Fair |
| November 1 | Advising for Spring Semester 2012 Begins |
| November 12 | Veteran's Day - No Classes |
| November 14 | Registration Begins and Advising Continues for Spring 2012 |
| November 14-18 | Entertainment Management Week |
| November 16 | Last Day to Withdraw from a Course and Receive a "W" Grade |
| November 21 | Day Classes End at 12:00 p.m. for Thanksgiving Break |
| November 23 | Residence Halls Close 3PM |
| November 22-25 | Thanksgiving Break |
| November 27 | Residence Halls Open 12PM |
| November 28 | Classes Resume from Thanksgiving Break |
| December 3 | Graduate Year Experience (GYE) Boston |
| December 7 | Last Day of Classes |
| December 10-14 | Day Division Final Exams |
| December 14 | Residence Halls Close |
| December 15 – January 4 | Winter Break |

Spring Semester

| | |
|---------------|---|
| January 7 | Residence Halls Reopen New Students 12PM |
| January 8-9 | FYE |
| January 9 | Residence Halls Reopen Returning Students – 9AM |
| January 10 | Classes Begin- All Students |
| January 21 | Martin Luther King Jr. Day – No Classes |
| January 10-16 | Add/Drop Period |
| February 13 | Honors List Reception |
| February 18 | Presidents' Day – No Classes |
| March 2 | Residence Halls Close 5PM |
| March 2 | Mid-Semester Progress Reports Distributed |
| March 2-10 | Spring Break |
| March 11 | Residence Halls Open 12PM |
| March 12 | Classes Resume |
| March 19 | Advising for Fall Semester 2012 Begins |
| March 22 | Last Day to Withdraw from a Course and Receive a "W" Grade |
| April 2 | Registration Begins and Advising Continues for Fall Semester 2012 |
| April 2 | Graduate Year Experience (GYE) – Boston |
| April 4 | Career Fair |
| April 12 | Graduate Year Experience (GYE) – Middleborough |
| April 15 | Patriots' Day – No Classes |
| April 18 | Health Fair |
| April 18 | Graduate Year Experience (GYE) Boston |
| April 19 | Fashion Show |
| April 19 | Last Day of Classes |
| April 23-27 | Entertainment Management Week |
| April 22-26 | Final Exams |
| April 26 | Residence Halls Close Undergraduates 5PM |
| May 2 | New York Shopping Trip |
| May 5 | Annual Commencement at the Berklee Performance Center 6PM |
| May 9 | Bay State College Commencement |
| May 11 | Residence Halls Close Graduating Students 12PM |

Evening and Online Calendar 2012 – 2013

Summer Semester Term I

| | |
|------------|--|
| May 6 | Classes Begin |
| May 6-10 | Add/Drop Period |
| May 27 | Memorial Day- No Classes |
| June 7 | Last Day to Withdraw from a Course and Receive a "W" Grade |
| June 14 | Last Day of Classes |
| June 17-21 | Final Exams |

Summer Semester Term II

| | |
|--------------|--|
| July 1 | Classes Begin |
| July 1-8 | Add/Drop Period |
| July 4 | Independence Day – No Classes |
| August 2 | Last Day to Withdraw from a Course and Receive a "W" Grade |
| August 9 | Last Day of Classes |
| August 12-16 | Final Exams |

Fall Semester*Term I August 27 to October 17*

| | |
|-----------------|--|
| August 27 | Classes Begin - Boston |
| August 27 | Faculty Meeting 7:45pm - 8:15pm (Boston Only) |
| August 28 | Online Classes Begin |
| August 28 | Classes Begin - Middleborough |
| August 31 | Last Day to Add/Drop Classes |
| September 3 | Labor Day - No Classes |
| September 5 | Associate Student's Meeting 7:45pm - 8:15pm (Boston Only) |
| September 12 | Bachelor Student's Meeting 7:45pm - 8:15pm (Boston Only) |
| September 17-21 | Midterm Exam/Project Week |
| September 24-25 | Mid-Semester Progress Reports Distributed |
| October 3 | Honors Reception – Boston 7:45pm - 8:15pm |
| October 4 | Honors Reception – Middleborough |
| October 5 | Last Day to Withdraw from Class and Receive a "W" |
| October 8 | Columbus Day – No classes (Note: Monday Classes will meet Tuesday, October 9 due to Holiday—Boston only) |
| October 15-17 | Final Exam/Project Week |
| October 16 | New Student Orientations – Middleborough |
| October 17 | Last Night of Classes for Boston |
| October 17 | New Student Orientations – Boston |
| October 18 | Last Night of Classes for Middleborough |
| October 18 | Online Classes End |

Term II October 22 to December 12

| | |
|-----------------------|---|
| October 22 | Classes Begin – Boston |
| October 23 | Online Classes Begin |
| October 23 | Classes Begin – Middleborough |
| October 26 | Last Day to Add/Drop Classes |
| November 12 | Veteran's Day – No Classes (Note: Monday Classes will meet Tuesday, November 13 due to Holiday – Boston Only) |
| November 13-16 | Midterm Exam/Project Week |
| November 19-20 | Mid-Semester Progress Reports Distributed |
| November 21-23 | Thanksgiving Break - No Classes |
| November 26 | Classes Resume – Boston |
| November 27 | Classes Resume – Middleborough |
| November 30 | Last Day to Withdraw from Class and Receive a "W" |
| December 10-14 | Final Exam/Project Week |
| December 13 | New Student Orientations – Middleborough |
| December 12 | Last Night of Classes for Boston |
| December 12 | New Student Orientations – Boston |
| December 13 | Last Night of Classes for Middleborough |
| December 13 | Online Classes End |
| December 14-January 3 | Winter Break |

Evening and Online Calendar 2012 – 2013

Spring Semester

| | | |
|----------------|---------------------------------|--|
| <i>Term I</i> | <i>January 2 to February 22</i> | |
| | January 2 | Classes Begin – Boston |
| | January 2 | Faculty Meeting 7:45pm - 8:15pm (Boston Only) |
| | January 2 | Online Classes Begin |
| | January 3 | Classes Begin – Middleborough |
| | January 8 | Last Day to Add/Drop Classes |
| | January 9 | Associate Student's Meeting 7:45pm - 8:15pm (Boston Only) |
| | January 16 | Bachelor Student's Meeting 7:45pm - 8:15pm (Boston Only) |
| | January 21 | Martin Luther King, Jr. Day - No Classes (Note: Monday Classes will meet Tuesday, January 22 due to holiday—Boston Only) |
| | January 28-31 | Midterm Exam/Project Week |
| | February 4-5 | Mid-Semester Progress Reports Distributed |
| | February 6 | Honors Reception – Boston 7:45pm - 8:15pm |
| | February 7 | Honors Reception – Middleborough |
| | February 8 | Last Day to Withdraw from Class and Receive a "W" |
| | February 18 | President's Day - No Classes (Note: Monday Classes will meet Tuesday, February 19th due to holiday—Boston Only) |
| | February 18-22 | Final Exam/Project Week |
| | February 19 | New Student Orientations – Middleborough |
| | February 20 | Last Night of Classes for Boston |
| | February 20 | New Student Orientations – Boston |
| | February 21 | Last Night of Classes for Middleborough |
| | February 21 | Online Classes End |
| <i>Term II</i> | <i>February 25 to April 19</i> | |
| | February 25 | Classes Begin – Boston |
| | February 26 | Online Classes Begin |
| | February 26 | Classes Begin – Middleborough |
| | March 1 | Last Day to Add/Drop Classes |
| | March 18-22 | Midterm Exam/Project Week |
| | March 25-26 | Mid-Semester Progress Reports Distributed |
| | April 6 | Last Day to Withdraw from Class and Receive a "W" |
| | April 15 | Patriots Day – No Classes |
| | April 15-19 | Final Exam/Project Week |
| | April 16 | New Student Orientations – Middleborough |
| | April 17 | Last Night of Classes for Boston |
| | April 17 | New Student Orientations – Boston |
| | April 18 | Last Night of Classes for Middleborough |
| | April 18 | Online Classes End |
| | April 20-28 | Spring Break |

Summer Semester

Term I *April 29 to June 21*

| | |
|------------|---|
| April 29 | Classes Begin – Boston |
| April 29 | Faculty Meeting 7:45pm - 8:15pm (Boston Only) |
| April 30 | Online Classes Begin |
| April 30 | Classes Begin – Middleborough |
| May 3 | Last Day to Add/Drop Classes |
| May 8 | Associate Student's Meeting 7:45pm - 8:15pm (Boston Only) |
| May 10 | Graduation Ceremony |
| May 15 | Bachelor Student's Meeting 7:45pm - 8:15pm (Boston Only) |
| May 20-24 | Midterm Exam/Project Week |
| May 27 | Memorial Day – No Classes |
| May 28-29 | Mid-Semester Progress Reports Distributed |
| June 7 | Honors Reception – Middleborough |
| June 8 | Honors Reception – Boston 7:45pm - 8:15pm |
| June 10 | Last Day to Withdraw from Class and Receive a "W" |
| June 17-21 | Final Exam/Project Week |
| June 18 | New Student Orientations - Middleborough |
| June 19 | Last Night of Classes for Boston |
| June 19 | New Student Orientations – Boston |
| June 20 | Last Night of Classes for Middleborough |
| June 20 | Online Classes End |

Term II *June 24 to August 16*

| | |
|--------------|---|
| June 24 | Classes Begin – Boston |
| June 25 | Online Classes Begin |
| June 25 | Classes Begin – Middleborough |
| June 28 | Last Day to Add/Drop Classes |
| July 4 | Independence Day - No Classes |
| July 15-19 | Midterm Exam/Project Week |
| July 22-23 | Mid-Semester Progress Reports Distributed |
| August 2 | Last Day to Withdraw from Class and Receive a "W" |
| August 12-16 | Final Exam/Project Week |
| August 13 | New Student Orientations – Middleborough |
| August 14 | Last Night of Classes for Boston |
| August 14 | New Student Orientations – Boston |
| August 15 | Last Night of Classes for Middleborough |
| August 15 | Online Classes End |

Bay State College is a private college whose mission is to provide students with a quality education that prepares them for professional careers and increasing levels of higher education. The College admits students who show the interest and capability to successfully fulfill these goals.

Applications are accepted on a rolling basis.

Prospective students may call or email the Admissions Office to arrange a personal interview (617-217-9000 or admissions@baystate.edu). It is recommended that parents/guardians of prospective students accompany them to visit the college.

General Admissions – All Programs

- . All students are to take an aptitude test and must pass minimum requirements.
- . Grade Point Average (GPA) requirements are out of a 4.0 scale

General Admissions Associate (Day Division)

- . An applicant must submit a High School transcript/equivalent. A student should maintain a cumulative High School GPA of 2.0.
- . Transfer students must maintain a minimum GPA of 2.0 from an accredited college with a minimum of 12 credits. Transfer students with less than 12 credits must submit a High School transcript/equivalent with a minimum GPA of 2.0.
- . Applicants to Medical Assisting must place into English 1.
- . Applicants to the Entertainment Management Audio Concentration program must place into Math I.
- . Applicants to Fashion Design must submit a portfolio.
- . Due to high demand and class minimums, the PTA and nursing programs will fill up early.

General Admissions Associate (Evening Division)

- . An applicant must submit a High School transcript/equivalent.
- . Applicants to Medical Assisting must place into English 1.

General Admissions Baccalaureate Programs (Day and Evening Divisions)

- . An applicant must submit a High School transcript/equivalent with a minimum GPA of 2.3, submit SAT scores and a recommendation from a high school faculty member. Students who maintain a GPA of 2.5 or above are not required to submit a recommendation.
- . Transfer students must maintain a minimum GPA of 2.3 from an accredited college, complete 12 hours of credits towards graduation and submit a recommendation from a faculty member. Transfer students who maintain a GPA of 2.5 or above are not required to submit a recommendation.

Readmission for Veteran Students (HEOA Sec. 114)

In general, students who notify an institution of their intent to return within three years of the end of their military service are entitled to readmission with the same academic standing and status as the student had when the student last attended the institution. With some exceptions, the readmission requirement does not apply if the length of military service exceeded five years.

A student who submits an application for readmission must provide the institution with evidence that the student has not exceeded the length of service requirement, as well as that the student left the service in good standing.

Background Checks

Applicants of Criminal Justice, Early Childhood Education, Medical Assisting, Nursing and the Physical Therapist Assistant program should be informed that personal background checks (CORI) are required before working at an internship and/or clinical and convicted felons may not be allowed to work or may have limitations in the field.

Physical Therapist Assistant Admissions

- . High School or college GPA minimum of 2.7/4.0 based on at least 12 credits.
- . Achievement of a score on the Bay State College's English Placement Test sufficient to be placed into English II.

- . Achievement of a score on the Bay State College's Math Placement Test sufficient to be placed into College Algebra.
- . A laboratory science, either Biology, Chemistry, Physics, or Anatomy and Physiology is required within the last 5 years, either in high school or college, with a grade of "C" (if more than one science achieved, Science GPA minimum is 2.0/4.0).

Nursing Admissions

- . High School or college GPA minimum of 2.7/4.0 based on at least 12 credits
- . Achievement of a score on the Bay State College's English Placement Test sufficient to be placed into English II
- . Achievement of a score on the Bay State College's Math Placement Test sufficient to be placed into MAT102.
- . Adequate Science grades (applicant must have received a C or higher in all Science courses he/she has taken, which should include at least one of the following: Chemistry/Biology/Anatomy and Physiology/Equivalent class).
- . An interview with nursing program representative(s).
- . Personal statement required

International Student Admissions

Must meet Admissions requirements, including

- . Official final high school transcript/equivalent grades, or transcripts translated to English, if needed, including an explanation of the grading system.
- . Official TOEFL score of 550 or higher on the paper exam, a 213 on the CBT or 79-80 on the iBT, or a 6.5 on the IELTS if native language is not English (or language school affiliate equivalent)
- . Official College Translated Transcript (if you are a transfer student)
- . Financial documentation: proof of demonstrating ability to pay the annual cost of tuition and living expenses as well as information explaining who will be financially responsible for the student while in the United States.
- . A letter of support from the person who intends to help make tuition payments.

Applicants should be informed that students in programs that have clinicals are required to permit Bay State College or clinic sites to conduct background checks (CORI) and undergo drug testing to be able to participate in clinical education. Applicants should be informed that convicted felons are at high risk for not being permitted to practice their field in Massachusetts and many other states

Proof of High School Graduation/Equivalency

All students receiving Title IV financial aid are required to provide verification of high school diploma/equivalency. Verification documents must be submitted to Admissions. Without verification, students may not be allowed to continue enrollment and risk losing all financial aid. Should a student not provide verification by the start of the second semester the student will be dismissed from the college and all Title IV financial aid and any state or institutional financial aid that was distributed on the student's behalf must be refunded to the appropriate source; the student will be responsible for payment to Bay State College for any and all money refunded.

For student not receiving Title IV financial aid, the College will ensure that student qualifications and expectations are compatible with institutional objectives. Individuals admitted without verification of high school diploma/equivalency will need to demonstrate through their intellectual and personal qualifications a reasonable potential for success in the programs to which they are admitted. The College will determine the reasonable potential for success on a case-by-case basis and may take into consideration factors such as student interview, transcript(s) and test results.

General Admissions - All programs

Bay State College reserves the right to make exceptions on Admissions decisions. Exceptions are at the discretion of the college and are on a case by case basis.

The admissions office reserves the right to request additional information to determine admissions eligibility for any applicants.

academic programs and services

Career Services

Bay State College offers a variety of career development, job search, and college transfer services to students and alumni. Part-time jobs, full-time jobs, internships, and volunteer opportunities are listed in this office, as well as on the College's website. The Office of Career Services offers career development and preparation workshops during the academic year. Workshops address resume and cover letter writing, interviewing techniques, communication skills, job search strategies, and transfer issues. In addition, the Office sponsors an annual Career Fair. The Office of Career Services is a valuable resource for all students and alumni. The staff also provides individual transfer support and counseling to students seeking to continue their education.

The Office is located on the third floor of 35 Commonwealth Avenue and is open Monday through Friday from 8:00am to 5:00pm. In addition, the office is open the 1st and 3rd Wednesday of the month until 6:00pm.

The Director of Career Services, Tom Corrigan, can be reached at (617) 217-9205 or via email at tcorrigan@baystate.edu. Doug Sherman, Career Services Advisor, can be reached at (617) 217-9230 or via email at dsherman@baystate.edu.

Center for Learning and Academic Success

The Center for Learning and Academic Success serves as a supplementary learning tool for students to improve skills through individual and small group tutoring, labs, and workshops. Working with faculty, professional, and peer tutors, students are offered assistance in a variety of academic subjects. Additionally, CLAS offers free online tutoring to all students. The goal of CLAS is to support students to become self-confident, independent, and successful learners. CLAS is located in the Learning Commons, 31 St. James Avenue and has convenient day and evening hours.

Bookstore

Textbooks are available at the Bay State College Bookstore, located at 31 St. James, on the first floor. College merchandise and logo-wear can be purchased at the Bookstore as well. The Hours of Operation are Monday and Wednesday from 9:00am - 7:00pm and Tuesday, Thursday, and Friday from 9:00am - 5:00pm. The Bookstore is closed on the weekends.

Computer Labs

Bay State College has computer labs at 31 St. James Avenue (Rooms 226 and 227 and within the Library), which are available for student use. Computers are also available outside of the labs at 31 St. James Avenue. Students using the computer labs must adhere to the following rules:

- . No eating/drinking is allowed.
- . No cell phones.
- . Students must check the computer lab schedule, posted outside computer rooms and on bulletin boards, for room availability. Students are not allowed to enter labs when classes are in session.
- . Students must use computers for students' academic work only (no socializing or computer games allowed).

International Student Services

Bay State College offers international student services to help students adjust and succeed in achieving their education. The international student advisor is available throughout the academic year to assist international students with immigration and employment concerns, cultural transitions, housing, and academic advising. Please contact apotenza@baystate.edu for more information.

Online Courses

Bay State College offers Associate's and Bachelor's degrees in Criminal Justice and Management fully online. In addition, Day and Evening Division students can access a variety of online to accommodate their schedules. Online courses follow the Evening & Online Division Schedule and classes are eight weeks in length with six terms offered during the Academic Year. The online classes are instructor led and achieve the same learning outcomes and credit hours as the equivalent classroom course. Courses do not meet at a specific time, assignments and course activities are completed asynchronously by each student throughout the week. Students taking an online course for the first time must complete the Online Student Orientation course (OSO101) prior to starting their online class.

The Online Division also supports the College's Hybrid and Web Supported classes.

Please contact either the Director of Online Programs, jsmall@baystate.edu, or the Online Student Coordinator, bwenger@baystate.edu, for more information about Online Division courses.

Study Abroad

Bay State College is a partner of the Suffolk University Study Abroad program. Through this program students can customize their study abroad experiences to best match their academic, career and travel interests. Full-year, semester and summer programs are offered. Language skills are not required for most locations prior to your departure but will be a part of your studies when you arrive. Bay State College has also partnered with Syracuse University and several leading business universities in Hungary, Austria, India and Kazakhstan to offer students short-term and semester-long exchange programs. All programs are offered in English and provide not only classroom instruction, but also various cultural and language development activities. Moreover, these exchange programs may be combined with internship opportunities to enable students to gain invaluable international work experience. Interested students should contact the Dean of the School of Management for more information. It is strongly recommended that you consult your Advisor or Department Chair early in your program if you are considering study abroad. Requirements will vary by country and program, but most programs require a minimum cumulative GPA of 2.5 to apply. Further information can be found online at or <http://www.suffolk.edu> or by calling Alice Potenza at 617-217-9244. Students are not eligible for Bay State grants or scholarships during a study abroad semester.

Library

The Bay State College Library is located on the second floor of 31 St. James Avenue. The library is staffed with a trained librarian who is available to guide and instruct students in the research process. With its growing collection and commitment to student information literacy, the library aims to be a central component of the educational experience at Bay State. The library's resources include:

- . 10,000 books, including reference works, textbooks on reserve, major-specific subject collections, and fiction
- . 20 computers with Internet access, 6 circulating laptops and wireless access
- . Access to 6 online research databases, many with full-text articles
- . A collection of over 70 periodicals, including professional publications, journals, newspapers and popular magazines
- . Inter-library loan access
- . Borrowing privileges at the main branch of the Boston Public Library

- . Ample study space
- . Class research instruction and one-on-one research assistance

Middleborough Campus Library

Bay State College maintains a collection of program-specific books within the Middleborough High School Library, which is open to Evening students on Tuesdays and Thursdays. In addition, Middleborough students can benefit from Bay State's agreement with Maxwell library at Bridgewater State College, which enables Middleborough students to access walk-in librarian assistance, additional resources for academic research, and study space.

Middleborough students are encouraged to use the library's online resources and to contact the librarian for any research or citation help they might need. Any students who are current residents of the town of Bridgewater are also eligible for a free community borrower's card, which would allow for the borrowing of library materials from the Bridgewater State College Library. Non-Bridgewater residents may purchase a community borrowers' card. For more information about the Bridgewater State College Library, please visit <http://www.bridgew.edu/library/circ.cfm>.

Bay State College Library Services for Online Students

Bay State College students taking courses online can make use of many of the library's most valuable resources. The online databases below will provide students with high-quality articles from scholarly journals, newspapers, and magazines. These online resources include: ProQuest, EBSCO, LexisNexis, JSTOR, and Gale. Students can access these library resources with their Bay State email and password.

Please use the following link or URL to access the Bay State College Online Library Services: <http://marcy.baystate.edu/login>

Online students can contact the Bay State College Librarian during regular library hours via phone, email or from the Meebo Chat widget found inside the online courses.

Student Lounges

Student Lounges are located at 437 Boylston Street (3rd floor), 35 Commonwealth Avenue (2nd floor) and 31 St. James Avenue (2nd floor). The student lounges offer a variety of social and quiet spaces for students to utilize in between and after classes.

academic programs overview*

Boston Day Division

Baccalaureate

- . Criminal Justice
 - Domestic and International Security Concentration
- . Entertainment Management
 - Audio Production Concentration
- . Fashion Merchandising Management
 - Finance Concentration
 - Health Care Management Concentration
 - Hospitality Concentration
 - Marketing Concentration

Associate

- . Business Administration
- . Criminal Justice
- . Early Childhood Education
- . Entertainment Management
 - Audio Production Concentration
- . Fashion Design
- . Fashion Retail Merchandising
- . Health Studies
- . Hospitality Management
- . Medical Assisting
- . Nursing
- . Physical Therapist Assistant
- . Retail Business Management

Evening Division

BOSTON CAMPUS

Baccalaureate

- . Criminal Justice
 - Domestic and International Security Concentration
- . Entertainment Management
- . Fashion Merchandising Management
 - Health Care Management Concentration
 - Hospitality Concentration
 - Finance Concentration
 - Marketing Concentration

Associate

- . Business Administration
- . Criminal Justice
- . Entertainment Management
- . Fashion Retail Merchandising
- . Hospitality Management
- . Medical Assisting
- . Retail Business Management

MIDDLEBOROUGH CAMPUS

Baccalaureate

- . Criminal Justice
 - Domestic and International Security Concentration
- . Management
 - Finance Concentration
 - Health Care Management Concentration
 - Hospitality Concentration
 - Marketing Concentration
- . Entertainment Management

- . Fashion Retail Merchandising

Associate

- . Business Administration
- . Criminal Justice
- . Medical Assisting
- . Entertainment Management
- . Fashion Retail Merchandising
- . Hospitality Concentration

Online Division

Baccalaureate

- . Criminal Justice
 - Domestic and International Security Concentration
- . Management
 - Finance Concentration
 - Health Care Management Concentration
 - Marketing Concentration

Associate

- . Business Administration
- . Criminal Justice
 - Security Concentration

The College awards academic semester credits.

Day Division

- . Semester length is 15 weeks
- . One credit is equal to one contact hour of lecture per week for a semester
- . One credit is equal to two contact hours of lab per week for a semester
- . A contact hour (clock hour) is equal to 50 min.

Evening Division

- . One semester is two, eight-week terms
- . One credit is equal to 15 contact hours of lecture per term
- . One credit is equal to 30 contact hours of lab per term

Evening Division

Bay State College offers Baccalaureate degrees and Associate degrees through its Evening Division.

These professional programs help prepare students to succeed in the career of their choice, while working full-time. Each campus location – Boston and Middleborough – offers classes conveniently scheduled twice each week. Many Associate degree programs can be completed in just 20 months through eight-week terms offered in three Evening semesters per academic year. Refer to the Evening Division Calendar in this catalog for more details.

Interested students may also take non-degree coursework. Bay State College is continually reviewing, enhancing, and creating programs to meet the needs of students and industry. Please refer to the academic programs and course descriptions in this catalog for more information.

*The College reserves the right to not run a program for any reason.

STUDENT FINANCIAL SERVICES

Each year the Student Financial Services Office assists many students in obtaining the funds necessary to make college affordable. All eligible students, Day, Evening or Online, fulltime or part-time, may be eligible to receive financial assistance. Students and parents are encouraged to meet with the Student Financial Services Office staff to determine their individual options.

To apply for financial aid, a student must:

1. Apply for the U.S. Department of Education PIN at <http://www.pin.ed.gov>
2. Complete the financial aid application (FAFSA) at <http://www.fafsa.ed.gov>

For additional information, assistance or one-on-one counseling contact the Student Financial Services Office at 617-217-9066.

For each academic year, the priority deadline for consideration for all institutional funds is March 15. The deadline for MASSGRANT funds is May 1. Other states will have varying deadlines for consideration for state grant aid. Please check with the Student Financial Services Office regarding other deadlines.

In addition to the FAFSA, students must submit any other documents required by the Student Financial Services Office. The student should review the Student Aid Report (SAR) to determine if the Student Financial Services Office will require additional documents. The SAR should also be reviewed to ensure the accuracy of the data submitted. The student should contact the Student Financial Services Office immediately if there are any inaccuracies. Students must complete all financial arrangements prior to registering for classes.

At the end of each semester, each student's academic progress and student account is reviewed. Financial aid applicants who have met all eligibility criteria will be reviewed for all federal, state, and institutional funds available. Financial aid applicants who fail to meet all eligibility criteria, including satisfactory academic progress, will not be eligible for aid. Students must reapply each academic year for financial aid. Renewal FAFSA is available in January each year. The FAFSA should be completed by March 15 each year to ensure all deadlines have been met. To be eligible for financial aid, a student must meet all of the following criteria:

- A. Provide all documents required by either the Student Financial Services Office and/or the Department of Education;
- B. Be enrolled in a degree program;

- C. Be enrolled on at least a half-time basis (6 credits) each semester, if applying for a student loan, and at least 1 credit each semester for a Federal Pell Grant;
- D. Maintain satisfactory academic progress;
- E. Be a U.S. citizen or eligible noncitizen;
- F. Not owe a refund on a Federal Pell Grant or be in default on a Federal Perkins Loan (formerly NDSL), Federal Stafford Loan (formerly GSL), or Parent Loan for Undergraduate Students (PLUS)
- G. Have a valid social security number
- H. Be registered with the Selective Service, if required
- I. Have not been convicted of an illegal drug offense

Satisfactory Academic Progress and Financial Aid

Satisfactory Academic Progress (SAP) is reviewed each semester and is described in the Bay State College Student Handbook. If a student does not meet SAP, he/she will be placed on a warning status for the following semester. The student will continue to maintain financial aid eligibility and to receive financial aid funding for the probationary semester. A student may only receive aid for one probationary semester. Exceptions to this may be granted on appeal. At the end of the warning semester, the student's SAP will be reviewed again and must be brought up to an appropriate level or the student's eligibility for aid is terminated.

If a student's financial aid eligibility is terminated due to SAP, he/she does have the right to appeal this termination. A written appeal must be submitted to the Academic Standing and Integrity Committee and should include all relevant information regarding the reasons for the student's past academic performance, steps being taken to improve the student's academic performance, and any other relevant information or documentation. The appeal will be reviewed with the Academic Standing and Integrity Committee. The Student will be notified in writing of the final decision about the appeal.

Students who are ineligible for aid due to SAP may only regain eligibility if one of the following occurs:

- . The student meets the SAP requirements and is within the maximum time frame allowed.
- . The student appeals and the appeal is granted, allowing the student one more probationary semester.
- . Even if an appeal is granted the student is not guaranteed institutional aid.

Withdrawal and Administrative Withdrawals

The official process for withdrawing from Bay State College or for being Administratively Withdrawn is described in the Bay State College Student Handbook. Federal and State financial aid awards will be adjusted according to federal and state regulations, which stipulate that a student who withdraws retains aid in proportion to the percentage of the semester/term he/she was enrolled. If the student withdraws during the first 60% of the semester/term, a portion of his/ her funds must be returned. Once the student has completed more than 60% of the semester, no adjustment to the financial aid award is necessary.

Students who borrow from a federal or state student loan program during their enrollment at Bay State College are required to complete the appropriate student loan exit counseling forms when they cease to be enrolled in a degree program at least half-time. Students who borrow a Federal Direct Subsidized/Unsubsidized Loan, may complete this requirement online at <http://www.studentloans.gov>. Students who borrow a Federal Perkins Loan are required to meet one-on-one with a Student Financial Services Counselor to complete this requirement.

The student's deferment period for all federal loan programs will begin based on the student's withdrawal date. Students are allowed only one deferment period for each loan. Consequently, a student who withdraws and then returns to Bay State College or another institution may not be eligible for an additional deferment period prior to the start of repayment. Students are strongly encouraged to meet with a Student Financial Services Counselor and the Student Accounts Administrator prior to withdrawal to determine the financial impact of their withdrawal from Bay State College and to complete the required student loan exit counseling forms.

Leave of Absence

Financial aid awards will be adjusted, as required by federal regulations, based on the type and time of the leave of absence. The official process for requesting a leave of absence from Bay State College and the type and timing of a leave of absence is described in the Student Handbook. In the event that a student fails to return from an approved leave of absence, the student will be withdrawn with an effective date equal to his/her original leave date. In these instances, repayment on any federal loans may begin immediately. Students are strongly encouraged to meet with the Student Financial Services Office staff and the

Student Accounts Administrator prior to taking an official leave of absence to determine the financial impact of their leave of absence from Bay State College.

Financial Aid Disbursement

With the exception of Federal Work-Study, all financial aid is applied directly to the student account for the appropriate semester. Before any aid will be disbursed, the student must meet all financial aid eligibility criteria as outlined in the Student Handbook. The student's enrollment status must also be determined as either fulltime, 3/4-time, 1/2-time, or less than 1/2-time, and all appropriate aid adjustments must have been done. This determination is made after the Add/Drop period of each semester or term; In addition, there may be requirements specific to an award that must be met before that award can be applied to the student account. Institutional aid is disbursed on the 60th day of the semester. Students' aid is adjusted at this time to reflect current enrollment status. Institutional aid will be cancelled if the account is past due.

Graduation

Students who borrow from a federal or state student loan program during their enrollment at Bay State College are required to complete the appropriate student loan exit counseling forms when they cease to be enrolled in a degree program at least half-time. All graduating students are mandated to attend the annual Graduate Year Event, (GYE) which provides the resources necessary to complete exit requirements. Student borrowers who fail to complete the required student loan exit counseling sessions may not receive their official diploma or an official academic transcript from Bay State College. Please refer to the Calendar located on Pages 6-10 of this Catalog for GYE scheduled dates.

Student Loan Counseling Services

Student Financial Services Office staff are available to assist borrowers of all Federal and State loan programs while they attend Bay State College and after they leave (post-graduate and withdrawal). In addition, these counselors provide in-depth entrance and exit loan counseling sessions on all Federal student loan programs. Additional counseling assistance is available to students in areas such as loan repayment, loan deferments, loan consolidation, and credit issues.

Due to limited Institutional Funds, students are asked to meet the annual Priority Deadline of March 15th.

All Financial Aid Awards are subject to change based on Federal, State and Institutional guidelines.

AWARDING GUIDELINES 2012 - 2013

FEDERAL FUNDS

| | |
|------------------------------|--|
| PELL Grant | Eligibility determined through the FAFSA application. Award amounts vary depending on the enrollment status and EFC, (Expected Family Contribution). |
| SEOG Grant | EFC 0-2000, \$500, EFC 2001-max, \$350. - Limited Funds |
| Federal Perkins Loan | Awarded to PELL eligible students residing in the Residence Halls. Limited funds. |
| Direct Federal Stafford Loan | Must be at least half-time. Amounts vary. |
| Federal PLUS Loans | Must be at least half-time. Funded up to cost of attendance. |
| Federal Work Study | Eligibility based on unmet need. \$2,000 maximum. Limited funds. |

STATE FUNDS

| | |
|-------------------|---|
| State Scholarship | Eligibility determined through the FAFSA application. Award varies depending on the EFC. FAFSA must be processed by May of each year to qualify. MA residency required. Other states have their own deadlines |
|-------------------|---|

INSTITUTIONAL FUNDS

| | |
|------------------------------------|---|
| Presidential Scholarship | Must have a minimum High School GPA of 3.0. Only awarded to First Year Students. |
| Achievement Award 1 | Merit based. Minimum GPA of 3.0. Pro-rated for less than FT must maintain minimum of ½ time enrollment. Must be at least HT. Limited Funds. |
| Achievement Award 2 | Merit based. Minimum GPA of 3.5. Pro-rated for less than FT must maintain minimum of ½ time enrollment. Must be at least HT. Limited Funds. |
| Honors Award | Must have a minimum High School GPA of 2.5. Only awarded to First Year Students. |
| Career Education Opportunity Grant | Awarded to EFC 4996-25000, Not Pell Eligible. |

finances

FEDERAL FUNDS

| | |
|-----------------------------|--|
| Community Service Awards | Awarded annually to students who document community service experience. Limited funds. Less than 40 hrs/yr service \$500/Annual. Greater than 40 hrs/yr service \$1000/annual, Minimum GPA 2.5. \$2,500 for 3rd or 4th year leadership role. |
| International Award | Merit based. Awarded to 3rd and 4th year International students. Limited funds. |
| Yellow Ribbon Veteran Award | College matches VA Yellow Ribbon funding. |
| Bay State Grant | Merit based. Requires a minimum GPA of 2.0. Limited. |
| Housing Grant | Awarded to full-time Residence students who are within EFC range of 0-35,000, completed FAFSA and who qualify for Financial Aid. Limited Funds. |
| Mentoring Award | Available to 2nd, 3rd and 4th year students. Student must apply and be interviewed to be considered. Student performs a mentoring service for award. Limited Funds. |
| Louis F. Musco Award | Awarded to the first-year student who combines good scholastic ability with outstanding college participation. Scholarship is applied to the student's second year at Bay State College. Recipients of this award must be full-time students for the entire academic year. |
| George J. Brennan Jr. Award | Awarded to a first-year student who has attained the highest academic GPA during the first year at the College. Recipient must be a full-time student for the entire academic year. Applied to student's second year at BSC. |

Additional Bay State Grants, Scholarships and Work Study:

- . Guidance Scholarship: This scholarship is awarded to a student who has been nominated by his/her guidance office. All Massachusetts high school guidance offices are eligible to participate in nominating a candidate. The student must maintain a GPA of 3.0 or higher to maintain eligibility and must be in good financial standing with the College.
- . Tech Prep Scholarship: This scholarship is given to high school seniors in the Tech Prep program at their high schools. The student must be enrolled at Bay State for the upcoming Fall semester. This scholarship can be renewed for the second year of study as long as the student receives a 2.7 or better GPA.

Bay State College participates in the Federal Work Study program. Please contact Career Services for more information. All Financial Aid Awards are subject to change based on Federal, State and Institutional guidelines.

tuition and fees information

Day Students

Policy Statement

Tuition charges are assessed on a per credit hour basis. This provides students with maximum flexibility based on individual financial and academic needs. As the chart below illustrates, the pricing is customizable, making Bay State College more personal and affordable. Note: Rates quoted below are for the 2012-13 Academic Year. Tuition and related fees are assessed after the add/drop period of each term. Charges are not prorated unless noted.

2012-13 Day Tuition Charges

\$749 per Credit Hour (Early Childhood Education, Medical Assisting, Health Studies)

| Program | Cost Per Credit | Cost for 30 credits |
|-----------------------------|-----------------|---------------------|
| Early Childhood Education* | \$749 | \$22,470 |
| Medical Assisting* | \$749 | \$22,470 |
| Health Studies* | \$749 | \$22,470 |
| Business* | \$768 | \$23,040 |
| Criminal Justice* | \$768 | \$23,040 |
| Fashion Merchandising* | \$768 | \$23,040 |
| Fashion Design* | \$768 | \$23,040 |
| Entertainment Management* | \$768 | \$23,040 |
| Hospitality Management* | \$768 | \$23,040 |
| Nursing* | \$781 | \$23,430 |
| Physical Therapy Assistant* | \$781 | \$23,430 |

*Program flow sheets may require more or less than 30 credits per academic year.

Residence Hall Fees and Deposits

Policy Statement: Residence hall fees are based on a full academic year. Students are responsible for the full year room and board cost upon withdrawal. Students must immediately relocate from the residence halls when not enrolled at the college.

Room and Board **\$11,800**

The Room and Board fee is assessed annually and covers all housing expenses. Rooms are doubles, triples and larger. Board includes 14 meals per week. Students can select from breakfast and either lunch or dinner during the week and brunch and dinner on weekends. This fee is nonrefundable.

Room and Board Upgrade **\$3,000**

This fee is assessed in addition to the Room and Board fee to students who wish to reside in a single occupancy room. This fee is nonrefundable.

Meal Plan Upgrade **\$250**

The meal plan upgrade is assessed in addition to the Room and Board Fee to students who wish to have all 19 meals per week. This fee is nonrefundable.

Room and Board/Security Deposit **\$300**

A deposit must be paid annually when the Residence Agreement is submitted. This deposit reserves the student's place in the residence halls. This deposit is nonrefundable. Upon occupancy, this fee is transferred to the security deposit which is refundable net of any damages. See Housing Contract for details.

Residence Hall Technology Fee **\$250**

The Residence Hall Technology Fee of \$250 is assessed annually of all students who reside on campus. This fee covers items including hardware and service for Internet access and cable television in rooms and in common areas. This fee is nonrefundable.

Other Fees and Deposits

Application Fee **\$40**

Payable with the application for admission. This fee is nonrefundable.

Late Payment Fee **\$25/month**

The college charges \$25 per month for each late payment.

Library Late Fee **\$25/cost of book**

If a student checks out a book(s) from the Library and does not return it within 60 days, the book will be declared lost and the student will be charged for the replacement cost of the book plus a \$25 processing fee. This fee is nonrefundable.

Return Check Fee (NSF) **\$30/occurrence**

A returned check fee is charged each time a check or ACH payment is returned by the bank. The college reserves the right to refuse payment by check or ACH after two NSF returns.

tuition and fees information

Student Accident & Sickness Insurance

\$1,215

The Commonwealth of Massachusetts requires that any degree-seeking student enrolled $\frac{3}{4}$ time (nine credit hours/semester) or more be covered by a comprehensive health insurance program. This fee purchases an annual insurance policy for the student. his fee may be waived if the student is already covered by a comparable health insurance program. This fee is prorated for spring and summer starts. This fee is nonrefundable.

Student Activities Fee

\$50

A Student Activities fee is charged each academic year to support social activity programs for residential and commuter students. The fee is administered by the Student Government Association and the Dean of Student Affairs. This fee is prorated for students starting classes in January. This fee is nonrefundable.

Student Services Fee

\$400

The Student Services Fee is charged annually to all Day students to cover the cost of various activities including orientation, the Learning Center, computers and Internet access, as well as career placement services. This fee is prorated for students starting classes in January. This fee is nonrefundable.

Student ID Replacement Card

\$20

A replacement card fee is charged when a replacement ID card is needed by the student.

Summer Student Fee

\$10

Tuition Deposit

\$100

Payable upon receipt of the acceptance letter. This nonrefundable deposit is applied to tuition charges.

Books, Supplies, and Program Fees

The cost of books and supplies varies depending on the courses taken each semester. Some programs of study may require the payment of a program fee. These fees cover the added cost of supplies specific to the programs. Book Vouchers may be available to students who qualify. Please see the Financial Aid Office to obtain a Voucher.

Fashion Design Program Studio Fee

\$300

The Fashion Design Program Studio Fee is charged annually to all students enrolled in the Fashion Design program. This fee is nonrefundable. This fee is prorated for students starting classes in January.

Health and Human Services Program Fee

\$475

The Health and Human Services Program Fee is charged annually to all Day students enrolled in the Medical Assistant, Nursing, and Physical Therapist Assistant programs. This fee is nonrefundable. This fee is prorated for students starting classes in January.

Entertainment Management-Audio Production Program Fee

\$100

Entertainment Management Program fee is charged annually enrolled as Entertainment Management Audio Production Majors. This fee is nonrefundable.

Online Course Technology Fee

\$75/course

Students registered for online courses will be assessed this fee. The charge is per course. This fee is nonrefundable.

Evening Division Students

Tuition Policy Statement

For the 2012-2013 Academic Year: Evening division students are charged at the rate of \$300 per credit hour. Most courses are three credits. Note: Tuition and related fees are assessed after the add/drop period of each Term (Session I and Session II).

Books, Supplies, and Program Fees

The cost of books and supplies varies depending on the courses taken each semester. Some programs of study may require the payment of a program fee. These fees cover the added cost of supplies specific to the programs. Book Vouchers may be available to students who qualify. Please see the Financial Aid Office to obtain a Book Voucher.

Other Fees and Deposits

Computer Lab Fee

\$50/CIS Course

This lab fee is assessed for each CIS course registered.

General Lab Fee

\$50/Course

This lab fee is assessed to each class with a lab component.

Online Course Technology Fee

Fee\$75/Course

Students registered for online courses will be assessed this fee. The charge is per course.

Late Payment

Fee\$25/month

The college charges \$25 per month for each late payment.

Additional program and/or course specific fees may apply.

Library Late Fee

If a student checks out a book(s) from the Library and does not return it within 60 days, the book will be declared lost and the student will be charged for the replacement cost of the book plus a \$25 processing fee. This fee is nonrefundable.

Return Payment Fee (NSF) \$30/Occurrence

A returned payment fee is charged each time a check or ACH payment is returned by the bank. The college reserves the right to refuse payment by check or ACH after two NSF returns.

Student Accident and Sickness Insurance \$1,215

The Commonwealth of Massachusetts requires that any degree-seeking student enrolled $\frac{3}{4}$ time (nine credit hours/semester) or more be covered by a comprehensive health insurance program. This fee purchases an annual insurance policy for the student. This fee may be waived if the student is already covered by a comparable health insurance program. This fee is prorated for spring and summer starts. This fee is nonrefundable.

Student ID Replacement Card \$20

Online Division Students

Tuition Policy Statement

For the 2012-2013 Academic Year: Online division students are charged at the rate of \$350 per credit hour. Most courses are three credits. Note: Tuition and related fees are assessed after the add/drop period of each Term (Session I and Session II).

Books, Supplies, and Program Fees

The cost of books and supplies varies depending on the courses taken each semester. Some programs of study may require the payment of a program fee. These fees cover the added cost of supplies specific to the programs. Book Vouchers may be available to students who qualify. Please see the Financial Aid Office to obtain a Book Voucher.

Other Fees and Deposits

Late Payment Fee \$25/month

The college charges \$25 per month for each late payment.

Online Course Technology Fee \$75/Course

Students registered for online courses will be assessed this fee. The charge is per course.

Return Payment Fee (NSF) \$30/Occurrence

A returned payment fee is charged each time a check or ACH payment is returned by the bank. The college reserves the right to refuse payment by check or ACH after two NSF returns.

Student ID Replacement Card \$20

A replacement card fee is charged when a replacement ID card is needed by the student.

Institutional Refund Policy

Withdrawal from the College

Students who need to withdraw from Bay State College must officially withdraw by completing and submitting a Student Action Form to their Department/Program Chair. The student's official date of withdrawal is the date the College is notified. Tuition will be adjusted in accordance with the published refund schedule, based on the official date of withdrawal. All fees are nonrefundable after the Add/Drop period. Deposits toward tuition and housing are nonrefundable. Residence Hall charges are for a full academic year and are not subject to refunds (see Residence Agreement).

Day Division*

| Refund Schedule | % Refundable |
|-------------------------|--------------|
| Prior to Week 1 | 100% |
| Week 1 | 100% |
| Week 2 | 75% |
| Week 3 | 50% |
| Week 4* | 25% |
| No refunds after Week 4 | |

Evening Division and Online Programs*

| Refund Schedule | % Refundable |
|-------------------------|--------------|
| Prior to week 1 | 100% |
| Week 1 | 100% |
| Week 2 | 75% |
| Week 3 | 50% |
| No Refunds After Week 3 | |

*Withdrawing from the College after the established drop date for that term will result in zero percent refund. Please speak to the Student Accounts Administrator prior to withdrawing from the College.

Withdrawal from a Course

Students who withdraw from a course after the add/drop deadline are not entitled to a refund. Withdrawing from a course(s), especially if the student is taking less than 12 credits (a full-time course load), may result in an adjustment to the student's financial aid eligibility. Students are expected to contact their Financial Aid Counselor and the Student Business Center to discuss financial obligations to the College before withdrawing from a class.

policies and procedures

Course Load Full-Time Student

Full-Time Student. A full-time student is registered for a minimum of 4 courses or 12 or more credits per semester.

Part-Time Student. A part-time student is registered for fewer than 4 courses or 12 credits per semester. Part-time status will impact a student's financial aid award.

The Family Educational Rights and Privacy Act (FERPA)

Student Rights to Information

The Family Educational Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment), as amended, is a federal regulation governing the privacy of personally identifiable information in student educational records. Education records are any records maintained by the College or an agent of the College that are directly related to the student. Education records can exist in any medium, including: typed, computer generated, videotape, audiotape, film, microfilm, microfiche and email. A student has the following rights under FERPA;

1. To inspect and review his or her educational records; Requests to inspect education records should be made in writing to the Office of the Registrar. The request should include a description of the record(s) they wish to review. The Registrar will make arrangements for access and notify the student. The College has 45 days to respond to the request.
2. To request an amendment to a record that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student wishing to amend a record should submit a written request to the Office of the Registrar detailing the record that they would like amended and the information that is incorrect or misleading. The College will review the request and respond to the student in writing. If it is determined that the record should not be amended, the student will have the option to a hearing to appeal the decision. Details regarding the appeal process will be provided in the written reply.
3. To provide written consent before the College discloses personally identifiable information from the student's educational records, except to the extent that FERPA authorizes disclosure without consent: Under the guidelines of FERPA, the College is permitted to disclose information from a student's education record, without a student's prior written consent, to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or

support staff position, 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), or a person serving on the Board of Trustees. A school official has a legitimate educational interest if the official needs to review information from an education record in order to fulfill his or her professional responsibilities for the College.

4. 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, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

A student also has the right to block the release of directory information. Directory information is student data that is not considered harmful or an invasion of privacy if released. Currently, directory information at Bay State College is limited to name, major field of study, dates of attendance, anticipated or actual graduation date and degrees conferred. Attendance records and the professional readiness grade may also be released to prospective employers. A student may, to the extent permitted by FERPA, block the release of directory information by submitting a written request to the Office of the Registrar.

If a student wishes to authorize the release of education record information to parents, guardians or any other individual, a Release Form must be completed, signed and submitted to the Office of the Registrar. Once the form is submitted, authorized individuals may be informed of the student's status at Bay State College with respect to grades, academic standing, and financial obligations. This release will remain in effect for as long as the student is enrolled at Bay State College. If the student ever wishes to revoke or modify this authorization, a new Release Form should be completed, signed and submitted to the Office of the Registrar.

In accordance with the requirements of FERPA, the College provides annual notice to students regarding these rights.

Student Right to Know and Graduation Rate

In accordance with the Student Right to Know Regulations (published in the December 1, 1995, Federal Register, pages 61775 through 61788), Bay State College discloses its graduation rates:

Thirty-four percent of the Fall 2008 Cohort of Associate Degree-Seeking Freshmen received a

recognized educational credential from Bay State College by August 31, 2011.

Thirty-three percent of the Fall 2008* Cohort of Baccalaureate Degree- Seeking Freshmen received a recognized educational credential from Bay State College by August 31, 2011.

*This is the first year that Baccalaureate Degree student graduation rates are eligible for reporting.

Transfer-Out Rate

In accordance with the Student Right to Know Regulations (published in 22 the December 1, 1995, Federal Register, pages 61775 through 61788), Bay State College discloses its transfer-out rate: The Fall 2008 Cohort of Full-Time, First-Time, Degree-Seeking Freshmen who transferred out of Bay State College to a four-year institution before completion of their program of studies was 7.7 percent.

Transfer of Credit

Students entering the Associate Degree program may transfer no more than 30 credits, and students entering the Bachelor Degree program may transfer no more than 90 credits, from an accredited institution to Bay State College. The institution must be accredited by a recognized accrediting body, and the course(s) must be equivalent to one offered at Bay State College (excluding elective credit). Incoming students who wish to transfer credits from another institution must submit an official transcript prior to admission. The Registrar's Office will evaluate courses based on similarity in the scope and breadth of course content. Course descriptions and, if necessary, course syllabi, will be used to support this determination. A summary of the evaluation will be provided to the student.

Credits to be transferred must meet the following requirements: The grade earned must be a C or better; science, technical and other courses more than five years old will not be accepted if such courses are central to the current knowledge and/or skills base of a program of study; other courses not considered central to current knowledge and/or skills base of a program of study will be considered regardless of the year completed. Credits transfer; grades and quality points do not. Developmental courses such as Basic English, Basic Mathematics, and College Reading, are not eligible for transfer.

The PTA program has special considerations for transfer credits. Anatomy and Physiology will be considered as a transfer class if passed with a B or better in both lecture and lab. Students who seek to transfer PTA courses must have attended an accredited PT or PTA program. Courses in which a student has received a B or better may be considered for transfer credit. In some cases a course syllabus may be required to demonstrate equivalence. The

Program Chair may require that a student either audit a portion of a course or the entire course in order to accept transfer credits. Further, a student may be required to demonstrate knowledge and competence in course content in order to transfer credit.

Students already attending Bay State College may also transfer courses under the above conditions. However, a minimum of 9 of the last 15 credits toward a degree must be earned at Bay State College. Current students seeking to have courses considered for transfer into Bay State College must have a Pre-Approval for Transfer Credit Form completed and signed by their Academic Advisor or Department/Program Chair before the course is undertaken.

Credit for Prior Learning

In addition to credits from another institution, Bay State College also accepts proof of college-level learning through our Credit for Prior Learning program. Students may submit scores from the College Board's Advanced Placement Program (AP) and College Level Examination Program (CLEP); from International Baccalaureate (IB), DSST (DANTES), ACE (American Council on Education) recommendations, and military transcripts. Bay State College will accept AP scores of 3 and higher and the College follows the ACE recommended CLEP scores. Portfolio-based Prior Learning Assessments (PLA) can also be submitted. Students interested in obtaining credit for any of the above should consult with their Academic Advisor for additional information. A student may earn up to 30 total semester credit hours toward a baccalaureate degree through portfolio and credit-by-standardized-exam and 15 total hours toward an associate degree for non-classroom learning. Total credit transfers of all types cannot exceed the limits listed above in the first paragraph of the Transfer of Credit Policy.

Placement Testing

Entering Day, Evening and Online students must take the English and math placement tests. The placement tests are designed to properly place a student into the English and math sequences. If a student does not meet the minimum requirements for entrance to English I and/or Math 101, he or she will be required to take Basic English (ENG099), College Reading (ENG098) and/or Basic Mathematics (MAT099), before beginning the English and/or Mathematics sequence. Please note: ENG099, ENG098, and MAT099 are three-credit courses that DO NOT apply toward graduation. Students that place into English II must still take an additional three (3) credits of English.

More Information

Additional guidelines regarding academic policies and procedures is available in the Student Handbook, which can be accessed at www.baystate.edu.

student life

Bay State College students enjoy all the advantages of the college's location. Students from across the country and around the world travel many miles to make their college home in Boston and benefit from the rich experiences of this urban classroom. The faculty and administration of the college guide and support students as they pursue their education both on and off campus.

Bookstore

Textbooks are available at the Bay State College Bookstore, located at 31 St. James, on the first floor. College merchandise and logo-wear can be purchased at the Bookstore as well.

The Hours of Operation are Monday and Wednesday from 9 am-7 pm and Tuesday, Thursday, and Friday from 9 am-5 pm. The Bookstore is closed on the weekends.

Back Bay Cafe

The dining hall is located in the garden level of 125 Commonwealth Avenue. Breakfast, brunch, lunch, and dinner are available at specified times throughout the week.

Residence Life

Bay State College students who reside on campus enjoy a variety of social, educational, and cultural benefits. The residence halls are located along Commonwealth Avenue and Marlborough Street, in one of Boston's prime residential areas. Rooms accommodate two to six students. A Resident Director and Resident Assistants serve each hall. Microwave ovens, laundry facilities, and computer labs are located in each hall. Additionally, each room is equipped with wireless Internet access and cable television. Residence agreements are available each November for the upcoming year. Room availability is guaranteed on a first-come, first-served basis. The Resident Student Handbook provides detailed information about residence life and responsibilities. Further information is available from the Department of Residence Life at 617-217-9222.

Student Success Coordinators

As an additional level of support, the Student Success Coordinators are available to all students at Bay State College. Whether a student has an academic or personal concern the Student Success Coordinators are available to assist or advocate for the student.

For Day Division

Karen Keough, MSW 35 Commonwealth Avenue,
1st floor 617-217-9209 kkeough@baystate.edu

Sarah Wood, M.Ed. 35 Commonwealth Avenue, 5th
floor 617-217-9246 swood@baystate.edu

For Evening Division and Online Programs

Marcia Brathwaite, M.Ed.

31 St. James Avenue

617-217-9436

mbrathwaite@baystate.edu

Counseling Services

Students often have difficulty adjusting to the college experience. The Counselor provides a safe, confidential atmosphere where students may discuss any problems or difficulties they are experiencing. The Counselor is available for private assessment and referral to mental and physical health facilities in the Boston area. An appropriate referral may be made for long-term counseling. Students may seek counseling referral assistance for academic issues, personal issues, and social issues. The Counselor, Cheryl Raiche, is located on the second floor of 35 Commonwealth Avenue and can be reached at (617) 217-9212 or craiche@baystate.edu.

Special Accommodations

Bay State College is committed to providing excellent support to students with varying learning styles and academic needs. To fulfill this mission, the 504 Officers are committed to providing services that will enable students who qualify under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act to participate fully in the activities of the college. Under the ADA guidelines a person with a disability is one with a physical, mental, emotional or chronic health impairment that substantially limits one or more major life activities. Students who are seeking special accommodations for the academic school year must hand-deliver a copy of their most recent documentation to a 504 Coordinator. Documentation, regardless of the student's disability, must be completed by a qualified professional. Documentation must be completed within two years and provide a rationale for accommodations based upon substantial limitation. The 504 Officers are located at 35 Commonwealth Avenue and may be reached by dialing 617-217-9209 or 617-217-9246.

Student Activities

Bay State College offers numerous student activities throughout the year to bring students together with common interests and goals. Some of the student activities are geared more towards academics, such as internships and career fairs, while other activities are geared to social and community events. Some of the student activities/services offered include: program-specific clubs, Student Government Association, Bay State Beat, The Green Club, The Campus Activities Board, Residence Hall Association, Community O's, Intramural Basketball Team, MEISA, and Leadership and Community Service workshops and events organized throughout the year.

Career-oriented clubs and organizations include the Early Childhood Education Club, Entertainment Management Association, Justice Society, Literary Club, Medical Assisting Society, Physical Therapist Assistant Club, and Collegiate DECA (Business).

Each Day Division students pays an Activity Fee of \$50 per year to support activities on campus. Money from this fee is allocated annually by the Student Government Association to various clubs and events. All students are encouraged to attend Student Government Association Meetings to voice their own views on how this money is spent.

Professional events include the annual Spring Career Fair attended by numerous employers, where recruiters hire for entry-level and management positions. Additional events include the Leadership Institution Day of Community Service, Honors Reception (Fall and Spring) and Graduate Year Experience. Although activity options are more limited for evening students based on scheduling challenges, every effort is made to plan appropriate events for the evening student.

Student Run Venue – The Spot

Students are encouraged to visit The Spot, the on campus, student run venue managed by students in the Entertainment Management program, located at 437 Boylston Street, 3rd Floor. Each year The Spot hosts a number of performances (music, comedy, guest speakers, open mic nights, special events, etc.) geared to providing on campus entertainment. All students are invited to any of the shows and information about how to purchase tickets to the shows is available. In addition, all Bay State College students are encouraged to showcase their talents as performers. The Spot is also available for those

Bay State students in good academic standing to book and host their own shows. Please contact the Department of Entertainment Management for more information.

Academic Advising

Every student is assigned a faculty advisor at the beginning of the semester who gives advice on academic, career, and personal matters. Students should meet with their advisors on a regular basis to discuss academic progress, scheduling, graduation requirements, and student support services. In addition to the faculty advisor, students may discuss any academic issues with their individual Department/Program Chair.

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