



2022–2023  
**STUDENT HANDBOOK**



## MASSACHUSETTS COLLEGE *of* PHARMACY and HEALTH SCIENCES

[www.mcphs.edu](http://www.mcphs.edu)

This handbook is intended to provide working guidelines and descriptions of the general and academic policies of the University applicable to students. It is not intended and cannot be construed as a contract or guaranty of any kind, express or implied, and the University may change, delete, or add to these guidelines unilaterally in its sole discretion and without notice. The University also reserves the right to determine the applicability of any policy to a particular situation or set of circumstances and to depart from the guidelines contained herein in a given case. This handbook supersedes any previous handbook, policies, or practices relating to students. It is the responsibility of the students to know and understand the University's policies. The University may, from time to time, acquire or develop new programs, or expand its offerings in other locations, including distance learning programs, and the guidelines in this handbook shall apply to all such programs and locations. The University may, from time to time, elect to phase out programs to reflect changes in the healthcare education marketplace. Should this happen, the University will provide academic plans for students then currently enrolled in affected programs to enable them to complete the program requirements. Students are expected to know the contents of this handbook relating to their program of study, and should consult the University's website for any changes made to the handbook since the latest printing. Additional guidelines and policies are contained in the individual course syllabi. Students are expected to know the contents of the course syllabi relating to their program of study.

### BOSTON CAMPUS

179 Longwood Avenue • Boston, MA 02115-5896 • Tel.: 617.732.2800

### WORCESTER CAMPUS

19 Foster Street • Worcester, MA 01608-1715 • Tel.: 508.890.8855 • Fax.: 508.890.8515

### MANCHESTER CAMPUS

1260 Elm Street • Manchester, NH 03101-1305 • Tel.: 603.314.0210 • Fax.: 603.314.0213



MASSACHUSETTS COLLEGE *of* PHARMACY  
*and* HEALTH SCIENCES

[www.mcphs.edu](http://www.mcphs.edu)

**Protection from Discrimination and Harassment**

Massachusetts College of Pharmacy and Health Sciences ("MCPHS" or the "University") does not discriminate in admission, treatment, or access to its programs or activities or in employment in its programs or activities on the basis of race, color, national origin, sex, pregnancy, age, physical or mental disability, creed, religion, sexual orientation, gender identity, gender expression, ancestry, genetic information, military service, marital status, familial status, or veteran status and actively complies with the requirements of Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1964 as amended; Title IX of the Education Amendments of 1972 as amended; Sections 503 and 504 of the Rehabilitation Act of 1973; Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990 (as amended by the ADA Amendments Act of 2008); and all other applicable federal, state, and local laws, regulations, and executive directives.

The University will not tolerate acts of discrimination or harassment based upon Protected Classes, or related retaliation against any individual for complaining of or participating in an investigation or proceeding relating to a complaint of discrimination or harassment based upon a Protected Class. For purposes of this policy, "Protected Classes" refers to race, color, national origin, sex, pregnancy, age, physical or mental disability, creed, religion, ethnicity, sexual orientation, gender, gender identity, gender expression, ancestry, genetic information, military service, marital status, familial status, veteran status and any other characteristic protected by law.

*For full Protection from Discrimination and Harassment Policy and related processes, see page 143.*

**Sexual Harassment**

Title VII of the 1964 Civil Rights Act and Title IX of the Education Amendments of 1972 specifically prohibit sexual harassment. All members of the University community, including faculty, administration, staff, and students, have a right to be free from sexual harassment by any member of the University community. Any member of the MCPHS community who has a complaint or concern about sexual harassment, or would like more information about the University's policies regarding sexual harassment, should contact Dawn M. Ballou, JD, Title IX Coordinator, Legal Affairs, 179 Longwood Avenue, Boston, MA 02115; 617.732.2077; Dawn.Ballou@mcphs.edu.

**COVID-19 INFORMATION**

During the ongoing COVID-19 pandemic, the University is issuing guidance and updates on the MCPHS COVID-19 Information webpage: <https://www.mcphs.edu/covid> (the "COVID-19

Guidance”), which MCPHS University students, faculty, and staff are expected to consult regularly and comply with as applicable. In the event the COVID-19 Guidance conflicts with anything contained in this Catalog, the COVID-19 Guidance shall govern.

## **Table of Contents**

Letter from the Dean of Students and Senior Student Affairs Officer	7
Introduction, Mission Statement, and Core Values .....	8
University Learning Outcomes .....	9
The Boston Campus .....	9
The Worcester Campus .....	9
The Manchester Campus .....	10
Organization of MCPHS University .....	11
Student Responsibility for Policies and Procedures .....	14
Annual Notification of Student Rights under FERPA .....	14
Student Complaint Procedure Regarding University Licensure	
Requirements; Violation of State Law, etc. ....	16
State Authorization Reciprocity Agreement (SARA) .....	17
Clinical Rotations and Background Screenings .....	18
Occupational Health and Safety Master Plan .....	18
Interinstitutional Cooperation .....	19
MCPHS University Degree and Certificate Programs .....	19
Alumni Association .....	19
Online Learning .....	20
Center for International Studies.....	20
International Programs.....	20
Immigration and International Support Services .....	20
International Academic Services .....	20
MCPHS Pharmacy Outreach Program.....	20
Directory .....	22
Provosts, Deans & Program Directors.....	31
Campus Offices .....	33
Academic Support & Procedures .....	42
Academic Policies & Procedures .....	42
Absence: MCPHS Documented/Emergency Absence	
Policy and Procedure .....	42
Special Considerations Related to COVID-19.....	44
Academic Progress .....	46
Academic Warning .....	46
Academic Probation .....	47
Academic Dismissal .....	47
Reinstatement of Dismissed Students .....	48
Course Policies .....	51
Examinations .....	54
Good Academic Standing.....	55
Grading Policies.....	56
Graduation Policies .....	57
Leave of Absence .....	58
Transcripts .....	60
Withdrawal .....	62
Withdrawal from a Course .....	66
Withdrawal from the University .....	66

Student Services .....	67
Center for Academic Success and Enrichment (CASE) .....	67
English Language Resource Center (ELRC) .....	69
Center for Professional Career Development .....	69
Office of Student Affairs .....	69
Emergency Notification Text/Email Alert System .....	70
Internships, Licensure, and Certification .....	70
Veterans' Affairs.....	71
Office of Student Access and Accommodations .....	71
Living and Learning .....	72
Residence Life .....	72
Boston Residential Housing .....	72
Worcester Residential Housing .....	72
Good Neighbor Policy .....	72
Boston Off-Campus Housing and Commuter Students .....	73
Health and Wellness.....	74
Schumann Fitness Center (Boston).....	74
Recreation and Wellness (Worcester) .....	74
Recreation and Wellness (Manchester).....	74
Counseling Services .....	74
Health Insurance.....	75
Health Services.....	76
Immunization Requirements.....	76
Getting Involved.....	86
Center for Campus Life (Boston) .....	86
Office of Campus Life & Student Activities	
(Worcester/Manchester) .....	86
Orientation .....	86
Student Clubs and Organizations .....	86
University Policies and Procedures .....	87
Policy Adherence .....	87
Affirmative Action Policy & Non-Discrimination Policy .....	87
Protection from Harassment Policy (Title IX) .....	87
Drug Use Policy .....	98
Registered Sex-Offenders Information.....	99
Smoking.....	100
Alcohol Policy.....	100
Student Housing Policy .....	103
Good Neighbor Policy .....	103
Hazing Policy .....	104
Electronic Communications Policy.....	107
Email Policy .....	115
Preferred Names Policy .....	115
Identification Policy .....	115
Printing Policy .....	116
Student Code of Conduct and Community	
Standards System.....	118
Academic Honesty Policy .....	119

Level I Disciplinary Hearings .....	130
Level II Disciplinary Hearings .....	131
Sanctions.....	133
Appeals.....	136
MCPHS Compliance Hotline .....	137
Equal Employment Opportunity .....	137
Protection from Discrimination and Harassment .....	141

## LETTER FROM THE DEAN OF STUDENTS



Dear Students,

We are pleased that you have made Massachusetts College of Pharmacy and Health Sciences your home during your academic career. The MCPHS student community consists of thousands of students from more than 90 different countries. We celebrate the diversity of our student, faculty, and staff community. The cultural experiences, the differences and similarities that we share enrich our learning and living environment.

This MCPHS *Student Handbook* is designed to enhance and guide your educational and co-curricular experiences at the University. Each year the *Handbook* is updated with essential information, resources, policies, and procedures that are important to student life.

The University offers a variety of services, programs, and activities intended to support your academic success, and to fully engage you with academic and student life. Resources outlined in the *Student Handbook*, include:

Educational and Personal Counseling  
Study Skills Workshops and Tutoring  
Student Clubs and Organizations  
Student Code of Conduct & Discipline System  
Public Safety - Sexual Assault Response & Safety  
Student Financial Services

Student Responsibilities & Expectations  
Support for Students with Disabilities  
Educational, Social, and Cultural Events  
Residence Life  
Academic Advising  
Health and Wellness

I encourage you to be involved in campus life by participating in these programs and services. You will not only enhance your own personal educational experience and career preparation, but you also will be enriching the overall quality of the Massachusetts College of Pharmacy and Health Sciences Community. I wish you all the best as you explore all that MCPHS has to offer!

Have a successful and healthy academic year!

Sincerely,

A handwritten signature in blue ink that reads "Jacinda M. Félix Haro".

Jacinda M. Félix Haro  
Dean of Students and Senior Student Affairs Officer

## **Introduction**

### **Purpose**

Leading with vision. Educating with passion. Serving with care.

### **Mission**

Advancing health science education, scholarship, and practice grounded in collaboration and inclusion.

### **Vision**

Empowering our Community to create a healthier, more equitable world.

## **Our Core Values**

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**STUDENT-CENTERED:** Keep the needs of students as a priority when making decisions. Develop a holistic approach to engage students as successful life-long learners.

**RESPECT:** Treat others as they would like to be treated. Seek out the best in others. Actively listen, encourage feedback, choose the best way and time to deliver meaningful information. Deal with conflicts quickly and directly. Assume positive intent of others.

**DIVERSITY and INCLUSION:** Through teaching, discovery, and advocacy, promote equity in access to quality health care. Foster a culture of inclusion and cultural competence among all students, faculty, staff, and other key stakeholders.

**INTEGRITY and AUTHENTICITY:** Seek truth. Be intellectually and interpersonally honest with others. Make ethical decisions.

**INNOVATION:** Embrace change and challenge the status quo. Find new and better ways to enhance education, inside and outside the classroom. Enhance work quality and address institutional needs. Continually improve and upgrade skills and abilities. Through education and example, develop our students to be innovative.

**PERSONAL and PROFESSIONAL ACCOUNTABILITY:** Be mission-focused. Honor and follow through on commitments and agreements made to others. Work collaboratively as a team member. Be reflective and transparent in communications with others. Always provide your best effort in work performance. Speak up when professional or ethical standards are being violated.

**LEADERSHIP ACCOUNTABILITY:** Provide resources to address priorities. Communicate in a transparent manner. Ensure transparency in decision-making. Make decisions using data. Create a safe-to-say environment. Foster and engage leadership at all levels. Maximize individual contributions.

## **University Learning Outcomes**

With a tradition of excellence in health care and science education since its founding in 1823, MCPHS University offers its students degree programs and co-curricular activities that are focused on knowledge and skills development. The University's mission statement affirms its primary goal of preparing students for successful careers in health care through excellence in teaching, scholarship, professional service and community engagement.

MCPHS University prepares its graduates to:

- Possess interpersonal, oral, and written communication skills to effectively interact with a diverse population including patients, clients, customers, and colleagues.
- Create and sustain positive and productive professional relationships with patients, clients, customers, and colleagues.
- Apply technical knowledge, information literacy, cultural sensitivity, critical thinking skills, and problem-solving strategies necessary in professional settings to provide comprehensive services to patients, clients, and others.
- Collaborate effectively as a team member to bring projects to successful completion.
- Behave in a responsible manner and hold oneself and colleagues to the professional and ethical standards of their profession.
- Engage in lifelong learning and regular self-assessment to achieve continuous professional growth.

## **The Boston Campus**

Founded in 1823, MCPHS is the oldest institution of higher education in the city of Boston, and its pharmacy program is the second oldest in the United States. The main campus is located in Boston's Longwood Medical and Academic Area, and the University enjoys working affiliations with some of the world's finest health institutions, including Beth Israel Deaconess Medical Center, Brigham and Women's Hospital, Boston Children's Hospital, Boston Medical Center, Tufts Medical Center, and Massachusetts General Hospital. Among its neighbors are Emmanuel College; Massachusetts College of Art and Design; Simmons University; Wentworth Institute of Technology; and Harvard University's medical school, dental school, and school of public health. In this invigorating and stimulating environment, students have access to unsurpassed educational resources.

Undergraduate degree programs offered at the Boston campus include biology, chemistry, dental hygiene, health psychology, premedical and health studies, pharmaceutical sciences, public health, healthcare management, medical imaging, and radiologic sciences. First professional degrees are offered in pharmacy, physician assistant studies, and nursing. Each of these programs combines the basic sciences with liberal arts and provides an education for lifelong enrichment. Graduate programs are offered in chemistry, regulatory affairs, pharmaceutics, pharmacology, clinical research, pharmaceutical economics and policy, nursing, healthcare management, clinical management, healthcare administration, and dental hygiene.

## **The Worcester Campus**

The Worcester campus opened in 2000 and is home to an accelerated 33-month PharmD program for students who have already completed their preprofessional requirements; a Fast Track Bachelor of Science in Dental Hygiene program for individuals with a prior baccalaureate degree in another field or that have completed pre-requisite coursework; a Fast Track Bachelor of Science degree program in Diagnostic Medical Sonography (General or Echo); a postbaccalaureate Bachelor of

Science in Nursing program for individuals with a prior baccalaureate degree in another field; a 24-month Master of Physician Assistant Studies program; a three-year Doctor of Physical Therapy degree program; and a four-year Doctor of Optometry (OD) program. The New England School of Acupuncture (NES) joined MCPHS University in fall 2016, providing two 3-year master's programs in Acupuncture or Acupuncture and Chinese Herbal Medicine. NES also offers a 4-year Doctor of Acupuncture. The Chinese herbal medicine curriculum is also offered as a Certificate of Advanced Graduate Study designed for those currently enrolled in or who have completed an ACAHM-accredited/pre-accredited entry level program (master's level or professional doctoral) in acupuncture.

Worcester is the second largest city in New England and is well known for its premier educational and healthcare institutions. The Worcester campus is located adjacent to Saint Vincent Hospital and in close proximity to the University of Massachusetts Memorial Medical Center, and the medical school of the University of Massachusetts.

### **The Manchester Campus**

MCPHS-Manchester became an entity of the University in May 2002 when MCPHS assumed responsibility for the Physician Assistant (PA) Studies program and its faculty and staff from Notre Dame College upon its closing. The campus building at 1260 Elm Street was purchased in November 2002, and the first class of PA students, faculty, and staff occupied the building in January 2003. A second building at 22 Fir Street, was purchased in fall 2009 and houses study space, several large classrooms, laboratories, a microcart that offers fresh grab and go style food options and drinks, and the "Hub," commonly known as the student lounge. In conjunction with the School of Pharmacy-Worcester, the accelerated Doctor of Pharmacy (PharmD) degree program admitted its first class in Manchester in the fall of 2004. A postbaccalaureate 16-month Bachelor of Science in Nursing degree program for individuals with a prior baccalaureate in another field admitted its first cohort in September 2007. A 24-month Master of Science in Occupational Therapy for individuals with a bachelor degree in another field admitted its first cohort in September 2016.

Manchester is New Hampshire's largest city and is the center of the state's diversified technology and service economy, which developed in response to the decline of the mill dynasty in the 1930s. The University is situated parallel to the historic Amoskeag Mills, which house educational institutions, businesses, and global technology companies.

## **ORGANIZATION OF MCPHS UNIVERSITY**

MCPHS University consists of 15 academic schools and two divisions supporting programs whose enrollment is more than 7,000 undergraduate, first professional, and graduate students. The staff is comprised of over 1,500 faculty, administrators, and support personnel and is organized into three areas: Academic and Student Affairs, Finance and Human Resources, and University Advancement.

Students, faculty, administrators and staff participate in collegial governance through membership or representation on various departmental and University-wide committees. Decisions regarding academic policy, student life and enrollment management are coordinated by the Academic Council. Major administrative, financial and institutional policies are determined by the President and Vice Presidents, who are responsible to the Board of Trustees. The senior officers of the University include:

### **Office of the President**

**Richard J. Lessard**, *President*  
BS, MS, Bentley University; CPA, Commonwealth of Massachusetts

### **Academic Affairs**

**Caroline S. Zeind**, *Vice President for Academic Affairs/Provost*  
BA, PharmD, University of Tennessee

**Kristy Altongy-Magee**, *Program Director, Physician Assistant Studies, Manchester/Worcester*  
BS, Roger Williams University; BS, MPAS, DScPAS, MCPHS University

**Delia Castro Anderson**, *Associate Provost for Undergraduate Education; Dean, School of Arts and Sciences*  
BA, University of Rhode Island; MA, University of South Carolina; PhD, University of Southern Mississippi

**Paul Belliveau**, *Interim Dean, School of Pharmacy, Worcester/Manchester*  
BS, University of Rhode Island; PharmD, MCPHS University

**Robert DiCenzo**, *Dean, School of Pharmacy-Boston*  
BS Pharmacy, University of Buffalo, PharmD, Albany College of Pharmacy and Health Sciences

**Jacinda M. Félix Haro**, *Dean of Students & Senior Student Affairs Officer*  
BS, SUNY New Paltz; MAT, Sacred Heart University

**Elizabeth Fuller**, *Interim Program Director, School of Physical Therapy*  
BS, University of Connecticut, MS, Texas Women's University, EdD, Nova Southeastern University

**Tammy L. Gravel**, *Chief Nurse Administrator and Dean, School of Nursing*  
BA, BSN, Salve Regina University; MSN, University of Massachusetts Worcester; EdD,  
Walden University

**Richard Kaplan**, *Dean of Library and Learning Resources*  
BA, MLS, University at Albany

**Alicia Kelley**, *Program Director, School of Physician Assistant Studies – Boston*  
MS, BS, MCPHS University; BA, University of Colorado Boulder, DScPAS MCPHS University

**Frances Keech**, *Dean, School of Medical Imaging and Therapeutics*  
RT(N) Certificate, Sydney Technical College (Australia); MBA, Simmons University; DHSc,  
NOVA Southeastern University

**Barbara A. Macaulay**, *Associate Provost, Academic Innovation*  
BS, Springfield College; MEd, Worcester State College; EdD, Teachers College, Columbia  
University

**Craig Mack**, *Associate Provost for Student Achievement and Success*  
BA, Bowling Green State University; MEd, University of South Carolina; EdD, Johnson &  
Wales University

**Anna K. Morin**, *Associate Provost Worcester/Manchester and Professor of Pharmacy Practice*  
BA, Cornell University; BS Pharm, PharmD, University of Rhode Island

**Dennis Moseman**, *Dean, New England School of Acupuncture*  
DC, Life University; MS, NY College of Health Professions

**Jeanine K. Mount**, *Associate Provost for Academic and Professional Affairs*  
BS Pharm, MS, PhD, Purdue University

**Maryke N. Neiberg**, *Dean, School of Optometry*  
OD, New England College of Optometry

**Henriette Pranger**, *Associate Provost for Institutional Research and Effectiveness*  
BA, Trinity College; MA, PhD, University of Connecticut

**C. Douglas Simmons**, *Program Director, School of Occupational Therapy*  
BS, State University of New York (SUNY) Buffalo; MS, University of New Hampshire; PhD, Nova  
Southeastern University

**Dianne Smallidge**, *Dean, Forsyth School of Dental Hygiene*  
AS, Westbrook College; BS, University of New Hampshire; MDH, University of Tennessee  
Health Science Center; EdD, Plymouth State University

**Michael Spooner**, *Dean, School of Healthcare Business*  
BS, MHA, Suffolk University; EdD, Northeastern University

**Carol Stuckey**, *Dean, School of Professional Studies*  
MBA, Babson College

**Stacey Taylor**, *Administrative Dean/University Registrar*  
BS, Suffolk University

**Patrick T. Zeller**, *Chief Affiliations Officer, University Lead, Digital Health*  
BS, MCPHS University

## **Dates**

Important dates can be found on the academic calendar on <https://my.mcphs.edu> under the “Quick Links” menu. It is each student’s responsibility to review those dates. Major days of religious observance have been included as an aid to student planning. The observances are not exhaustive of any religion nor does MCPHS endorse any religion or observance.

## **Changes**

This Student Handbook is an official publication of the MCPHS University and is subject to revision and change at any time. It is the policy of the University to reserve the right to add, withdraw, or revise any information described herein. Such changes, when made, become effective for all students. Each year there are additions and revisions to Academic and General University Policies. It is each student’s responsibility to familiarize themselves with all University Policies.

## **Accessibility of Print Material (Student Handbook)**

Students who require access to the Student Handbook in an alternative format should contact the Office of Student Access and Accommodations at 617.879.5995 or OSAA@mcphs.edu.

## **Student Responsibility for Policies and Procedures**

It is the responsibility of students to know and understand individual department policies as well as campus policies published in the Student Handbook. These policies include, but are not limited to, Academic Honesty Policy, Electronic Communications Policy, Nondiscrimination Policy, Protection from Harassment Policy, Smoke-free Policy, Hazing Policy, Alcohol Policy and Drug Use Policy.

## **Annual Notification of Student Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, affords students certain rights with respect to their own education records. These rights include the following:

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

Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access within 45 days from the date of such request, and will notify the students of the time and place where the records may be inspected. The University reserves the right to deny a copy of a student education record (including, without limitation, a transcript) for which a financial hold exists (a hold is imposed if the student fails to pay bills, fees, or fines owed to the University). A hold will not interfere with the right to visually examine student education records. Questions about the University’s policies and practices relating to the Act should be addressed to the Office of the Registrar.

**2. The right to request an amendment of student education records that students believe are inaccurate or misleading.**

Students should write the University registrar, clearly identify the part of the records they want changed, and specify why the records are inaccurate or misleading. If the University decides not to amend the records as requested, it will notify the students of the decision and advise the students of their right to a hearing. Additional information regarding the hearing procedures will be provided to the students when they are notified of the right to a hearing.

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

**consent.** One exception that permits disclosure without consent is disclosure to appropriate parties in connection with a health or safety emergency. Another exception that permits disclosure without consent is 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 University has contracted (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 a student education record in order to fulfill his or her professional responsibility. Upon request, the University may disclose student education records without consent to officials of another school in which a student seeks or intends to enroll if the disclosure is for purposes related to the student's enrollment or transfer. Education records may be compelled and disclosed without consent by, or notice to, the student pursuant to a valid subpoena issued under the USA Patriot Act. Finally, personally identifiable "directory information" may be released freely unless the student files the appropriate form requesting that such information not be released. This form is available at the Office of the Registrar. Directory information includes the following:

- Name
- Gender
- Student ID
- Local address
- Permanent address
- University email address
- Major and minor field(s) of study, including the division or program in which a student is enrolled
- Classification as a freshman, sophomore, junior, senior, or graduate, or by number referring to such classes
- Course load—full time or part time
- Participation in officially recognized activities
- Dates of attendance and graduation, and degrees received
- Most recent previous educational institution attended
- Honors and awards received, including selection to a dean's list or an honorary organization
- New England School of Acupuncture Clinical Internship Schedule

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.** The office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

**MCPHS University Complaint Procedure Regarding University Licensure Requirements; Violation of State Law, etc.**

United States Department of Education Regulation 34 CFR 600.9, the “Program Integrity Rule,” was adopted to ensure that students have the opportunity to voice concerns through a state governmental process relating to programs offered by postsecondary educational institutions authorized under Title IV of the Higher Education Act, as amended. The regulations require states to have a process to review and appropriately act on complaints about the University such as violation of (i) the University’s licensure requirements, or (ii) state laws; and allegations of state consumer protection violations, including, but not limited to fraud and false advertising, among other things.

Students may direct complaints to the following, as applicable:

**Office of the Attorney General**

Consumer Advocacy & Response Division  
One Ashburton Place  
Boston, MA 02108  
Consumer Advocacy & Response Division Hotline: **(617) 727-8400**  
<https://www.mass.gov/how-to/file-a-consumer-complaint>

**New Hampshire Department of Education**

**Division of Higher Education – Higher Education Commission**  
Frank Edelblut  
Commissioner  
101 Pleasant Street  
Concord, NH 03301  
**603.271.0256**  
[Frank.Edelblut@doe.nh.gov](mailto:Frank.Edelblut@doe.nh.gov)  
<https://my.doe.nh.gov/ESSWEB/HigherEducation/Complaint.aspx>

**New England Commission on Higher Education (NECHE)**

3 Burlington Woods Drive, Suite 100  
Burlington, Massachusetts 01803-4514  
(781) 425-7785  
[info@neche.org](mailto:info@neche.org)  
<https://www.neche.org/for-the-public/comments-complaints/>

## **State Authorization Reciprocity Agreement (SARA)**

### **Complaint Procedures**

Students enrolled in distance education courses or online programs who are residents of states other than Massachusetts and New Hampshire, and when such state is a SARA participating state, may submit complaints to the Associate Provost, Academic Innovation by completing the complaint form. Students may also submit complaints to their dean or program director or the Office of Student Affairs. Additionally, students may submit information anonymously through the University's Compliance Hotline, a toll-free, 24-hours-a-day, 7 days-a-week resource. The Compliance Hotline is staffed and managed by Lighthouse Services, Inc., a company that is not affiliated with MCPHS University and provides this service under contract. The Compliance Hotline may be contacted by:

- Telephone: 877.472.2110
- Email: [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (please indicate that your report concerns MCPHS University)
- Fax: 215.689.3885 (please indicate that your report concerns MCPHS University)

Efforts will be made to conclude the investigation, make a determination as to the appropriate course of action, and notify the student within 90 days following the receipt of a complaint.

Complaints under Title IX may also be submitted following the procedures outlined in the University's Title IX policy. All such complaints will be forwarded to the University's Title IX Coordinator and handled in accordance with the University's Title IX Policy.

The University will not in any way retaliate against an individual who reports a perceived violation of MCPHS policy, state, federal, or local law. It will also not retaliate against anyone associated with the individual who engages in such protected conduct, such as a family member, or any person who participates in an investigation. MCPHS further will not tolerate retaliation by any employee or student.

After the conclusion of the process outlined above, students enrolled in distance education courses or online programs who are residents of states other than Massachusetts and New Hampshire, and when such state is a SARA participating state, may appeal the University's decision to the Massachusetts Department of Higher Education which makes complaint forms available on its website. The contact information for the SARA Coordinator at the Massachusetts Department of Higher Education is:

SARA Coordinator  
Massachusetts Department of Higher Education  
One Ashburton Place, Room 1401  
Boston, MA 02108  
617.994.6910  
[SARAInquiries@dhe.mass.edu](mailto:SARAInquiries@dhe.mass.edu)  
[www.mass.edu/sara](http://www.mass.edu/sara)

## **Professional Licensure**

A chart of MCPHS University's courses and programs that customarily lead to professional licensure, and the states where such programs meet, do not meet, or have not yet been determined to meet a state's educational requirements for professional licensure may be found at <https://www.mcphs.edu/about-mcphs/legal>.

## **Residency**

Course and program availability varies by state. Admission into a program is dependent on program availability in the state where the student is physically located at the time of admission. If a student moves to a different state after admission to the program, continuation within the program will depend on the availability of the program within the new state where the student is physically present. It is the student's responsibility to notify the college of a change in physical presence.

## **Clinical Rotations and Background Screenings**

For some MCPHS programs, placement in clinical rotations at healthcare providers is a required part of the MCPHS curriculum. Some healthcare providers require background screenings, and a conviction for a criminal offense might present an issue. It is possible that certain types of criminal convictions, whether prior to being a student at MCPHS or while attending MCPHS, could preclude a student from being able to complete a required clinical rotation. For additional information, please contact the MCPHS Office of Legal Affairs.

## **Occupational Health and Safety Master Plan**

MCPHS strives to provide a learning, teaching, working, and research environment free from recognized health and safety hazards. Pursuant to the requirements of the U.S. Occupational Safety and Health Administration, the City of Boston, the Federal Emergency Management Agency, and the Nuclear Regulatory Commission, MCPHS has established protocols and procedures to protect its students and employees from potential occupational, health, safety, and radiation hazards. For further information, please contact the Director of Environmental Health and Safety for MCPHS at 617.732.2861.

## **INTERINSTITUTIONAL COOPERATION**

### **Consortia**

#### **Colleges of the Fenway (COF)**

MCPHS is one of five institutions of higher education in the Longwood Medical and Academic Area of Boston that joined together in 1996 to form a consortium that includes MCPHS, Emmanuel College, Massachusetts College of Art and Design, Simmons University, and Wentworth Institute of Technology. The five institutions, each with its own unique mission, offer a world of learning and experience on and off campus. Collectively, the COF represent more than 20,000 undergraduate and graduate students, more than 700 full-time faculty, and 2,300 course offerings. Shared initiatives among the five institutions are aimed at enhancing the quality of education, enriching student experiences, and reducing costs through the sharing of resources. Collaborative student opportunities include cross-registration, which broadens access to courses otherwise not available on the student's home campus; intramurals; performing arts; student life programs and activities; sustainability initiatives, and study abroad opportunities. [www.colleges-fenway.org](http://www.colleges-fenway.org)

#### **Higher Education Consortium of Central Massachusetts (HECCMA)**

MCPHS is one of 11 institutions of higher education in the central Massachusetts area that joined together to form a consortium that includes Anna Maria College, Assumption College, Clark University, College of the Holy Cross, Cummings School of Veterinary Medicine (Tufts University), Nichols College, Quinsigamond Community College, UMass Chan Medical School, Worcester Polytechnic Institute, and Worcester State University. HECCMA's 11 member colleges and universities offer a diverse set of courses in many academic disciplines, adding to the rich cultural fabric of Worcester and Central Massachusetts. Students can take advantage of opportunities for sharing courses and facilities. This partnership provides opportunities to participate in college career fairs and internships through member institutions. [www.heccma.org](http://www.heccma.org)

#### **New Hampshire College and University Council (NHCUC)**

NHCUC is a consortium of 16 public and private institutions of higher education in the state of New Hampshire. MCPHS joined the council when it opened its Manchester, New Hampshire, campus in 2002. The council's mission is the advancement of higher education in the state through collaborative efforts among the 22 colleges and universities and the enhancement of educational opportunities for the more than 70,000 students who attend the council's member institutions. The council works to coordinate collaborative initiatives among academic, library, and informational technology offices; sponsors professional development conferences for faculty; and promotes awareness and understanding of higher education among legislators and the public. [www.nhcuc.org](http://www.nhcuc.org)

#### **MCPHS University Degree and Certificate Programs**

Please refer to [www.mcphs.edu](http://www.mcphs.edu) for information about Degree and Certificate programs.

#### **Alumni Association**

The MCPHS Alumni Association consists of more than 32,000 graduates of the Boston, Worcester, and Manchester campuses, and includes graduates of the Forsyth School of Dental Hygiene. MCPHS Alumni stay connected for life as part of a global online alumni community, <http://alumni.mcphs.edu>. Graduates reside worldwide. The objectives of the association are to

promote the interests of the University, to bring its students and alumni into closer fellowship, and to support scholarship awards as well as educational and social programs. The association strives to create a dynamic and active network that fosters alumni participation in a wide range of programs and initiatives that build alumni affinity and serve as a professional advancement resource for all members.

### **Online Learning**

Currently, there are more than 30 online programs across 10 disciplines. Online programs are housed in their academic homes (School of Arts & Sciences, School of Healthcare Business, Forsyth School of Dental Hygiene, School of Nursing, New England School of Acupuncture, School of Medical Imaging Technology, and School of Pharmacy-Boston). All of the programs offered online are designed to give students opportunities to reach greater potential as healthcare professionals through online learning in convenient and accessible formats.

For the online programs, students are educated by the same faculty, are immersed in the same professional environment, and earn the same sought-after degrees as if they were on our physical campus.

### **Center for International Studies**

The Center for International Studies (CIS) is a network of individuals and departments that provides a spectrum of services to international students drawn to MCPHS University from around the world, and to US students seeking educational and professional opportunities abroad. The CIS focuses on student success and global engagement, from enrollment through all aspects of the academic experience, and encourages collaboration among students, faculty, and alumni in achieving an international perspective on healthcare education, research and practice.

### **International Programs**

The International Programs office serves as a resource for faculty and students who are interested in international service trips, exchange programs, clinical rotations, and travel courses.

### **Immigration and International Support Services**

Immigration Services provides immigration advice and assistance to international students both before and after their arrival in the United States. The office creates I-20 forms and provides information regarding visa guidelines, travel signatures, employment opportunities, and Social Security cards.

### **International Academic Services**

International Academic Services serves as a resource to faculty, staff and students for academic issues specific to international students and visitors. This office focuses on international student success efforts and internationally focused academic collaborations on the MCPHS University campuses.

### **MCPHS Pharmacy Outreach Program**

The MCPHS Pharmacy Outreach Program is a medication information and referral service located on the Worcester Campus of the University. Under contract with the Massachusetts Executive Office of Elder Affairs, this unique resource is a free public service to the people of the

Commonwealth. The mission of the program is to promote medication adherence for the community through cost solutions and education. The Pharmacy Outreach pharmacists provide comprehensive medication therapy management evaluations and educate on health conditions, adherence, safety, and falls prevention. MCPHS University students actively engage in the day-to-day activities of the call center through advanced rotations, service shadowing experiences, and participating in community outreach programs held throughout the state. For more information, contact the MCPHS University Pharmacy Outreach Program toll-free at 866.633.1617 or 508.373.0031 (direct dial from within the U.S.), or visit [www.mcphs.edu/patient-centers/pharmacy-outreach-program](http://www.mcphs.edu/patient-centers/pharmacy-outreach-program).

## DIRECTORY

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DEPARTMENT	INFORMATION LOCATION	CONTACT INFORMATION
<b>Absences</b>	Check class syllabus	Individual Professor
<b>Documented Absences</b>	<p><b>Boston Campus:</b> Office of Student Affairs</p> <p><b>Worcester Campus:</b> Office of Student Affairs</p> <p><b>Manchester Campus:</b> Office of Student Affairs</p>	<p><b>Boston Campus:</b> 617.732.2929  <a href="https://my.mcphs.edu/departments/student-affairs/boston/documenting-absence">https://my.mcphs.edu/departments/student-affairs/boston/documenting-absence</a></p> <p><b>Worcester Campus:</b> 508.373.5646  <a href="https://my.mcphs.edu/departments/student-affairs/worcester-manchester/documenting-absence">https://my.mcphs.edu/departments/student-affairs/worcester-manchester/documenting-absence</a></p> <p><b>Manchester Campus:</b> 603.314.1783  <a href="https://my.mcphs.edu/departments/student-affairs/worcester-manchester/documenting-absence">https://my.mcphs.edu/departments/student-affairs/worcester-manchester/documenting-absence</a></p>
<b>Academic Advising &amp; Coaching</b>	<p><b>Boston Campus:</b> Center for Academic Success and Enrichment</p> <p><b>Worcester Campus:</b> Center for Academic Success and Enrichment</p> <p><b>Manchester Campus:</b> Center for Academic Success and Enrichment</p>	<p><b>Boston Campus:</b> 617.732.2860</p> <p><b>Worcester Campus:</b> 508.373.5621</p> <p><b>Manchester Campus:</b> 603.314.1780</p>
<b>Academic Calendar</b>	Registrar	<a href="https://my.mcphs.edu/en/departments/registrar/college-catalogs">https://my.mcphs.edu/en/departments/registrar/college-catalogs</a>
<b>Academic Policy</b>	University Catalog	<a href="https://my.mcphs.edu/en/departments/registrar/college-catalogs">https://my.mcphs.edu/en/departments/registrar/college-catalogs</a>
<b>Academic Records</b>	Registrar <a href="mailto:registraroffice@mcphs.edu">registraroffice@mcphs.edu</a>	617.732.2855
<b>Academic Requirements</b>	University Catalog	<a href="https://my.mcphs.edu/en/departments/registrar/college-catalogs">https://my.mcphs.edu/en/departments/registrar/college-catalogs</a>

DEPARTMENT	INFORMATION LOCATION	CONTACT INFORMATION
<b>Academic Standing Questions</b>	<p><b>Boston Campus:</b> Center for Academic Success and Enrichment</p> <p><b>Worcester Campus:</b> Center for Academic Success and Enrichment</p> <p><b>Manchester Campus:</b> Center for Academic Success and Enrichment</p>	<p><b>Boston Campus:</b> 617.732.2860</p> <p><b>Worcester Campus:</b> 508.373.5621</p> <p><b>Manchester Campus:</b> 603.314.1780</p>
<b>Add/Drop</b>	Registrar <a href="mailto:registraroffice@mcphs.edu">registraroffice@mcphs.edu</a>	<p><b>Boston Campus:</b> 617.732.2855</p> <p><b>Worcester/Manchester Campus:</b> 508.373.5673</p>
<b>Books &amp; Supplies</b>	MCPHS Bookstore (Boston Campus; located at MA College of Art and Design, lower level)	<p>617.739.4770</p> <p><a href="https://www.bkstr.com/massartanddesignstore/home">https://www.bkstr.com/massartanddesignstore/home</a></p>
<b>Boston Campus</b>	<b>Boston</b>	617.732.2800
<b>Center for International Studies (CIS)</b>	<p><a href="http://www.mcphs.edu/en/admission-and-aid/international-applicants">www.mcphs.edu/en/admission-and-aid/international-applicants</a></p> <p><b>All campuses:</b> Office/Suite: Fennell Building, 107 , Boston campus</p>	<p>617.732.2989</p> <p><a href="https://my.mcphs.edu/departments/center-for-international-studies">https://my.mcphs.edu/departments/center-for-international-studies</a></p>
<b>Center for Professional Career Development</b>	<a href="mailto:careerdevelopment@mcphs.edu">careerdevelopment@mcphs.edu</a>	<b>All Campuses:</b> 617.274.3395
<b>Change of Major</b>	<b>Boston Campus:</b> Advising Center/Center for Academic Success and Enrichment	<b>Boston Campus:</b> 617.732.2860
<b>Class Schedule</b>	Registrar <a href="mailto:registraroffice@mcphs.edu">registraroffice@mcphs.edu</a>	<p><b>Boston Campus:</b> 617.732.2855</p> <p><b>Worcester/Manchester Campuses:</b> 508.373.5673</p>

DEPARTMENT	INFORMATION LOCATION	CONTACT INFORMATION
<b>Clubs &amp; Organizations</b>	<b>Boston Campus:</b> Center for Campus Life  <b>Worcester Campus:</b> Office of Campus Life  <b>Manchester Campus:</b> Office of Student Affairs	<b>Boston Campus:</b> 617.732.2876  <b>Worcester Campus:</b> 508.373.5647  <b>Manchester Campus:</b> 603.314.1783
<b>Code of Conduct/Community Standards</b>	<b>Boston Campus:</b> Office of Student Affairs  <b>Worcester Campus:</b> Office of Student Affairs  <b>Manchester Campus:</b> Office of Student Affairs	<b>Boston Campus:</b> 617.732.2929  <b>Worcester Campus:</b> 508.373.5646  <b>Manchester Campus:</b> 603.314.1783
<b>Compliance Hotline</b>	Legal Affairs  <a href="http://www.mcphs.edu/en/about-mcphs/legal">www.mcphs.edu/en/about-mcphs/legal</a>	877.472.2110  Email: <a href="mailto:reports@lighthouse-services.com">reports@lighthouse-services.com</a>
<b>Counseling Services</b>	<b>Boston Campus:</b> <a href="mailto:counseling.service@mcphs.edu">counseling.service@mcphs.edu</a>  <b>Worcester Campus:</b> <a href="mailto:counseling.worc@mcphs.edu">counseling.worc@mcphs.edu</a>  <b>Manchester Campus:</b> <a href="mailto:counseling.manch@mcphs.edu">counseling.manch@mcphs.edu</a>	<b>Boston Campus:</b> 617.732.2837  <b>Worcester Campus:</b> 508.373.5718  <b>Manchester Campus:</b> 603.314.1781
<b>Office of Student Access and Accommodations</b>	<b>All Campuses:</b> <a href="https://my.mcphs.edu/departments/disability-support-services">https://my.mcphs.edu/departments/disability-support-services</a>	<b>All Campuses:</b> 617.879.5995 or <a href="mailto:OSAA@mcphs.edu">OSAA@mcphs.edu</a>
<b>Diversity and Inclusion</b>	<b>All Campuses:</b> Office of Student Affairs (centralized)	<b>All Campuses:</b> 617.732.2058
<b>Emergencies</b>	<b>Boston Campus:</b> Public Safety  <b>Worcester Campus:</b> Public Safety  <b>Manchester Campus:</b> Public Safety 7 AM – 11 PM (Weekdays); 8 AM-10 PM (Weekends)	<b>Boston Campus:</b> 617.732.2900  <b>Worcester Campus:</b> 508.373.5800  <b>Manchester Campus:</b> 603.314.1771 (Call Manchester PD after building hours (911 or 603.668.8711)
<b>Fees &amp; Billing</b>	Student Financial Services	617.732.2864

DEPARTMENT	INFORMATION LOCATION	CONTACT INFORMATION
<b>Financial Aid</b>	Student Financial Services  <b>Boston Campus:</b> White 208  <b>Worcester Campus:</b> 25 Foster Street, 1st Floor  <b>Manchester Campus:</b> Brant Academic and Student Center, 205	<b>Boston Campus:</b> 617.732.2864  <b>Worcester Campus:</b> 508.373.5633  <b>Manchester Campus:</b> 603.314.1729
<b>Fitness/ Recreation and Wellness</b>	<b>Boston Campus:</b> Fitness Center: Boston  <b>Worcester Campus:</b> Fitness Center: Worcester  <b>Manchester Campus:</b> Fitness Memberships	<b>Schumann Fitness Center (Boston):</b> 617.989.4098  <b>25 Foster Street, first floor</b>  <b>Manchester Fit Lab:</b> 603.641.6500 <a href="http://www.fitlabclub.com">www.fitlabclub.com</a>
<b>Food Service/Meal Plans</b>	<b>Boston Campus:</b> Sodexo	<b>Boston Campus:</b> 617.879.7964
<b>Food and Financial Insecurity</b>	<b>All Campuses:</b> Office of Student Affairs	617.732.2058  Julia.golden@mcphs.edu
<b>General Questions</b>	<b>Boston Campus:</b> Office of Student Affairs  <b>Worcester Campus:</b> Office of Student Affairs  <b>Manchester Campus:</b> Office of Student Affairs	<b>Boston Campus:</b> 617.732.2929  <b>Worcester Campus:</b> 508.373.5646  <b>Manchester Campus:</b> 603.314.1783
<b>Grade Appeals</b>	Instructor	Instructor
<b>Graduation/ Commencement Questions</b>	Office of Student Affairs <a href="https://my.mcphs.edu/en/departments/student-affairs/commencement">https://my.mcphs.edu/en/departments/student-affairs/commencement</a>	<b>All Campuses</b> commencement@mcphs.edu
<b>Health Insurance</b>	MCPHS Student Plan: University Health Plans <a href="http://www.universityhealthplans.com">www.universityhealthplans.com</a>	800.437.6448
<b>Health Insurance (Billing)</b>	Student Financial Services	617.732.2864
<b>Student Health Services</b>	<b>Boston Campus:</b> Mass Art Residence Hall (Treehouse), 2 <sup>nd</sup> Floor, 578 Huntington Avenue	<b>Boston Campus:</b> 617.879.5220

DEPARTMENT	INFORMATION LOCATION	CONTACT INFORMATION
<b>Houses of Worship/ Spiritual Resources</b>	<b>Boston Campus:</b> The Colleges of the Fenway <a href="http://www.colleges-fenway.org">www.colleges-fenway.org</a>  <b>Worcester/Manchester Campuses:</b> Office of Student Affairs	<b>Boston Campus:</b> <a href="http://www.colleges-fenway.org/students/religious-opportunities/">www.colleges-fenway.org/students/religious-opportunities/</a>  <b>Worcester/Manchester:</b> 508.373.5646  <b>Manchester Campus:</b> <a href="http://www.churchfinder.com/churches/nh/manchester">http://www.churchfinder.com/churches/nh/manchester</a>
<b>i-20 or F1 Visa concerns</b>	Immigration Services-All Campuses <a href="https://my.mcphs.edu/en/departments/immigration-services">https://my.mcphs.edu/en/departments/immigration-services</a>	<b>All Campuses:</b> 617.879.5905
<b>Identification Cards</b>	<b>All Campuses:</b> Public Safety	617.732.2900
<b>Identity Based Organizations</b>	<b>Boston Campus:</b> Center for Campus Life  <b>Worcester Campus:</b> Office of Campus Life  <b>Manchester Campus:</b> Office of Student Affairs	<b>Boston Campus:</b> 617.732.2973  <b>Worcester Campus:</b> 508.373.5647  <b>Manchester Campus:</b> 603.314.1783
<b>Immigration Services</b>	All Campuses	<b>Boston Campus:</b> 617.879.5905  <b>Worcester/ Manchester:</b> 617.732.2157
<b>Immunizations (for students enrolled as a new student starting Summer 2013 to the present)</b>	<b>All Campuses:</b> <a href="http://www.castlebranch.com">www.castlebranch.com</a>	888.666.7788 888.914.7279
<b>Information Services</b>	Help Desk	617.732.2170 <a href="https://mcphs.service-now.com">https://mcphs.service-now.com</a>
<b>Instructional Support, Academic Technology &amp; Innovation</b>	<b>Worcester Campus:</b> Director of Online Program Management & Student Services	508.373.5890
<b>International Academic Services</b>	<b>Boston Campus:</b> Fennell 107	617.735.1420 <a href="mailto:International.academics@mcphs.edu">International.academics@mcphs.edu</a>
<b>International Programs</b>	Office/Suite: Center for International Services (CIS) Suite, Fennell 107	617.732.2989

DEPARTMENT	INFORMATION LOCATION	CONTACT INFORMATION
<b>Internship Applications</b>	Registrar registraroffice@mcphs.edu	617.732.2855
<b>Intramural Sports</b>	<b>Boston Campus:</b> The Colleges of the Fenway  <a href="http://www.mcphs.edu/mcphs-life/boston/campus-life/colleges-of-the-fenway">www.mcphs.edu/mcphs-life/boston/campus-life/colleges-of-the-fenway</a>	<b>Boston Campus:</b> <a href="http://www.colleges-fenway.org">www.colleges-fenway.org</a>
<b>Leave of Absence (LOA)</b>	<b>All Campuses:</b> Academic Dean/program director of your Program/School  Health/Medical LOA's: Office of Student Affairs – all campuses	<b>Check with academic dean/program for contact information</b>  <b>Boston Campus:</b> 617.732.2929 <b>Worcester Campus:</b> 508.373.5646 <b>Manchester Campus:</b> 603.314.1783
<b>Library</b>	Reference Desk	<b>Boston Campus:</b> 617.732.2813  <b>Worcester Campus:</b> 508.373.5631  <b>Manchester Campus:</b> 603.314.1717
<b>Loans</b>	Student Financial Services	617.732.2864
<b>Lockers</b>	<b>Boston Campus:</b> Office of Student Affairs  <b>Worcester Campus:</b> Office of Student Affairs  <b>Manchester Campus:</b> Office of Student Affairs	<b>Boston Campus:</b> 617.732.2929  <b>Worcester Campus:</b> 508.373.5646  <b>Manchester Campus:</b> 603.314.1783
<b>Manchester Campus</b>	Manchester Campus	603.314.0210
<b>Math &amp; Physics Center</b>	<b>Boston Campus:</b> White B17	<b>Boston Campus:</b> uln@mcphs.edu
<b>Notary Public Services</b>	<b>Boston Campus:</b> Academic Affairs Office  <b>Worcester Campus:</b> Office of the Dean of School of Pharmacy; Office of the School of Optometry; Office of Academic Affairs  <b>Manchester Campus:</b> Executive Director Office	<b>Boston Campus:</b> 617.732.2854  <b>Worcester Campus:</b> 19 Foster: 508.373.5603 10 Lincoln: 508.373.5822 40 Foster: 508.373.5627  <b>Manchester Campus:</b> 603.314.1760

DEPARTMENT	INFORMATION LOCATION	CONTACT INFORMATION
Petitions to Graduate	Registrar registraroffice@mcphs.edu	
Public Safety	Public Safety Desk	<p><b>Boston Campus:</b> 617.732.2900 (101 Palace Road)</p> <p><b>Worcester Campus:</b> 508.373.5619 (19 Foster Street) 508.373.5800 (25 Foster Street) 508.373.5635 (40 Foster Street) 508.373.5796 (10 Lincoln)</p> <p><b>Manchester Campus:</b> 603.314.1771 (22 Fir Street)</p>
Registration	Registrar registraroffice@mcphs.edu	<b>All Campuses:</b> 617.732.2855
Residence Life/ Off-Campus Housing	<p><b>Boston Campus:</b> Office of Residence Life</p> <p><b>Worcester Campus:</b> Office of Residence Life</p> <p><b>Manchester Campus:</b> Office of Student Affairs</p>	<p><b>Boston Campus:</b> 617.732.2866</p> <p><b>Worcester Campus:</b> 508.373.5628</p> <p><b>Manchester Campus:</b> 603.314.1783</p>

DEPARTMENT	INFORMATION LOCATION	CONTACT INFORMATION
<b>Rotations</b>	<p><b>School of Pharmacy-Boston:</b> Experiential Education</p> <p><b>School of Pharmacy-Worcester/Manchester:</b> Experiential Education</p> <p><b>School of Nursing:</b> Clinical Placement</p> <p><b>School of Occupational Therapy-Manchester:</b> Fieldwork Experience</p> <p><b>School of Optometry:</b> Externships</p> <p><b>School of PA Studies Manchester/Worcester:</b> Clinical Education</p> <p><b>School of PA Studies Boston:</b> Clinical Education</p> <p><b>School of Physical Therapy:</b> Clinical Education</p> <p><b>School of Dental Hygiene:</b> Clinical Rotations Office 303B</p> <p><b>School of Medical Imaging and Therapeutics, Department of Diagnostic Medical Imaging:</b> Clinical Rotations</p> <p><b>New England School of Acupuncture-Worcester:</b> Clinical Rotations</p>	<p><b>School of Pharmacy-Boston:</b> 617.732.2877</p> <p><b>School of Pharmacy-Worcester/Manchester:</b> 508.373.5604</p> <p><b>School of Nursing:</b> 508.373.5713</p> <p><b>School of Occupational Therapy-Manchester:</b> 603.314.1721</p> <p><b>School of Optometry:</b> 508.373.5813</p> <p><b>School of PA Studies Manchester/Worcester:</b> 603.314.1790</p> <p><b>School of PA Studies Boston:</b> 617.732.2916</p> <p><b>School of Physical Therapy:</b> 508.373.5872</p> <p><b>School of Dental Hygiene:</b> 774.243.3413</p> <p><b>School of Medical Imaging and Therapeutics, Department of Diagnostic Medical Imaging:</b> 617.732.2986</p> <p><b>New England School of Acupuncture-Worcester:</b> 774.243.3477</p>
<b>School Closing*</b>	www.mcphs.edu (MCPS Home Page) or text via cell phone or Emergency Notification System	508.890.8855, opt. 6 for <b>Worcester</b> 603.314.0210 for <b>Manchester</b>
<b>Service Learning</b>	<b>Worcester Campus:</b> Office of Service Learning & Civic Engagement	<b>Worcester Campus:</b> 508.373.5613
<b>Student Accounts</b>	Student Financial Services	<p><b>Boston Campus:</b> 617.732.2864</p> <p><b>Worcester Campus:</b> 508.373.5633</p> <p><b>Manchester Campus:</b> 603.314.1729</p>

DEPARTMENT	INFORMATION LOCATION	CONTACT INFORMATION
<b>Student Affairs (the Office of)</b>	<b>Boston Campus:</b> Fennell Building, 3rd Floor  <b>Worcester Campus:</b> 19 Foster Street, 4th floor  <b>Manchester Campus:</b> 1260 Elm Street, Suite 118	<b>Boston Campus:</b> 617.732.2929  <b>Worcester Campus:</b> 508.373.5646  <b>Manchester Campus:</b> 603.314.1783
<b>Student Housing</b>	See: <i>Residence Life/ Off-Campus Housing</i>	
<b>MBTA semester pass program (fall &amp; spring only)</b>	<b>Boston/Worcester Campuses:</b> Center for Campus Life	<b>Boston/Worcester Campuses:</b> 617.732.2876
<b>Transfer Credits</b>	<b>Boston Campus:</b> Center for Academic Success and Enrichment	<b>Boston Campus:</b> 617.732.2860
<b>Withdrawal from University</b>	<b>Boston Campus:</b> Center for Academic Success and Enrichment  <b>Worcester Campus:</b> Center for Academic Success and Enrichment  <b>Manchester Campus:</b> Office of Student Affairs	<b>Boston Campus:</b> 617.732.2860  <b>Worcester Campus:</b> 508.373.5621  <b>Manchester Campus:</b> 603.314.1779
<b>Worcester Campus</b>	<b>Worcester</b>	508.890.8855
<b>Writing Center</b>	<b>Boston Campus:</b> White 400	<b>Boston Campus:</b> 617.732.2091 mcphs.mywconline.com
<b>Year of Graduation</b>	Registrar registraroffice@mcphs.edu	617.732.2855
<b>Veterans' Affairs</b>	Registrar registraroffice@mcphs.edu	617.732.2855

\*Due to the interconnectivity between the Worcester and Manchester campuses, if one closes (or is delayed) the other location will most likely be closed (or delayed) as well.

Please note that a “delay” means that once the University opens for the day, classes will resume with those scheduled at the time MCPHS opens, e.g., **University opening at 10:00 a.m.** means that classes will begin with **whatever class you would normally have underway at 10:00am.**

<b>PROVOSTS, DEANS &amp; PROGRAM DIRECTORS</b>	<b>OFFICE LOCATION</b>	<b>TELEPHONE</b>
<b>Caroline S. Zeind, PharmD, RPh</b> Vice President for Academic Affairs/Provost	704 Huntington Ave., Boston	617.732.2781
<b>Kristy Altongy-Magee, MPAS, DScPAS</b> Program Director for the Physician Assistant Studies-Manchester/Worcester	10 Lincoln Square, Worcester 1260 Elm Street, Manchester	508.373.5726
<b>Delia Castro Anderson, PhD</b> Associate Provost for Undergraduate Education; Dean, School of Arts and Sciences	226 Fennell, Boston	617.732.2910
<b>Paul Belliveau, PharmD</b> Interim Dean, School of Pharmacy, Worcester/Manchester	19 Foster Street, Worcester	508.373.5656
<b>Robert DiCenzo, PharmD</b> Dean, School of Pharmacy-Boston	310 White, Boston	617.732.2299
<b>Jacinda M. Félix Haro, MAT</b> Dean of Students & Senior Student Affairs Officer	Fennell, 3 <sup>rd</sup> Floor, Boston	617.732.2929
<b>Elizabeth Fuller, EdD</b> Interim Program Director, School of Physical Therapy	10 Lincoln Square, Worcester	508.373.5749
<b>Tammy L. Gravel, BSN, MSN, EdD</b> Dean of the School of Nursing and Chief Nurse Administrator	302 Griffin, Boston	617.274.3371
<b>Richard Kaplan, MLS</b> Dean of Library and Learning Resources	2004 Matricaria, Boston	617.732.2808
<b>Frances Keech, RT(N), DHSc</b> Dean, School of Medical Imaging and Therapeutics	414 Griffin, Boston	617.732.2928
<b>Alicia Kelley, DScPAS, MS, PA-C</b> Program Director, School of Physician Assistant Studies – Boston	401 Griffin, Boston	617.274.3332
<b>Stephen G. Kerr, PhD</b> Assistant Provost for International Affairs; Professor of Medicinal Chemistry	518 Griffin, Boston	617.732.2093
<b>Barbara Macaulay, EdD</b> Associate Provost, Academic Innovation	10 Lincoln Square, Worcester	508.373.5897
<b>Craig E. Mack, EdD</b> Associate Provost for Student Achievement and Success	704 Huntington Ave., Boston	617.732.2178

<b>Anna K. Morin, PharmD</b> Associate Provost Worcester/Manchester and Professor of Pharmacy Practice	10 Lincoln Square, Worcester	508.373.5649
<b>Dennis Moseman, DC, MS</b> Dean, New England School of Acupuncture	19 Norwich Street, Worcester	774.243.3489
<b>Jeanine K. Mount, PhD</b> Associate Provost for Academic and Professional Affairs	704 Huntington Avenue, Boston	617.732.2192
<b>Maryke N. Neiberg, OD</b> Dean, School of Optometry-Worcester	10 Lincoln Square, Worcester	508.373.5821
<b>Henriette Pranger, PhD</b> Associate Provost for Institutional Research and Effectiveness	704 Huntington Avenue, Boston	617.732.2283
<b>C. Douglas Simmons, PhD</b> Program Director, School of Occupational Therapy	1260 Elm Street, Manchester	603.314.1775
<b>Dianne Smallidge, EdD</b> Dean, Forsyth School of Dental Hygiene	106C White Building, Boston	617.735.1528
<b>Michael Spooner, MHA, EdD</b> Dean, School of Healthcare Business	28 Mechanic Street, Worcester	508.373.5874
<b>Carol Stuckey, MBA</b> Dean, School of Professional Studies	179 Longwood Avenue, Boston	617.732.2114
<b>Stacey Taylor, BS</b> Administrative Dean/University Registrar	208H White Building, Boston	617.732.2790
<b>Patrick T. Zeller, BS</b> Chief Affiliations Officer, University Lead, Digital Health	5th Floor Griffin, 517 Boston	617.732.2096

## **CAMPUS OFFICES**

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### **Academic Affairs**

Boston: 704 Huntington Ave.  
P: 617.732.2854 F: 617.732.2784

Worcester/Manchester: 40 Foster Street  
508.373.5627

### **Admission Office**

Boston:  
Office/Suite: White 209  
[www.mcphs.edu/admission-and-aid](http://www.mcphs.edu/admission-and-aid)  
617.879.5964

Worcester:  
Office/Suite: 25 Foster Street, Main Floor  
508.373.5607

Manchester:  
Office/Suite: 1260 Elm Street, 201  
603.314.1701

### **Business Office**

Office/Suite: Boston, White 416  
617.732.2145

### **Center for International Studies**

**Immigration and International Support Services**  
**International Academic Services**  
**International Programs (Education Abroad)**  
Office/Suite: Boston, Fennell Building 107  
617.732.2816

### **Center for Professional Career Development**

Boston:  
Office/Suite: Griffin Building, 5th Floor  
617.274.3355  
[careerdevelopment@mcphs.edu](mailto:careerdevelopment@mcphs.edu)

Worcester:  
Office/Suite: 11 Norwich Street, 4th Floor  
508.373.5733  
[careerdevelopment@mcphs.edu](mailto:careerdevelopment@mcphs.edu)

Manchester:  
Office/Suite: Administration Suite 201  
508.373.5733  
[careerdevelopment@mcphs.edu](mailto:careerdevelopment@mcphs.edu)

**Communications, Office of**  
Office/Suite: Boston, Griffin Building 505  
617.732.2130

**Continuing Education**  
Office/Suite: Boston, Griffin Building 502  
[www.alumni.mcphs.edu](http://www.alumni.mcphs.edu)  
617.732.2081

**Creative Services**  
617.732.2957

**Diversity and Inclusion**  
Office/Suite: Boston, Matricaria Building 400  
[www.mcphs.edu/about-mcphs/diversity-equity-inclusion](http://www.mcphs.edu/about-mcphs/diversity-equity-inclusion)  
617.751.3000  
[deiteam@mcphs.edu](mailto:deiteam@mcphs.edu)

**Environmental Health and Safety**  
Office/Suite: Boston, Fennell Building Basement  
617.732.2861

**Finance and Administration**  
Office/Suite: Boston, 179 Longwood Ave.  
617.732.2132

**Human Resources**  
Boston:  
Office/Suite: White, 4th Floor  
617.732.2820

Worcester/Manchester:  
Office/Suite: Worcester, 10 Lincoln Square  
617.732.2820

**Legal Affairs**  
Office/Suite: Boston, White 102  
P: 617.732.2964 F: 617.732.2165

**Libraries**  
**Reference Desk**  
Boston: 617.732.2813  
Worcester: 508.373.5631  
Manchester: 603.314.1717

**Circulation**  
Boston: 617.732.2252  
Worcester: 508.373.5618  
Manchester: 603.314.1717

**Instructional Support, Academic Innovation**  
Office/Suite: Worcester, 10 Lincoln Square, 4th Floor  
508.373.5890

**MCPHS Pharmacy Outreach Program**  
Office/Suite: Worcester, 11 Norwich Street  
[www.mcphs.edu/patient-centers/pharmacy-outreach-program](http://www.mcphs.edu/patient-centers/pharmacy-outreach-program)  
Help Line: 1.866.633.1617 P: 508.373.0031

**Office of Pharmacy Experiential Education**  
Boston:  
Office/Suite: White B12  
617.732.2877  
[PEP@mcphs.edu](mailto:PEP@mcphs.edu)

Worcester/Manchester:  
Office/Suite: 19 Foster Street  
508.373.5604  
[jessica.carfora@mcphs.edu](mailto:jessica.carfora@mcphs.edu)

**Office of Student Affairs**  
Boston:  
Office/Suite: Fennell Building, 3rd Floor  
617.732.2929

Worcester:  
Office/Suite: 19 Foster Street, 413  
508.373.5646

Manchester:  
Office/Suite: 1260 Elm Street, 118  
603.314.1783

**President's Office**  
Office/Suite: Boston, White 211  
617.732.2880

**Registrar's Office**  
Boston:  
Office/Suite: White 220  
P: 617.732.2855 F: 617.735.1050  
[registrarsoffice@mcphs.edu](mailto:registrarsoffice@mcphs.edu)

Worcester:  
Office/Suite: 40 Foster Street, 227

**Student Financial Services**  
[www.mcphs.edu/admission-and-aid/financial-services](http://www.mcphs.edu/admission-and-aid/financial-services)

Boston:  
Office/Suite: White 208

P: 617.732.2864 F: 617.732.2082  
sfs@mcphs.edu

Worcester:  
Office/Suite: 25 Foster Street, 1st Floor  
P: 508.373.5633 F: 508.890.7987

Manchester:  
Brant Academic and Student Center, 205  
P: 603.314.1729 F: 603.314.0213

**University Advancement**  
Boston: 179 Longwood Ave.

Advancement Operations  
Office/Suite: Worcester, 11 Norwich Street, 3rd Floor  
617.274.3349

**Web Services**  
webservices@mcphs.edu

## **BOSTON CAMPUS**

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**Center for Academic Success and Enrichment (CASE), Boston**  
Office/Suite: White 110  
P: 617.732.2860 F: 617.732.2103

**Center for Campus Life, Boston**  
Office/Suite: White B02  
617.732.2876

**Center for Drug Information and Natural Products**  
**School of Pharmacy-Boston**  
[www.mcphs.edu/patient-centers/center-for-drug-information-and-natural-products](http://www.mcphs.edu/patient-centers/center-for-drug-information-and-natural-products)  
P: 617.732.2759 F: 617.732.2236

**Counseling Services, Boston**  
Office/Suite: Fennell Building 300  
<https://my.mcphs.edu/departments/counseling-services>  
P: 617.732.2837 F: 617.732.2795

**Department of Pharmaceutical Sciences, Boston**  
Suite/Office: White 315  
P: 617.732.2194 F: 617.732.2228

**Department of Pharmacy Practice, Boston**  
Suite/Office: White 300  
617.732.2897

**Office of Student Access and Accommodations, Boston**

Office/Suite: Fennell Building 308

[www.mcphs.edu/academics/academic-support-and-resources/office-of-student-access-and-accommodations](http://www.mcphs.edu/academics/academic-support-and-resources/office-of-student-access-and-accommodations)

P: 617.879.5995 F: 617.608.5888

**Facilities, Boston**

Office/Suite: Fennell Building Basement 01

617.732.2896

**Forsyth School of Dental Hygiene**

Office/Suite: White 106

[www.mcphs.edu/academics/school-of-dental-hygiene](http://www.mcphs.edu/academics/school-of-dental-hygiene)

617.735.1045

**Information Services, Boston**

Office/Suite: Technology Center, Matricaria Building, 3rd Floor

617.732.2170

**International Center for Pharmaceutical Economics & Policy**

[www.mcphs.edu/patient-clinics/research-initiatives/international-center-for-pharmaceutical-economics-and-policy](http://www.mcphs.edu/patient-clinics/research-initiatives/international-center-for-pharmaceutical-economics-and-policy)

**Library and Learning Resources, Boston**

Office/Suite: Henrietta DeBenedictis Library

617.732.2813

**Mail Room/Operations, Boston**

Office/Suite: Fennell Building Basement

617.732.2136

**Math & Physics Center, Boston**

Office/Suite: White B17

[uln@mcphs.edu](mailto:uln@mcphs.edu)

**Office of Student Affairs, Boston**

Office/Suite: Fennell Building, 3rd Floor

617.732.2929

**Public Safety, Boston**

Office/Suite: Fennell Building 115

617.732.2900

**Purchasing, Boston**

Office/Suite: White 208

617.732.2132

**Residence Life, Boston**

Office/Suite: Fennell Building 308

617.732.2866

**Schumann Fitness Center, Boston**

Office/Suite: Nelson Recreation Center, Wentworth Campus  
617.989.4098

**School of Arts and Sciences, Boston**

Office/Suite: Fennel Hall 260  
[www.mcphs.edu/academics/school-of-arts-and-sciences](http://www.mcphs.edu/academics/school-of-arts-and-sciences)  
P: 617.732.2911 F: 617.732.2959

**School of Healthcare Business, Boston**

[www.mcphs.edu/academics/school-of-healthcare-business](http://www.mcphs.edu/academics/school-of-healthcare-business)  
508.373.5890

**School of Medical Imaging and Therapeutics, Boston**

Office/Suite: Griffin Building 428  
[www.mcphs.edu/academics/school-of-medical-imaging-and-therapeutics](http://www.mcphs.edu/academics/school-of-medical-imaging-and-therapeutics)  
P: 617.732.2986 F: 617.732.2075

**School of Nursing, Boston**

[www.mcphs.edu/academics/school-of-nursing](http://www.mcphs.edu/academics/school-of-nursing)  
P: 617.732.2841 F: 617.879.5089

**School of Pharmacy, Boston**

Office/Suite: White 315  
[www.mcphs.edu/academics/school-of-pharmacy](http://www.mcphs.edu/academics/school-of-pharmacy)  
617.732.2825

**School of Physician Assistant Studies, Boston**

Office/Suite: Griffin Building, 4th Floor  
P: 617.732.2918 F: 617.732.1027

**The Writing Center, Boston**

Office/Suite: White 400  
[mcphs.mywconline.com](http://mcphs.mywconline.com)  
617.732.2091

## **WORCESTER/MANCHESTER CAMPUSES**

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### **Center for Academic Success and Enrichment (CASE), Worcester/Manchester**

www.mcphs.edu/academics/academic-support-and-resources/center-for-academic-success-and-enrichment

Worcester:

Office/Suite: 40 Foster Street, 225 & 228

P: 508.373.5608 F: 508.373.5751

Manchester:

Office/Suite: 1260 Elm Street, 118

P: 603.314.1780 F: 603.314.0304

### **Campus Life, Worcester**

Office/Suite: 19 Foster Street, 413

[my.mcphs.edu/departments/campus-life/Worcester](http://my.mcphs.edu/departments/campus-life/Worcester)

P: 508.373.5647 F: 508.373.5751

### **Campus Life & Leadership, Manchester**

Office/Suite: 1260 Elm Street, 118

[my.mcphs.edu/en/departments/campus-life/Manchester](http://my.mcphs.edu/en/departments/campus-life/Manchester)

P: 603.314.1779 F: 603.314.0304

### **Counseling Services, Worcester**

Office/Suite: 40 Foster Street, 108-112

[my.mcphs.edu/departments/counseling-services](http://my.mcphs.edu/departments/counseling-services)

P: 508.373.5718 F: 508.373.5730

### **Counseling Services, Manchester**

Office/Suite: 1260 Elm Street, 118

[my.mcphs.edu/departments/counseling-services](http://my.mcphs.edu/departments/counseling-services)

P: 603.314.1781 F: 603.314.1752

### **Office of Student Affairs, Worcester**

Office/Suite: 19 Foster Street, 413

[my.mcphs.edu/en/departments/student-affairs/worcester-manchester](http://my.mcphs.edu/en/departments/student-affairs/worcester-manchester)

P: 508.373.5646 F: 508.373.5751

### **Office of Student Affairs, Manchester**

Office/Suite: 1260 Elm Street, 118

[my.mcphs.edu/](http://my.mcphs.edu/)

P: 603.314.1783 F: 603.314.0304

### **Fitness Center, Worcester**

25 Foster Street, Main Floor

### **Residence Life, Worcester**

Office/Suite: 19 Foster Street, 413

[my.mcphs.edu/en/departments/housing-residence-life/Worcester](http://my.mcphs.edu/en/departments/housing-residence-life/Worcester)

P: 508.373.5628 F: 508.373.5751

**Facilities, Worcester Campus**

Office/Suite: 19 Foster Street, B010  
508.373.5616

**Facilities, Manchester Campus**

Office/Suite: 1260 Elm Street, BASC201  
Use **Facilities Boston** to contact: 617.732.2896

**Forsyth School of Dental Hygiene, Worcester**

Office/Suite: 10 Lincoln Square, 3rd Floor  
[www.mcphs.edu/academics/school-of-dental-hygiene/dental-hygiene](http://www.mcphs.edu/academics/school-of-dental-hygiene/dental-hygiene)  
774.243.3410

**Information Services, Worcester**

19 Foster Street, Help Desk, 2nd floor  
10 Lincoln Square, 6th Floor  
617.732.2170

**Library and Learning Resources, Worcester**

Blais Family Library, 19 Foster Street, 2nd floor  
[my.mcphs.edu/Library](http://my.mcphs.edu/Library)  
508.373.5618

**Library and Learning Resources, Manchester**

1260 Elm Street  
[my.mcphs.edu/en/library](http://my.mcphs.edu/en/library)  
603.314.1717

**School of Acupuncture, Worcester**

Office/Suite: 19 Norwich Street  
[www.mcphs.edu/academics/school-of-acupuncture/acupuncture](http://www.mcphs.edu/academics/school-of-acupuncture/acupuncture)  
774.243.3477

**School of Healthcare Business, Worcester**

Office/Suite: 10 Lincoln Square, 4th Floor  
[www.mcphs.edu/academics/school-of-healthcare-business](http://www.mcphs.edu/academics/school-of-healthcare-business)  
508.373.5890

**School of Medical Imaging and Therapeutics, Worcester**

Office/Suite: 10 Lincoln Square, 2nd Floor  
[www.mcphs.edu/academics/school-of-medical-imaging-and-therapeutics](http://www.mcphs.edu/academics/school-of-medical-imaging-and-therapeutics)  
P: 617.732.2986 F: 617.732.2075

**School of Nursing, Worcester/Manchester**

Office/Suite: 25 Foster Street, 2nd floor  
[www.mcphs.edu/academics/school-of-nursing](http://www.mcphs.edu/academics/school-of-nursing)  
P: 617.732.2841 F: 617.879.5089

**School of Occupational Therapy, Manchester**

Office/Suite: 1260 Elm Street, MBMT 136

[www.mcphs.edu/academics/school-of-occupational-therapy](http://www.mcphs.edu/academics/school-of-occupational-therapy)

603.314.1786

**School of Optometry, Worcester**

Office/Suite: 10 Lincoln Square, 212

[www.mcphs.edu/academics/school-of-optometry](http://www.mcphs.edu/academics/school-of-optometry)

P: 508.373.5811 F: 508.519.5370

**School of Pharmacy (Accelerated PharmD), Worcester/Manchester**

Office/Suite: 19 Foster Street, 400

[www.mcphs.edu/academics/school-of-pharmacy/pharmacy/pharmacy-pharmd-accelerated](http://www.mcphs.edu/academics/school-of-pharmacy/pharmacy/pharmacy-pharmd-accelerated)

P: 508.373.5611 F: 508.890.8515

**School of Physician Assistant Studies, Manchester/Worcester**

Manchester:

Office/Suite: 1260 Elm Street, 1st Floor

[www.mcphs.edu/academics/school-of-physician-assistant-studies/physician-assistant/physician-assistant-studies-mpas-accelerated](http://www.mcphs.edu/academics/school-of-physician-assistant-studies/physician-assistant/physician-assistant-studies-mpas-accelerated)

P: 603.314.1730 F: 603.314.0147

Worcester:

Office/Suite: 10 Lincoln Square, 205

P: 508.373.5734 F: 508.373.5766

**School of Physical Therapy, Worcester**

Office/Suite: 10 Lincoln Square, 207

[www.mcphs.edu/academics/school-of-rehabilitation-sciences/physical-therapy](http://www.mcphs.edu/academics/school-of-rehabilitation-sciences/physical-therapy)

P: 508.373.5741 F: 508.373.5765

# **Academic Support and Procedures**

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## **Academic Policies and Procedures**

### **Introduction**

General University policies and procedures are stated below. Students should note that within individual programs and schools there might be additional requirements or variations of these policies. The ultimate responsibility for complying with academic policies and fulfilling graduation requirements rests with the individual student.

### **Attendance**

The University expects students to meet attendance requirements in all courses in order to qualify for credit. Attendance requirements may vary depending on the instructor, and these should be clearly stated in the syllabus available to each student during the first week of the course.

The Documented/Emergency Absence Policy (below) is intended for students who experience an unforeseen circumstance. The Documented/Emergency Absence Policy is not intended to be used as the standard attendance policy in a course syllabus.

Faculty should refer students to the Documented/Emergency Absence Policy for absences that fall under the scope of the Policy. It is not intended for every absence. Faculty who are already working with a student on their absences do not need further approval from the Dean of Students.

Faculty are notified of an approved absence within 5-7 business days to the faculty members MCPHS email account. Lists of absences throughout the duration of the semester are not provided. If faculty have questions about the Documented/Emergency Absence Policy or questions about the approval process, they can contact the Dean of Students/Student Affairs Office on their home campus.

### **Documented/Emergency Absence Policy**

Absences from coursework can be detrimental to students' academic progress. In an effort to support students in certain circumstances, a Documented/Emergency Absence may be granted as a reasonable allowance; however, a Documented/Emergency Absence does not always excuse a student from making up academic work nor does it guarantee that missed work/clinical hours can be made up.

Each course syllabus and academic program's policy and procedure manual should outline students' responsibilities related to absences. Students are expected to abide by these instructions; students who fail to do so may be ineligible to receive a Documented/Emergency Absence approval, regardless of reason.

The Documented/Emergency Absence Policy is not intended for students who miss class due to poor time management, acute illnesses, or social events etc.. The Documented/Emergency Absence Policy is also not meant to serve as a standard absence policy in a faculty member's syllabus.

Documented/Emergency Absences are not granted for the following (please note this is not an inclusive list):

- Plane reservations/Travel (at any time)

- Weather conditions
- Transportation/commuter issues
- Poor time management
- Social Events (weddings, birthday parties, reunions, etc.)
- Connectivity issues
- Failure to be within COVID-19 Testing Compliance
- Inconclusive COVID-19 Test results

If students, staff or faculty have questions about the Documented/Emergency Absence Policy please contact us:

Dean of Students/Student Affairs for all campuses:  
Student\_affairs@mcphs.edu or call 617.732.2929

### **Procedure for submitting a Documented/Emergency Absence Request**

The procedure for seeking a Documented/Emergency Absence and consideration for making up exams, coursework, clinical/rotation hours, or any other academic work for credit is outlined below. Email submissions to the Dean of Students are not accepted.

#### **1. Submitting Documented/Emergency Absence Request Form**

Students must submit a completed Documented/Emergency Absence Request Form with valid documentation per campus within five days from the date of absence.

Worcester: <https://tinyurl.com/mcphs-worcester>

Boston: <https://mcphsreslife.wufoo.com/forms/w1ewjh3k09bi7tm/>

Manchester: <https://tinyurl.com/mcphs-manchester>

Students are required to complete the Documented/Emergency Absence form in its entirety. Failure to complete the form accordingly, listing faculty, course number and other information requested on the form will result in an automatic denied request.

Students with three or more Documented/Emergency Absences in one semester in a single course may be required to meet with the Dean of Students or designee on their respective campus. Students who submit requests due to hospitalizations and/or missed more than five consecutive days of coursework will be contacted to meet with a member of our team.

### **Supporting Documentation Guidance**

When submitting an online request students are expected to provide supporting documentation. A general guide of examples of supporting documentation is provided below. Students should submit their request with the supporting documentation. Sending follow up emails with documentation may result in a denied request. Providing photos of events does not constitute as supporting documentation. Questions about documentation can be directed to the Office of Student Affairs.

Bereavement/Death of a family member	A copy of obituary or link to obituary, prayer card
Religious Observance	See religious observance below

Medical Reason	Signed and dated documentation on official letterhead from a healthcare provider. If the student requires recovery time these dates should be included.
Immutable Appointment	Jury duty card, court document, career day agenda etc.
COVID-19 isolation/quarantine	Copy of test results and/or healthcare provider letter stating clear date

\*Religious observance:

Any student in an educational or vocational training institution ... who is unable, because of their 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 they may have missed because of such absence on any particular day; provided, however, that such make-up examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of their availing themselves of the provisions of this section.

## 2. Notification from the Dean of Students/Student Affairs Office

The Office of Student Affairs will notify the faculty and student within 5-7 business days via MCPHS email of the decision on the request.

## 3. Missed Work and Make-Up Process

Once a Documented/Emergency Absence has been approved, it is the responsibility of the student to contact the instructor within 24 hours to arrange make-up coursework. Course instructors will be asked to make reasonable arrangements (consistent with the syllabus) to assist the student in completing requirements of the missed coursework or exam. The following information is imperative to making up missed work and/or exam(s):

While a student may be granted a Documented/Emergency Absence, some absences may not justify make-up work because faculty may not be able to replicate the experience. In such cases, this policy should be in the syllabus and the determination made by the school dean in collaboration with the instructor.

## Special Considerations Related to COVID-19

Given the ongoing concern regarding the novel coronavirus (SARS-CoV-2/COVID-19) outbreak, the Centers for Disease Control and Prevention (CDC) and the Massachusetts and New Hampshire Department of Public Health (DPH) have provided guidance on precautionary measures.

MCPHS is implementing revisions to this policy to provide the flexibility needed concerning absences for students who are either symptomatic, required to isolate or required to quarantine.

Students who are symptomatic for <u>one</u> day	Must update their daily symptoms in the CoVerified App, must alert the COVID-19 Team and work with their faculty on their absence. <i>Documented/Emergency Absence submissions for one day of symptoms are not</i>
-------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<i>accepted, students must work with their faculty</i>
Students who are symptomatic for more than <u>one school day</u>	Must update their daily symptoms in the CoVerified App, must alert the COVID-19 Team and outreach to a healthcare provider
Students who test positive or are considered a “close contact”	Must alert the COVID-19 Team and follow the guidance outlined by the COVID-19 Team

Please note it is essential that students follow the most current CDC and DPH guidelines. Students should practice CDC and DPH precautionary measures and seek consultation and instructions from a medical provider if:

- they are experiencing a fever and symptoms of respiratory illness (e.g., cough, difficulty breathing) and
- who have either traveled to a country/region as specified with risk by the CDC or
- have had close contact with someone who is sick and being evaluated for COVID-19 or who has received a laboratory confirmed COVID-19 diagnosis.

### **DOCUMENTED/EMERGENCY ABSENCE POLICY FOR STUDENTS IN SERVICE**

MCPHS University recognizes the important contributions made by U.S. Armed Forces status consisting of Active Duty, U.S. Military, Veteran, Armed Forces, U.S. Reserves or National Guard, The Reserve Officer Training Corps (ROTC) and military students in service to their home country. The University understands that students may be called into active military service for periods or be required to be absent from class for shorter durations to fulfill military obligations.

Military students may have required military activities which cause a student to be absent from class for a short period. Once the student is aware of call to duty, the student must discuss their circumstances with the Dean of Students Office (DOS) and their faculty.

Dean of Students/Student Affairs: Student\_affairs@mcphs.edu or call 617.732.2929

#### **Examples of Active-Duty Military Absence include but are not limited to:**

- Individual or unit calls to active duty for deployment
- Natural disaster response
- Receipt of military permanent change of station orders
- Funeral honor guard details
- Periodic training/drill obligations
- ROTC field training exercises

#### **1. Documentation**

Students must provide maximum advance notice of absences and provide copies of their official military documentation such as:

- Paper or electronic Orders
- Leave and Earning Statement
- a unit's Memorandum

It is the responsibility of the student to notify the DOS and their faculty as soon as possible. The DOS will work with the student, faculty and other student serving offices to best support the student. Please note, if a student is fulfilling military obligations for a country other than the United States, the Center for International Studies (CIS) may be notified.

## **2. Faculty Notification/Communication**

It is the responsibility of the student to request the opportunity to complete missed work and to complete coursework according to the terms mutually agreed upon between the instructor and the student. The instructor may award an Incomplete (I) Grade if the excused absence is near the end of the class and the student has completed all but a small portion of the coursework in accordance with the Incomplete Grade Policy.

### **Clinical/Rotations**

Students must contact their preceptor and clinical coordinator if their absence(s) will impact their clinical rotations. Notification to clinical preceptors and clinical coordinators must comply with expectations outlined in clinical rotation syllabi and program handbooks.

### **Military Families**

Student Affairs stands ready to support spouses or dependent children of military members or service members of the armed forces who are students. Please contact the DOS for further support.

### **Instructor Absence**

If a faculty member is unable to conduct classes as scheduled, every effort will be made to offer substitute instruction for the students. Planned absences due to professional commitments should be approved by the school dean well in advance so that suitable coverage or alternative assignments may be arranged. The school dean should be informed as soon as possible of any unplanned absences due to illness or personal emergency so that students can be notified in a timely manner. Classes can be canceled only with the approval of the school dean or, in the absence of the school dean, the Vice President for Academic Affairs.

### **Academic Progress**

The academic standing of each student will be reviewed at the end of each academic semester at each campus, including summer sessions. All students will be reviewed by the school in which they are enrolled. Summer sessions are reviewed to evaluate student academic progress.

Each school has specific academic progress standards (e.g., minimum grade point average requirements, minimum grades for required courses) that must be met in order to progress within the degree program (see Good Academic Standing). Students who fail to meet the minimum standards required for academic progress will be notified of the decision by the school's Academic Standing Committee (ASC).

### **Academic Warning**

Faculty members submit academic warnings at the mid-point of each semester via WebAdvisor which are then processed by the Center for Academic Success and Enrichment (CASE) on each campus.

Undergraduate students receiving academic warnings will be notified by email message to his or her official MCPHS email account. Undergraduate students receiving academic warnings will receive a notification letter from their school dean with additional instructions.

Students in graduate programs who receive academic warnings will be notified by their academic departments/programs by email to their official MCPHS emails and provided additional instructions.

Boston: Each student placed on academic warning will be encouraged to attend academic skill-building workshops and to meet with their Student Success Coach in the Center for Academic Success and Enrichment. These actions may be required of students who receive more than one academic warning (as stipulated in a letter from their school dean).

**Worcester/Manchester:** Each student placed on academic warning will be required (as stipulated in his or her notification letter) to meet with a graduate enrichment coach in the Center for Academic Success and Enrichment (Worcester/Manchester) and meet with a faculty advisor.

There is no appeal process associated with an academic warning.

### **Academic Probation**

Each student's academic status will be reviewed at the end of each academic semester by the Academic Standing Committee (ASC) for their school, and each student's professional (if applicable) and cumulative grade point averages (GPAs) will be determined. A student with a professional and/or cumulative GPA below the requirement for his or her major shall be placed on academic probation and receive a letter from their Academic Dean or Program Director. This written notice of probationary status also will include a notice that failure to reach the required GPA by the end of the designated academic semester may result in dismissal from the University.

Each student on probation is required to meet with a designated member of the Center for Academic Success and Enrichment (CASE) on their home campus by the end of the second week of the probationary semester to develop and agree to—in writing—an Academic Success Plan (ASP). The ASP may include mandatory study/advising sessions, mandatory class attendance, or other stipulations aimed at encouraging and supporting student success.

Probationary status may remain in effect for up to two consecutive academic terms, defined as two semesters or two clinical clerkships, depending upon the student's year and/or campus of enrollment. It is expected that students on probation make progress toward good academic standing at the conclusion of each academic term. Failure to demonstrate improvement at the end of the first probationary period may result in dismissal. At the conclusion of the second consecutive academic term, the student must have achieved good academic standing; failure to do so may result in dismissal. Upon completion of each academic term, a student on academic probation will receive a notice of his or her current standing in writing from the school dean.

Individual programs may have specific grade point requirements that students must meet in order to enter the professional years and associated clerkships of their programs. These program-specific requirements preempt the probation process for the preprofessional years. For information about program-specific requirements for the professional years, students should contact the appropriate school dean and refer to the Good Academic Standing chart. There is no appeals process associated with academic probation.

### **Academic Dismissal**

Each student's academic status will be reviewed at the end of each academic semester by the appropriate Academic Standing Committee (ASC). Each student's professional (if applicable) and cumulative GPAs will be determined. If a student's GPA falls below the level of good academic standing, as defined by the program requirements, for two consecutive academic semesters, the ASC will submit a recommendation for dismissal from the program to the appropriate school dean.

Courses may be attempted no more than two times. Grades of F and W are considered attempts for courses in which D or better is the passing grade. For those courses in which the passing grade is higher (e.g., C–, C), grades below the passing grade and W are all considered attempts. Failure to complete any course within these limits will result in an ASC recommendation for dismissal from the degree program to the school dean.

Individual programs may have specific grade point requirements that students must meet in order to enter the professional years and associated clerkships of their programs. These program-specific requirements preempt the dismissal process for the preprofessional years, and students failing to

meet them may be subject to dismissal. For information about program-specific requirements for the professional years, students should contact the appropriate school dean and refer to the Good Academic Standing chart.

A student recommended for dismissal may be continued by the school dean with or without conditions. If the school dean accepts the dismissal recommendation, the student will receive written notice of dismissal from the school dean. The notice will include procedures for appeal and will direct students to meet with an advisor to discuss a potential change of program. All change of programs must be finalized by the end of the add/drop period for the next enrolled semester. If students do not successfully appeal or meet the change of program deadline they will be administratively withdrawn from the university. Administrative withdrawal letters will include notice of loss of housing, financial aid, and registration. The following offices/individuals will be notified: Center for Academic Success and Enrichment, Student Affairs Office, Office of the Registrar, Residence Life, Information Services, Public Safety, Student Financial Services and Immigration Services/International Academic Services (if applicable). Students will be required to turn in their University ID and vacate University residence halls.

A student whose conduct is unsatisfactory may be dismissed from the University at any time. In such a case, tuition and fees paid for the current academic semester will not be refunded.

### **Reinstatement of Dismissed Students**

To be considered for readmission following dismissal by a school dean, the student must petition the Provost's Office, in writing, by the date designated in the appeals procedure guidelines that accompany the dismissal letter. The Provost's Office may uphold the dismissal, readmit the student, or readmit the student with conditions. If readmitted, the student's academic performance will be reviewed at the end of one academic semester. If the student has failed to meet the stipulated conditions or, in the absence of stipulated conditions, failed to meet the minimum GPA required for good academic standing in that student's program, the student will be dismissed from the University.

A student who has been dismissed twice is eligible for readmission to the same degree program only if (1) the student has been away from the University for a period of 12 months, and (2) the student has demonstrated academic success through coursework taken at another institution. If these conditions are met, the student may apply for readmission to the school dean. Readmission also will depend upon the availability of space in the program.

A student may apply for readmission to another degree program after the first or second dismissal. The student must meet with an Academic Advisor in the Center for Academic Success and Enrichment to initiate the internal transfer process described in the Change of Program section below. All materials required for this process must be finalized by the end of the add/drop period for the next enrolled semester. All of the program's internal transfer requirements (available from the school dean's office) must be met.

### **Auditing Courses—No Credit (Boston)**

A student may audit a course with the consent of the instructor. The student must register for the course through the Office of the Registrar and pay two-thirds of the tuition. The student does not earn academic credit for audited courses. Students cannot audit courses that are part of their required curriculum.

### **Change of Program (Boston)**

A student requesting an internal change of program must schedule an appointment with their Academic Advisor in the Center for Academic Success and Enrichment (CASE) to discuss the decision to apply for a change of program. Prior to this meeting, the student must have a printed copy

(from WebAdvisor) of their most recent program evaluation and a program evaluation for the new program. These audits should be brought to the meeting with the advisor. Students must initiate their request for additional transfer credit for coursework completed prior to matriculation during the meeting with the advisor.

When a new program has been chosen, the student may be required to schedule an appointment with the director of the program to which he or she wishes to transfer. The student will submit to the program director a request for change of student status form, the program evaluation, and a "what-if" program evaluation, as well as a letter stating the reasons for transfer. All program internal transfer requirements (available from the school dean's office) must be met. If the student is accepted into the new program in good standing, written notification of acceptance (in the form of a signed Change of Program form approved by the school dean) is sufficient notification. If the student is accepted into the new program on probation, a letter notifying the student of his or her probationary status will be attached to the Change of Program form and sent to the school dean for approval and signature. Once accepted, the program director will determine, if applicable, the new year of graduation (YOG). The student, the advisor, the program director, and the appropriate school dean must sign the Request for Change of Student Status form. All written correspondence regarding the decision must be sent to the student, program director, Office of the Registrar, Student Financial Services, CASE, and school dean(s). If students have outstanding coursework taken external to MCPHS, the official transcripts must be received in the Office of the Registrar no later than the add/drop deadline for the term of entry. Final acceptance into the new program will remain pending until transfer coursework has been approved. The student will receive official change of status email from the Office of the Registrar notifying them of requested program change.

In order to register for classes in the new program, the completed and approved request for Change of Program form must be on file in the Office of the Registrar. Once admitted to a new program, a student must adhere to the program and GPA requirements commensurate with his or her new YOG.

Depending on the intended new program, first-year students may change majors only after grades have been reviewed following the fall or spring semester or, in the case of the PharmD, the spring semester of the second year. Students may begin the change-of-program process early, but they must meet with an advisor in the CASE to review the change-of-program procedures, petition, and timeline, and then meet again at the final stage of the process.

If a student moves from the Worcester/Manchester PharmD program to any program in Boston, he or she will receive transfer credit for any courses that would be applied to the degree program, and the secondary degree would begin with a new degree audit. In this case, the residency requirement would be waived. Students cannot transfer from the Worcester or Manchester PharmD program into the Boston PharmD program.

### **Recalculation of the Grade Point Average**

Students who wish to remove courses from their grade point average that are not required for the new program should note their request on the Change of Program form. All grades will remain on the transcript (and program evaluation), with the notation that they are not included in the grade point average.

Students who leave a program not in good academic standing and wish to move to another degree program or be readmitted to their former program must meet the grade point requirements of that YOG and program (see Good Academic Standing). Students who leave the PharmD program not in good standing must complete the new program and meet the grade point average requirement required by the School of Pharmacy–Boston before seeking readmission into the PharmD program.

An additional change of program may result in courses being added back to the GPA.

## **Admission to Classes**

No student will be admitted to a scheduled class unless

- the student's name is on the instructor's class roster and
- the student's account is in order.

## **Attendance**

The University expects students to meet attendance requirements in all courses in order to qualify for credit. Attendance requirements may vary depending on the instructor, and these should be clearly stated in the syllabus available to each student during the first week of the course. Generally, students are expected to attend all classes unless they have a valid excuse. (See Documented Student Absence Request Policy and Procedure).

## **Student Conduct/Community Standards**

An instructor shall have the right to require a student who is disruptive during a class, laboratory, or experiential rotation to leave for the remainder of the session and shall report the incident to the Office of Student Affairs on their respective campus for further appropriate action in accordance with the Student Code of Conduct. Public Safety may also be notified.

## **Instructional Periods**

Faculty members are expected not to continue any class beyond the scheduled ending time. Unless students have been informed that the faculty member will be late, class is canceled if a faculty member has not arrived within 10 minutes of the scheduled starting time of a class.

## **Synchronized Distance Education**

Synchronized distance education ("SDE") using videoconferencing classrooms and technology is utilized for the delivery of some courses in MCPHS programs in which students are located at more than one home campus. SDE connects students at the two campuses in the Manchester/Worcester Physician Assistant Studies program and the School of Pharmacy—Worcester/Manchester Doctor of Pharmacy program. It is also used selectively by the School of Nursing to connect students and faculty on all three campuses. Students in SDE courses have access to faculty, course content and resources, and learning experiences that is equivalent to traditional learning environments.

## **Online Courses**

The majority of courses at MCPHS are conducted in physical classrooms and labs. However, in addition to programs offered entirely online, some required and elective courses may be delivered online and/or through distance education. In participating in online or distance education courses, students learn in different ways and must manage a technologically mediated environment. Familiarity with this learning method will be of value both in the completion of degree requirements and in the workplace. Increasingly, workplaces utilize technology for training and work.

MCPHS provides the following information for taking online courses:

- Online courses are wonderful learning environments—
  - Lectures can be listened to as much as needed;
  - Students communicate with their professors on a regular basis;
  - Students can learn a lot from each other;

- Learning resources are available right within the course.
- But, taking online courses requires a lot of self-discipline. Typically, successful online students report spending more time, not less, on online courses.
- Don't make the mistake of thinking that taking online courses is easier than going to class—online courses often are harder and more demanding.
- Plan ahead.
- Know the requirements for your online courses and pay close attention to the weekly tasks and assignments.
- For each week, there are a combination of presentations, lectures, assignments and readings.
- Time management is critical for success.
- Spending at least 6 to 10 hours a week on an online course is the norm.
- Good writing skills are also critical in online courses. If help is needed, ask.
- Students should log onto their online courses at least once a day. Communication with your professors and fellow students is critical.
- Plan to work hard but plan to have a great learning experience!

### **Minimum Class Size**

By noon on the Friday of the first week of classes, the school dean will make the following decision regarding offering a class, based on enrollment:

- Required courses will be offered unless offered more than once in a calendar year. If five or fewer students register for a required course that is offered more than once in a calendar year, the course may be canceled (programmatic requirements considered).
- Elective courses will be offered provided there is a minimum of eight students enrolled.

### **Registration**

It is the responsibility of the instructor to ensure that only properly registered students are allowed to attend class. If a student's name does not appear on the class roster in WebAdvisor after the add/drop period, that student shall not be allowed to attend, participate in, or take or receive exams until the instructor is notified by the Office of the Registrar that the student is officially registered.

### **COURSE POLICIES**

**Academic Honesty** (*See Academic Honesty Policy under University Policies & Procedures section of the Student Handbook.*)

### **Credit Hour Policy**

The credit hour policy applies to all courses at all levels (graduate, professional and undergraduate) that award academic credit regardless of the mode of delivery including, but not limited to, self-paced, online, hybrid, lecture, research, clinical and laboratory. Academic units are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this policy.

A lecture period of 50 minutes per week or laboratory work of 110 to 220 minutes per week, extending over one semester, constitutes one academic credit hour. For each hour of lecture,

students are expected to spend a minimum of two hours outside of class preparing for the course. For research, clinical/experiential rotations and service learning activities, actual hours may vary by program, but such activities must include an amount of work that is at least equivalent to lecture and laboratory courses.

## **Assessment**

All materials, in whatever format, submitted by students for evaluation in MCPHS courses may be used by MCPHS for program or institutional assessment. To the extent possible, individual identification will be removed from these materials before they are used for assessment purposes.

## **Colleges of the Fenway**

A Colleges of the Fenway (COF) student enrolled in an MCPHS course through COF cross-registration must notify the course instructor and provide her or him with an email address to ensure that course information is received in a timely manner. The student also should consult with the instructor regarding access to online applications that might be used in the course.

## **Writing-Intensive Courses** (for all HUM courses and others designated as writing intensive)

The MCPHS faculty believes that learning in all disciplines is an integrative process, a synthesis of critical reading, thinking, and writing. Students not only must learn to write but also must write to learn. Consequently, writing-intensive courses require students to write 15 to 20 pages in two or more assignments that may take various forms as determined by the course instructor. In addition, instructors dedicate class time to the teaching of writing in their specific disciplines, provide feedback on assignments, and allow revision of at least one assignment.

## **Writing Proficiency Requirement** (Boston only)

MCPHS–Boston students in all baccalaureate and first professional degree programs are expected to meet the University's standards for writing proficiency, which include the general standards for writing competency as delineated in the University's writing proficiency rubric, and specific applications of those standards by faculty in disciplines across the University curricula.

Students who do not perform at a satisfactory level of writing proficiency may be referred to the Writing Center and may be required to demonstrate writing improvement to receive full course credit. (For details, see the Writing Proficiency Requirement—Boston section of this catalog.) The writing proficiency rubric is available on the Writing Center Web page of the University Learning Network (ULN) at <https://my.mcphs.edu>.

## **Courses Taken at Other Colleges after Matriculation**

Once a student has matriculated at the University, no courses taken outside of MCPHS will be accepted for transfer credit. (NOTE: COF courses are allowed for Boston students.) Exceptions to this policy may be granted in instances involving delay of graduation or extreme hardship. In these instances, course approval must be obtained from the Center for Academic Success and Enrichment. Students are advised not to enroll in or make payments for non-MCPHS courses without official University approval.

## **Credit by Examination**

Credit by examination is available to students whose previous coursework in a subject area does not meet transfer credit criteria or who feel they have achieved competency in a subject through work or life experience. Credit by examination is available to new students only during the student's first semester of matriculation at the University, no later than the add/drop deadline of the term of entry.

Competency may be demonstrated through one of the following means: (1) College Level Examination Program (CLEP), (2) Advanced Placement (AP) examination, or (3) International Baccalaureate (IB) examination.

The College Board administers CLEP and AP examinations. A passing score on the CLEP examination in English Composition with Essay will be accepted as credit for Expository Writing I. A passing score on the CLEP examination in Freshman College Composition with Essay will be accepted as credit for Expository Writing II. CLEP credit will be awarded only after the Admission Office has received official scores directly from the College Board. In the case of AP examinations, credit will be awarded for a score of 4.0 or higher.

No AP credit will be awarded for CHE 131 Chemical Principles I, CHE 132 Chemical Principles II, CHE 110 Basic Chemistry I, or CHE 210 Basic Chemistry II. No AP credit will be awarded to students in the Premedical and Health Studies program for BIO 151 Biology I or BIO 152 Biology II.

AP and IB exceptions: Chemistry AP scores of 4 or better will be accepted as transfer credit for CHE 131 and CHE 132 for students who matriculate at MCPHS with existing college credit for organic chemistry. Transfer students accepted into the professional phase of an MCPHS degree program will receive transfer credit for IB courses accepted by a previous college. In both of these instances, official AP and/or IB exam documentation must be provided to MCPHS no later than the add/drop deadline of the term of entry.

Students who complete IB courses must provide high school transcripts and/or IB reports that document the course, examination level, and exam score. Students must achieve a score of 5 or better on an HL (high-level) IB exam. Transfer credits are limited to exams for English, language, or the arts.

Students are responsible for scheduling CLEP/AP examinations through the College Board. Results/scores of the examination(s) should be sent (by the school dean if applicable) to the Admission Office. If the student achieves an acceptable score on the examination(s), then notification will be sent to (1) the student, (2) the program director, (3) the school dean, (4) the Office of the Registrar, (5) the Academic Advising Center / advisor, and (6) others as appropriate. Credit earned by examination will not be counted toward the residency requirement.

### **Clinical Rotations and Background Screenings**

For some MCPHS programs, placements in clinical rotations at healthcare providers are a required part of the MCPHS curriculum. Some of those healthcare providers require background screenings, and a conviction for a criminal offense might present an issue. It is possible that certain types of criminal convictions, whether prior to being a student at MCPHS or while attending MCPHS, could preclude a student from being able to complete a required clinical rotation. For more information, please contact the MCPHS Chief Compliance Officer.

### **Cross-Registration (Boston)**

Cross-registration provides full-time undergraduates of the Colleges of the Fenway with the opportunity to take up to two courses per semester (fall and spring semesters) at any of the six Colleges of the Fenway institutions at no additional charge, so long as the credit load does not exceed 18 credit hours. This opportunity provides students with the advantages of a small college but exposes them to resources similar to those of a large university. Cross-registration enables students to broaden their intellectual and social capacities, and it introduces them to faculty, research, colleagues, and curricula they would not otherwise have experienced.

Students in good academic and financial standing may cross-register after students at the home institution have completed the preregistration process. Courses are open to cross-registration on a

seat-available basis. Each school's home students have the first option to register for courses that have been developed through joint efforts of faculty across the schools, and the goal of these courses is to attract a mix of students. A searchable database of all courses open for cross-registration may be found at [www.colleges-fenway.org](http://www.colleges-fenway.org). Detailed information about cross-registration and associated processes and policies is highlighted on the Colleges of the Fenway website ([www.colleges-fenway.org](http://www.colleges-fenway.org)).

When a course offered through the Colleges of the Fenway requires MCPHS students to be absent from their own institution's (MCPHS's) classes for no more than one week, the absence is considered an excused absence. Students enrolled in such courses are expected to meet all other academic requirements, working individually with faculty to make up work.

### **Dean's List**

The dean's list recognizes full-time students seeking a bachelor's degree or doctor of pharmacy who have completed the required full-time credit hours of credit and earn a minimum 3.50 semester GPA. Courses that are taken pass/fail do not count toward the full-time status. Doctor of Pharmacy students in Boston, Worcester, and Manchester who are completing clinical rotations are not eligible for the dean's list. Doctor of Pharmacy students in the Worcester and Manchester programs during the six-week fall semester of Year II are eligible for the dean's list. Incomplete grades that remain beyond the first three weeks of the subsequent semester render a student ineligible for the dean's list in that term. Dean's list is not awarded to students in graduate programs (i.e., MPAS, MANP, MSN, MSDH, MS, DPT, OD, OT and PhD). The dean's list is published approximately one month into the following semester by the Registrars Office.

### **Add/Drop Procedures**

A registered student who wishes to adjust his or her class schedule during the designated add/drop period can make adjustments online via WebAdvisor. Students cross-registered for Colleges of the Fenway courses must adhere to the add/drop procedures at their home institution. The add/drop period deadline for all programs is specified for each academic term, usually within the first week of classes. Adjustments to tuition and fees, where applicable, are made automatically through the Office of Student Financial Services. Students who wish to withdraw from a course after the designated add/drop period should refer to the Withdrawal from a Course section in Academic Policies and Procedures. No refunds are made if such changes are made after the designated add/drop period.

**NOTE: Simply failing to attend classes will not result in the course being dropped from the student's official registration, and students will be held financially accountable and receive a course grade of F.**

### **Examinations**

All tests and examinations, other than final examinations, are scheduled by the instructor. Students who miss a scheduled examination (i.e., classroom examination, lab, or other graded performance) and are granted a documented absence for the missed examination (see Documented Student Absence Request Policy and Procedure) must arrange a make-up exam with the course instructor. The format of the make-up exam may vary from that of the original scheduled exam and is at the discretion of the course instructor. With respect to completion of such examinations, if an acceptable agreement between the student and professor(s) cannot be reached, the school dean will serve as arbitrator.

During the fall and spring semesters for undergraduate and first professional degree students, no course examinations (worth 15% or more of the final course grade) may be scheduled during the week before final examinations. Major written assignments may be due the week before finals if the

assignments were semester-long and not assigned within the last four weeks of the semester. Exceptions are granted for laboratory examinations, including practical examinations. Exceptions also may be granted for block-scheduled courses, subject to approval by the Vice President for Academic Affairs (see School of Nursing, Boston, Worcester/Manchester).

*NOTE: Final examinations are scheduled by the Office of the Registrar several weeks before the end of the semester. Final examinations must be given only during final exam week. The final exam schedule includes make-up times for examinations canceled due to inclement weather or other unforeseen circumstances (e.g., power outages, fire alarms). Students and faculty are expected to take these dates into account when planning any travel (i.e., they should not purchase nonrefundable tickets to leave before the make-up date).*

### **Posting Examination Grades**

Faculty do not use student identification numbers to post exam grades. Quiz, exam, and assignment grades are posted on Blackboard™ via the use of student-specific log-ons and confidential passwords. Please remember that passwords should be kept confidential.

### **Final Grades**

Students may view their final grades online. Final grades are not available to students until all grades have been submitted by all faculty. The Registrar's Office will notify students via email when all grades are posted each term.

### **Good Academic Standing**

To be in good academic standing, a student's cumulative and professional grade point averages (if applicable) must meet the minimums required by the degree program in which he or she is enrolled. Any student whose cumulative or professional average falls below the minimum after an academic term is considered to be on probation. Professional grade point averages are calculated only after 12 credits have been taken in professional courses (exceptions exist for the Nursing program). Cumulative or professional grade point average minimums are listed in the Good Academic Standing table in this section.

Students who fail to meet the minimum standards required for academic progression will be notified of the decisions by the school's Academic Standing Committee.

In order to maintain good academic standing, students should be aware that the professional curricula of the University are rigorous and demanding. Students who must be engaged in gainful employment should balance school and work responsibilities so as not to compromise their academic success.

### **Good Academic Standing and Satisfactory Progress for Financial Aid**

Student Financial Services disburses financial aid only to students in good academic standing who are making satisfactory progress toward completion of their degrees. Refer to Student Financial Services in this catalog for further details.

## **Grading Policies**

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### **Grade Appeals**

A student who wishes to appeal a course grade must do so within two weeks of the grade being posted by the Registrar's Office. Students are encouraged to meet with their Academic Advisor or Student Success Coach in the Center for Academic Success and Enrichment (CASE) to discuss the grade appeal process. The first appeal should be in writing to the instructor, who must make a decision to uphold or change the grade within 3 business days of the appeal. The written appeal should contain the rationale for the appeal. If a mutually acceptable agreement cannot be reached (or the instructor does not respond within 3 business days), the student has 3 business days to appeal in writing to the administrator in charge of the academic unit offering the course (Department Chair, Program Director or designee). The appeal should contain the rationale for the appeal and the result of the appeal to the instructor. The academic unit administrator must decide to uphold or change the grade within 3 business days of the appeal. If this procedure does not successfully resolve the matter (or if the administrator does not rule on the matter in 3 business days), the student has 3 business days to appeal in writing to the chief administrator (School Dean or designee) overseeing the academic unit offering the course. The appeal should contain the rationale for the appeal and the results of the appeals to the instructor and the academic unit administrator. The chief administrator will uphold or change the grade and inform the student within three business days. The decision of the chief administrator is final. Decisions on grade appeals are based solely on objective grade information.

If the grade appeal affects a student's progression status, the grade appeal process must be completed on or before the first day of class/clinical rotation, prior to the start of the next semester. It is the student's responsibility to initiate the grade appeal.

### **Grade Point Average**

The total number of quality points (see Grading System section of this catalog), divided by the total number of credit hours taken, yields the grade point average. The grade point average for each semester and cumulatively is calculated to two decimal points. In some degree programs, a professional grade point average also is calculated for each student by dividing the number of professional quality points by the total number of professional credit hours taken.

### **Grade Reports**

At the end of each academic term, students can view their grades online via WebAdvisor. The Office of the Registrar notifies students when grades are posted.

### **Incomplete Grades**

Courses with a grade of Incomplete must be completed within three weeks of the new semester following the academic term (including summer sessions) in which the Incomplete grade was assigned, or the grade automatically becomes an F. The instructor is responsible for notifying the Office of the Registrar regarding any student who has been granted additional time for coursework completion. The instructor also must specify the extended time period, up to one semester. No student may progress to courses for which the course with an Incomplete is a prerequisite until the work is completed and the I grade is changed. Incomplete grades render a student ineligible for the dean's list. No student can graduate with an Incomplete grade in any course necessary for graduation.

## **Pass/Fail Courses**

A maximum of one elective course may be taken on a pass/fail basis at another institution, including the Colleges of the Fenway. A grade of P or F will appear on the MCPHS transcript for any course taken pass/fail. A pass/fail course will not affect a student's grade point average. However, a failure in such a course may have an impact on progression through the curriculum.

## **Repeated Courses**

Following completion of a course repeated at MCPHS, the earlier grade will be removed from the grade point average, and the more recent grade will be used in the calculation. Both grades remain on the transcript for future reference. If the student repeats a course outside the University (see Courses Taken at Other Colleges after Matriculation), the lower grade is dropped from the grade point average, but a substitute grade is not used in the calculation. Such courses are listed as transfer credit.

Courses may be attempted no more than two times. Grades of F and W are considered attempts for courses in which D or better is the passing grade. For those courses in which the passing grade is higher (e.g., C–, C), grades below the passing grade and W are all considered attempts. Failure to complete any course within these limits will result in dismissal from the degree program or major.

When a curriculum change results in a course moving from one category to another (e.g., from preprofessional to professional), and a student repeats the course in the new category, the GPA will automatically be calculated in the new category. If the student wants the GPA to be calculated in the previous category, he or she must state the justification for that request via a petition for special academic request. The request is *not* automatically approved, and the repeated course will *not* be counted in both professional and preprofessional categories.

## **Replacement of F Grades**

The registrar will automatically replace the previous grade when a student repeats a course. Students are encouraged to review their current program evaluation with the Center for Academic Success and Enrichment to determine if there are existing grades that should be replaced. The timely replacement of grades is essential in determining the academic standing of students.

## **Graduation Policies**

### **Eligibility**

The University recognizes three graduation dates during the academic year: September 1st and dates specified on the academic calendar for December and May. A formal Commencement ceremony is held once per year for all campuses in May. A December Commencement ceremony is held for degree programs with December completion dates.

In order to be eligible to receive a degree on one of the above official graduation dates, students must complete all degree requirements (including coursework, experiential education, instructional requirements, and financial clearance) by the following deadlines:

<i>May</i>	Last day of spring semester final exam period*
<i>September</i>	Last day of summer session II
<i>December</i>	Last day of fall semester final exam period*

Students who have completed degree requirements by the last day of the spring semester final exam period, or who earned their degree the previous September or December, are eligible to participate

in the formal May Commencement ceremony.

Students are eligible to participate in the Commencement ceremony only as noted above. In the event of incomplete requirements (including outstanding financial balances), the school dean will make a change in the student's date of graduation (via the Change of Year of Graduation form). It is the responsibility of the individual student to ensure that they meet all degree requirements on schedule or risk delay in graduation.

### **Graduation with Honors**

Summa cum laude      3.86–4.00

Magna cum laude      3.70–3.85

Cum laude                3.50–3.69

The determination of honors is based on the graduate's final cumulative grade point average. Only students seeking a bachelor's degree or doctor of pharmacy who have completed at least 60 credits at MCPHS, or such number of credits that is applicable for completion of a given degree program, are eligible for honors. Honors designations appear on the student's final grade transcript but not on the diploma.

First honor graduates are recognized during the Commencement ceremony. In order to be considered a first honor graduate, one must be a student in a full-time undergraduate or entry-level program with at least three years of residency (except accelerated and/or fast track degree programs) and must not have earned any graduate or other advanced degree.

### **Petition to Graduate**

Students must file a Petition to Graduate form online. Deadlines for submitting the forms also are posted online. Upon determination of completed requirements, students will be approved for graduation. In the event of incomplete requirements, the school dean will make a change in the student's year of graduation (YOG) via the Change of YOG form. The student will be notified of this change and encouraged to meet with his or her program director and/or the Center for Academic Success and Enrichment (Boston, Worcester/Manchester) to ensure satisfactory program completion within the new YOG. All tuition and fees must be paid to the University prior to graduation.

### **Year of Graduation**

Whenever a student falls out of sequence in the curriculum of an academic program, takes a leave of absence, or changes program, a change of year of graduation (YOG) may be necessary. If requesting to change programs, a student must complete a Change of YOG form as part of the request to the school dean. The form must be signed by an academic advisor. The program director and school dean will review the request for change of YOG as part of the acceptance process. The completed and signed Change of YOG form will be distributed to (1) the school dean, (2) the student, (3) the Office of the Registrar, (4) Student Financial Services, (5) the program director, and (6) the Center for Academic Success and Enrichment (Boston, Worcester/Manchester).

### **Leave of Absence**

The University recognizes that there are situations when a student may require a leave of absence (LOA). Such leaves are granted for a maximum of one academic year with the exception of leaves granted for military service. The student must meet to consult with their Academic Dean or designee regarding the reason(s) for considering, and the ramifications of, taking a leave of absence. After the initial meeting with the Academic Dean or designee, the student must return the completed

Leave of Absence form within 1 week (or 5 business days) with the required signatures: a) the student, b) Academic Dean or designee, c) Student Financial Services, and d) Immigration Services representative (for international students). The Academic Dean or designee will notify the student within 1 week (or 5 business days) upon receipt of the completed form with the finalized LOA requirements via the student's MCPHS email account. **Students who take a leave after the designated add/drop period will receive course grade(s) of W.** \*For information on a Health/Medical Leave of Absence, please see the Health/Medical Leave of Absence section.

### **Return from Leave of Absence**

Students returning from a leave of absence must confirm they are returning to MCPHS University with their Academic Dean or designee prior to the following dates:

- *March 1-for a summer or fall semester return*
- *October 1-for a spring semester return*
- *Online students-30 days prior to the beginning of the semester*

Students on a Leave of Absence are *not* eligible for University Services, with the exception of academic advising. Students who intend to return from a LOA must also review and adhere to applicable school/program specific policies in addition to the general policy outlined herein. Students who fail to return within the designated time must reapply for admission.

\*For information on returning from a Health/Medical Leave of Absence, please see the Health/Medical Leave of Absence section.

### **Double Majors (Boston)**

Students enrolled in selected BS degree programs (Boston) may declare a double major. Accelerated, degree completion, online, MPAS, Nursing, PharmD, Premedical and Health Studies, and Health Sciences programs cannot be used in double majors. In addition, a double major in Public Health and Health Psychology is not available. Students who declare a double major cannot complete a minor.

In order to be eligible for a double major, the student must have a grade point average (GPA) of 3.2 or higher and have completed at least 30 credits. Once students have been approved for a double major, they are required to maintain a minimum GPA of 3.0 for the remainder of their studies.

Students should note that only one degree will be conferred. Due to scheduling conflicts and/or additional course requirements, students may need to take more than 18 credits per semester and/or enroll in summer semester(s) in order to graduate with their class. In cases where courses overlap between majors, general elective credit may need to apply to one of the courses. It is recommended that students check with Student Financial Services to discuss how the additional course requirements might affect their financial aid status. In order to be considered for a double major, candidates should contact their Academic Advisor in the Center for Academic Success and Enrichment (Boston) and complete the Application for Double Major form, which requires the approval of relevant program directors and deans.

### **Minors (Boston)**

Students who wish to pursue a minor must complete a Declaration of Minor form, which is available from the Center for Academic Success and Enrichment. Students must obtain the signature of the faculty member responsible for coordinating the minor and the school dean. The Declaration of Minor form must be forwarded to (1) the student, (2) the Center for Academic Success and Enrichment, and (3) the Office of the Registrar.

Requirements for completion of some minors vary for students in the Premedical and Health Studies program. These variations are outlined in the Bachelor of Science in Premedical and Health Studies section of this catalog. Premedical and Health Studies students must complete their program-specific Declaration of Minor form.

### **Registration for Classes**

Prior to the start of preregistration for each term, the Registrar's Office will notify students (via MCPHS email) of the registration schedule. The email will indicate if students will be block registered for required courses or if students need to meet with an Academic Advisor before registering for classes. Students who register on time receive an electronic bill from Student Financial Services. Students who miss the registration period are charged a late registration fee. Students who have outstanding balances are not allowed to register or attend classes until all bills are paid in full.

### **Nonmatriculating Students**

In rare instances, students may register for courses at MCPHS prior to matriculation in a specific program. All prerequisites for a class must be satisfied and there must be room in the class. Credit will be accepted only for classes in which students earn a C or better in undergraduate courses or a B or better in graduate courses. The maximum number of credits allowed is 12 credit hours for undergraduate students and 6 credit hours for graduate students. Students must request to have these credits applied to their degree; it is not automatic.

### **Residency Requirement**

Students must complete (1) at least half of the required credits for a degree and (2) all professional course requirements in the respective degree program in residence at MCPHS. In special cases, the school dean may allow transfer credit for professional courses provided the student is able to demonstrate competency in the subject. If a program does not have specified professional courses, then half of all credits must be taken in residence. At least one-half of the courses required for a minor must be completed while in residence at MCPHS. "In residence" is defined as being registered for and enrolled in MCPHS courses, whether the courses are delivered using traditional or distance delivery methods. Colleges of the Fenway courses are credited as MCPHS courses (including the number of credits). An exception to the residency requirement is granted to those who hold licensure in a discipline and are enrolled in an MCPHS baccalaureate degree completion option. The residency requirement for such students is a minimum of 30 semester credits of MCPHS-approved courses.

### **BS Completion Policy**

In order to graduate with a BS degree at MCPHS University, a student must complete the final 30 credits of their degree program enrolled in MCPHS University courses or through an MCPHS approved articulation agreement.

### **Transcripts**

Copies of official transcripts must be requested in writing and bear the signature of the requesting student. Current students may request transcripts online via WebAdvisor. Transcripts are furnished to designated institutions or authorized agencies only when the student submits a completed transcript authorization form. Transcripts are issued to those students whose financial status with Student Financial Services is clear.

### **Transfer Credit—Prior to Acceptance**

Courses taken at other regionally accredited colleges or universities in the United States before the student was accepted to the University may receive MCPHS transfer credit provided that a minimum grade of C has been earned. No transfer credit may be awarded for behavioral, basic science, or professional coursework that is more than 10 years old.

### **Transfer Policy**

MCPHS does not award transfer credit for remedial or skills courses or other courses that are taught at levels below the first-year level at MCPHS. This includes English courses on sentence and paragraph structure or similar content courses below the level of LIB 111 (Expository Writing I), mathematics courses in arithmetic or algebra if below the level of MAT 141 (Algebra and Trigonometry), and biology and chemistry courses below the level of the MCPHS first-year courses required for the program to which the student seeks entrance.

Transfer courses will not be accepted as fulfillment of the core curriculum requirements in the liberal arts distribution areas if they are taught in the first year of a University curriculum. Liberal arts courses acceptable for transfer credit must have prerequisite requirements and must be taken during the student's second or subsequent year in a University curriculum.

### **Approval of Transfer Credit—Postmatriculation**

Once a student has matriculated at the University, no courses taken outside of MCPHS will be accepted for transfer credit without prior written approval. (NOTE: Colleges of the Fenway courses are allowed for Boston students.) Exceptions to this policy may be granted by the Center for Academic Success and Enrichment in instances involving delay of graduation or extreme hardship.

Prior to taking a course for transfer credit at another institution, students must submit a Petition to Transfer Credit form to the Center for Academic Success and Enrichment, who approves or denies the petition. Notification of the decision will be distributed to (1) the student, (2) the program director, (3) the school dean, (4) the Office of the Registrar, and (5) others as appropriate. The student is responsible for requesting that official transcripts be sent to the Office of the Registrar, which will verify the credit and post a grade of TR in the student's transcript. Official transcripts must be received no later than the add/drop deadline of the subsequent semester.

### **Minimum Transfer Grade**

The minimum grade for receiving transfer credit is C (2.0). All courses transferred into the Nursing program must have a grade of C+ or higher.

### **PHY 270 Foundations of Physics I**

Students who, prior to matriculation at MCPHS, have completed either one semester of calculus-based physics or two semesters of algebra-based physics will receive transfer credit for PHY 270. To be eligible for transfer credit, the courses must have been completed at a college or university and grades of C or better must have been earned in each class. This policy applies only to transfer credit requested for courses taken prior to matriculation at MCPHS.

### **Studio Art and Performance Courses**

A maximum of one studio art or performance course may be taken for credit at another institution, including the Colleges of the Fenway. Studio art courses may be accepted for general elective credit

only, not for liberal arts distribution credit.

## **Visiting Classes**

A person may visit a class in which they are not officially enrolled only with prior consent of the instructor.

## ***Withdrawal***

### **Administrative Withdrawal**

#### *Section 1: Administrative Withdrawal*

An administrative withdrawal will mean that a student's preregistration or registration, housing, meal plan, and financial aid for the current semester will be canceled. The student will be unable to register or preregister for any subsequent semester until the administrative withdrawal is resolved.

A student may be administratively withdrawn by the University if any of the following conditions apply:

- a. If after due notice, the student fails to satisfy an overdue financial obligation to the University, consisting of tuition, loans, board, room fees, library charges, or other student charges, including student activities, health insurance, graduation fees, and other such fees as may be established by the University
- b. If the student fails to comply with certain administrative requirements, including, without limitation, the submission of immunization forms, satisfaction of technical standards, or completion of SEVIS registration
- c. If the student fails to attend classes during the first two weeks of the semester
- d. If the student fails to register for the coming semester

#### *Section 2: Effects of Administrative Withdrawal*

If a student is administratively withdrawn, their record will indicate the withdrawal date and the reason for administrative withdrawal. All courses for which a student is registered at the time of withdrawal will receive a grade of W until or unless the student is reinstated.

The student shall not be allowed to preregister or register for a future semester. If a student has already preregistered at the time of withdrawal, all preregistration course requests will be canceled.

The student shall receive no further material or notification from the registrar concerning University affairs once administratively withdrawn.

#### *Section 3: Procedures for Implementing Administrative Withdrawal*

The registrar will send a letter to a student administratively withdrawn from the University. The administrative withdrawal must be based on one of the grounds set forth in Section 1. Administrative withdrawal notifications are sent to the students via MCPHS email and a hard copy is also mailed to the home address on file.

#### *Section 4: Appeals and Reinstatement*

Administrative withdrawal reinstatements must be resolved within two weeks of receipt of the administrative withdrawal notification letter. Appeals must be submitted by the student to the Office of Student Affairs within one week of receiving the notification by completing this online appeal form: <http://tinyurl.com/yxgmjf2n>. The appeal should include a description of the actions the student has taken to resolve the matter and the reasons why the student is entitled to reinstatement

Appeals will be reviewed for reinstatement. The Office of Student Affairs in conjunction with the Academic Dean or Program Director, Student Financial Services and Immigration Services (if applicable) will approve or deny the reinstatement within 1 week after receiving the student appeal letter.

In semesters beyond those from which the student was administratively withdrawn, the student may be required to file a readmission application by the stated deadline for enrollment in the next available semester.

### **Return from Hospitalization**

A student is required to meet with a representative from the Office of Student Affairs before returning to campus following treatment for a health condition that required hospitalization. Hospitalization is determined when a student has been admitted to a hospital and/or a healthcare facility. A student who has been hospitalized cannot be on campus, return to class, or participate in any University related activity until cleared by the Office of Student Affairs. It is the responsibility of the student to contact the Office of Student Affairs to set up the Return from Hospitalization meeting.

If the health condition that the student was hospitalized for is not related to mental health, a representative from the Office of Student Affairs will meet with the student and review all documentation obtained by the student. The student must obtain and have ready for the return meeting(s) the post-hospitalization discharge summary, along with any other documentation that was given to the student by the facility where the hospitalization occurred. The representative from Student Affairs will make a determination if the student is able to return to campus. The decision of the representative from Student Affairs will be delivered to the student in writing following the meeting.

If the health condition is related to mental health, the student will also be required to meet with a representative from Counseling Services. The Office of Student Affairs will coordinate with Counseling Services to schedule the return meetings. The student must obtain and have ready for the return meeting(s) the post-hospitalization discharge summary, along with any other documentation that was given to the student by the facility where the hospitalization occurred. A representative from Counseling Services will meet with the student and review the documentation obtained by the student from the facility where the hospitalization occurred. After this meeting, the representative from Counseling Services will make a recommendation to the Office of Student Affairs on whether or not the student is able to return to class. A representative from the Office of Student Affairs will then meet with the student, and based on the outcome of the meeting and the recommendation from Counseling Services, the representative from Student Affairs will make a determination if the student is able to return to campus. The decision of the representative from Student Affairs will be delivered to the student in writing following the meeting.

### **Health/Medical Leave of Absence**

A Health/Medical Leave of Absence may be appropriate when a student's current physical or behavioral health condition precludes successful completion of their educational program. In addition to following the steps outlined for a general Leave of Absence, a student seeking a Health/Medical Leave of Absence must submit medical documentation from the student's medical provider to the Office of Student Affairs. This documentation must indicate the medical reasons the student is unable to attend classes for the requested time period. In conjunction with submitting this documentation, the student must meet with representatives from Student Affairs on their respective campus and complete appropriate paperwork. At least one full academic semester must have passed before returning to the University under a Health/Medical Leave of Absence.

### *Return from Health/Medical Leave of Absence*

In addition to the general Leave of Absence steps for returning to the University, a student will provide to the Office of Student Affairs, on their respective campus, documentation from the student's medical provider that indicates the student's readiness to return to class, that includes:

- a diagnosis of the condition that led to the student's leave;
- the student's length and course of treatment;
- the student's current medical health status;
- recommendations necessary for ongoing care;
- recommendation that the student can safely return to classes with either full-time status or a reduced course load; and
- any noted restrictions including those related to technical requirements of the student's academic program.

A student will also need to meet with a representative from the Office of Student Affairs to finalize the Return process.

### *Involuntary Health/Medical Leave of Absence*

The Dean of Students or designee may issue an involuntary health withdrawal, whether or not the student's behavior violates the Student Code of Conduct.

An involuntary health leave of absence must involve a strong likelihood of

- a. serious risk of physical harm to the student himself or herself, manifested by evidence of threats of suicide or attempts at suicide or other serious bodily harm;
- b. serious risk of physical harm to other persons in the community, including an infectious condition or evidence of homicidal or other violent behavior; and/or
- c. reasonable risk of physical impairment or injury to the student himself or herself because of impaired judgment that would not allow the student to live independently or protect himself or herself in the community or not allow the student to perform the essential functions of an educational program without requiring substantial modification of the program.

### **Process for Involuntary Leave of Absence**

#### *Report and Initial Meeting*

Upon receiving a report documenting the behavior(s) that indicate why a student should be put on involuntary health leave, the Dean of Students or designee will meet with the student regarding the report.

#### *Suspension Pending Determination*

The student may be suspended immediately from the University or University residence hall pending the determination of the involuntary health leave of absence when, on the basis of the information available, the University reasonably believes that the student's continued presence on campus endangers the physical safety or well-being of themselves or others or seriously disrupts the educational process of the University. Either before suspension or as promptly as is feasible, the student will be given the opportunity to be heard and present evidence as to why they should not be immediately suspended.

### *Evaluation*

The Dean of Students or designee may inform the student orally or in writing that they must participate in a medical or mental health evaluation conducted by one of the following:

- a. MCPHS Executive Director of Counseling Services or designee (in the case of psychological disorder)
- b. An independent evaluator (licensed social worker, licensed mental health counselor, licensed psychologist [including psychiatrist], or licensed medical doctor) selected by the student at the student's expense

The student must sign a release of information form authorizing the evaluator to consult with MCPHS staff regarding the evaluation.

The evaluation must be completed within 24 hours of the date of written or verbal notice or as soon as reasonable, as determined by the Dean of Students or designee. The Dean of Students or designee may grant an extension for completion.

If the student fails to complete or refuses to participate in an evaluation when referred, they may be issued an involuntary health leave of absence.

### *Determination*

Upon completion of the evaluation, the MCPHS staff member who conducts or consults in the evaluation will make a recommendation to the Dean of Students or designee. An opportunity must be provided for the student to discuss the recommendations with the MCPHS staff member who conducted or consulted in the evaluation and with the Dean of Students or designee.

The student will be given the opportunity to be heard and present evidence as to why they should not be issued an involuntary health leave of absence. The Dean of Students or designee will make a determination and inform the student in writing.

### *Effective Date*

Once the involuntary health leave of absence is issued, the terms of the leave become effective immediately. A student's record will indicate the leave date and the reason for involuntary health leave. All courses for which a student is registered at the time of leave will receive a grade of W, and the refund policy as outlined in the University catalog will be followed. Requests for special consideration regarding the refund policy (e.g., leave date beyond the refund date) may be made to the Office of Student Affairs.

The safety of the student while on campus must be assured. Advance notice of an involuntary health leave is recommended only when the safety of the student while on campus is assured. In the case of emergencies, no advance notice may be possible.

### *Appeal*

A student who has been issued an involuntary health leave of absence may appeal the decision to the Vice President for Academic Affairs in writing within five business days of receiving the decision. The student's reasons for the appeal and the desired resolution must be indicated in the letter. The Vice President for Academic Affairs will consider the case within five business days of the request for an appeal. The decision of the Vice President for Academic Affairs is final and will be communicated to the student in writing.

### *Return after Leave of Absence*

In order to remove the conditions of the leave of absence, the student must present medical documentation that the behavior no longer precludes successful completion of an educational program. The student also must participate in an evaluation conducted by University staff, by an established deadline, and write a letter to the Dean of Students or designee detailing the student's readiness to return to the University. In most cases, at least one academic semester must have passed before readmission under an involuntary health leave may be considered.

### *Deviations from Established Policies*

Reasonable deviations from this policy will not invalidate a decision or proceeding unless significant prejudice to a student may result.

### **Withdrawal from a Course**

Students may withdraw from a course through the end of the 10th week of the fall or spring semester; in the summer session, withdrawal must be by the end of the 3rd week. No refunds are given after the end of the official add/drop period. After the official add/drop period, students who choose to withdraw receive a grade of W for the course. The withdrawal slip must be signed by the student's advisor. Every registered student who remains in a course is given a grade. Simply failing to attend classes does not constitute withdrawal.

### **Withdrawal from the University**

A student must complete an exit interview with the Center for Academic Success and Enrichment (Boston and Worcester), or Student Affairs (Manchester) prior to withdrawing from the University. Failure to complete the withdrawal process results in automatic failure in all courses in which the student is currently enrolled and forfeiture of any prorated tuition refund.

Withdrawn students are not eligible for University services.

## **Student Services**

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### **Center for Academic Success and Enrichment (CASE)**

The goal of the Center for Academic Success and Enrichment (CASE) on all three campuses, is to assist students in maximizing their potential to be more efficient, effective, and independent learners. The CASE seeks to develop the whole student by enhancing integrity, professionalism, and self-responsibility. Students who are willing to make a commitment to their academic success and are serious about pursuing their educational and professional goals will learn how academic support outside the classroom contributes to that success. These University resources are designed to provide students with the tools that they will need to succeed in their academic programs and that they can ultimately use to enhance their professional careers. Services are described below, and more information is available on the MCPHS website.

The **CASE Boston** offers several key services to assist students with exploring majors, minors and careers, managing course registration each semester, and acquiring new learning and study strategies. At the CASE Boston, students can interact regularly with their major-specific MAC Team, which consists of a Faculty Mentor (M) and an Academic Coach (AC).

#### **Faculty Mentoring (CASE Boston)**

The Faculty Mentor program on the Boston campus was created to provide additional support for our students in the areas of career discernment, long-term course planning and goal-setting. Faculty Mentors are full-time faculty members who have weekly office hours within the CASE. The Mentors represent each major at MCPHS University and students are paired with a Faculty Mentor within their own major. The Mentors work in conjunction with the Academic Coaches to make up MAC teams, which work together to provide more well-rounded guidance and support for our students.

#### **Academic Coach (CASE Boston)**

Academic Coaches are committed to shaping a dynamic advising environment designed to meet the educational and developmental needs of the student body. The professional staff who work in the center are available to assist students with goal setting, course registration, referral to campus resources, and other services designed to contribute to their academic experience. They provide focused advising for each degree program by helping students understand their specific program requirements and policies.

The **CASE Worcester and Manchester** works in collaboration with faculty and deans to provide students with the tools they need to succeed in the accelerated professional programs. Academic counselors on both campuses hold workshops on study skills, time management, test-taking strategies, academic reading, and critical thinking to help students maximize their performance. All students are encouraged to meet with an academic counselor with any questions concerning the curriculum or if they are looking for academic assistance with their coursework. Writing support is also available.

**The CASE also offers support to students in the Boston, Worcester, and Manchester programs and online via the University Learning Network (ULN), which provides Peer Tutoring, Supplemental Instruction, Professional Tutoring, the Writing Center, and the Math and Physics Center.**

## **Academic Success Plans**

Each student on probation is required to meet with a designated member of the CASE on their home campus by the end of the second week of the probationary semester to develop and agree to—in writing—an Academic success plan (ASP). The ASP may include mandatory study/advising sessions, mandatory class attendance, or other stipulations aimed at encouraging and supporting student success. For more information about probation, please view the Academic Probation section under Academic Policies and Procedures.

## **The University Learning Network – ULN**

The ULN centralizes key academic support resources such as Peer Mentor/Tutoring, Supplemental Instruction, The Writing Center and Math & Physics Center in Boston.

### **Peer Tutoring (Boston, Worcester and Manchester)**

Peer tutoring is one tool available to students interested in reinforcing the material presented in the classroom. Students are able to meet with a tutor one to one or in small group settings. During these tutoring sessions, students meet regularly with a student peer tutor to clarify and reinforce course materials in many of the more challenging courses at the University. The CASE staff members work in collaboration with faculty to provide peer tutoring that facilitates and enriches students' learning and understanding of course content. Peer tutors are students who excel in their areas of study and who enjoy helping their fellow students achieve academic success. Free online tutoring is available through TutorMe. There are no additional fees for group or online tutoring services.

### **Peer Mentoring (Boston, Worcester and Manchester)**

Peer Mentors are upper-level students who work with first-year students to acquaint them with the University and to help them make a smooth transition to MCPHS. On the Worcester and Manchester campuses, Peer Mentors begin working with new students shortly after acceptance. On the Boston campus, Peer Mentors provide workshops and advice and participate in the Introduction to the Major (ITM) course required for all first-year students in the fall semester.

### **Writing Center (All Campuses)**

The Writing Center offers free individual consultation on an appointment or basis to MCPHS students, staff, and faculty. The Writing Center is staffed by professionals with extensive experience in classroom teaching, writing, and editing. Clients include first-year students in the required writing sequence; upper-division students writing course papers and preparing for essay exams. In addition to in person meetings, the Writing Center has the capability of meeting with students online. For more information, email [uln@mcphs.edu](mailto:uln@mcphs.edu).

### **Math and Physics Center (Boston)**

Mathematics lies at the foundation of all sciences. Proficiency in mathematics is essential for success in all MCPHS degree programs. The Center provides guidance in learning mathematics, assistance with homework, and help in preparing for exams. The Center offers free drop-in tutoring and individual tutoring by appointment. For more information, email [uln@mcphs.edu](mailto:uln@mcphs.edu).

## **English Language Resource Center (Boston, Worcester, and Manchester)**

The English Language Resource Center (ELRC) provides support in studying effectively in English to multilingual students. ESL faculty members offer tutoring, workshops, and other forms of support to students in writing, understanding texts/reading, pronunciation, presentation preparation, TOEFL test prep, and other areas of need. For more information, email sunniako.davis@mcphs.edu.

## **Early Alert and Mid-semester Warnings**

At multiple points during each semester, faculty members submit academic warnings via Self-Service, which are processed by the CASE on each campus.

Students who receive academic warnings will be notified by their academic departments/programs by email to their official MCPHS emails and provided additional instructions.

Boston: Each student placed on academic warning will be encouraged to attend academic skill-building workshops and to meet with their Academic Coach in the Center for Academic Success and Enrichment. These actions may be required of students who receive more than one academic warning (as stipulated in a letter from their school dean).

Worcester/Manchester: Each student placed on academic warning will be required (as stipulated in their notification letter) to meet with an Academic Counselor in the Center for Academic Success and Enrichment (Worcester/Manchester) and meet with a faculty advisor.

## **Pharmacy Learning Groups (Worcester and Manchester)**

Worcester and Manchester pharmacy students are organized into assigned learning groups, which are designed to enhance learning and group support. Each learning group consists of students who remain together as a unit throughout the curriculum, and each group is assigned a faculty member as an academic mentor. Peer Mentors are assigned to learning groups to further facilitate peer support.

## **Center for Professional Career Development**

Career Services provides all students with individualized advising, industry-specific information and resources, development of job search skills, and the opportunity for hands-on professional experiences to support personal goals and career success. Through workshops, events, alumni and community networking, and employer partnerships, students have access to a range of programs to meet their needs and their schedules. The department works in collaboration with academic departments, student services, student organizations, and professional associations to ensure quality engagements and timely information. By utilizing Career Services, students will become proficient in defining their goals and equipping themselves with the tools to gain access to industries and careers of their choice.

## **Office of Student Affairs**

The Office of Student Affairs assists students as they advance in their intellectual, social, cultural, ethical, and spiritual development by encouraging students to maximize their educational opportunities in and outside of the classroom through services and programs that are grounded in the core values of MCPHS. The Office of Student Affairs on each campus serves as a central administrative unit that:

- assists students as they navigate the complexities of MCPHS and the surrounding areas;
- advocates for students in situations both inside and outside the classroom;

- liaises with student health insurance and immunizations for students;
- works with public safety to facilitate emergency planning and response that includes managing the RAVE emergency response system, and;
- administers the student conduct system.

The Dean of Students oversees the following departments/areas on all three campuses: Center for Campus Life, Counseling Services, Office of Student Access and Accommodations, Residence Life.

### **Emergency Notification Alert System**

MCPHS recognizes the importance of communicating quickly and effectively during an emergency situation. By including a cell phone number or email address in the MCPHS Emergency Notification System database, students will be assured prompt notification via text, email, or phone call in the case of an emergency situation.

To register for the MCPHS Emergency Notification System:

- Students go to <http://my.mcphs.edu>. After you log in, the sign-up link will be located in the Student Resources section on your my.mcphs.edu home page.
- For any questions or help registering, please contact the Help Desk at [help.desk@mcphs.edu](mailto:help.desk@mcphs.edu) or call 617.732.2170.

### **Employment Assistance**

The University offers assistance to students and alumni seeking employment opportunities. In the spring and fall of each year, prospective employers are invited to Career Fair and Interview Days on the Boston, Manchester and Worcester campuses to interview students for potential employment. Work study, internship, volunteer and other job opportunities for students are posted on my.mcphs.edu, the University portal, which can be accessed by logging in from the official University home page. Career opportunities for alumni, complete with job descriptions and contact information, are located in the Alumni & Friends section of the University website. Potential employers are welcome to submit openings for alumni and students and to reserve space for Career Fair and Interview Days directly through the site.

### **Internships, Licensure, and Certification**

Students graduating from the Acupuncture, Dental Hygiene, Nursing, Occupational Therapy, Optometry, Pharmacy, Physical Therapy, and Physician Assistant programs at MCPHS University will seek professional licensure in conjunction with a national examination in order to practice in their chosen profession. Regulations governing licensure (and internship) differ from state to state and country to country. The Registrar's Office completes application materials for licensure candidates and assists students in navigating the overall licensing process. Licensure application preparation sessions are offered for students prior to graduation.

Licensure application materials for all programs will not be released by the Registrar's Office until the degree and date awarded have been posted to student records. Only materials with a submission deadline required for specific state board testing will be released prior to degree posting.

Students enrolled in the Doctor of Pharmacy program will take part in practical experience overseen by a registered pharmacist. National Association of Boards of Pharmacy guidelines require that pharmacy students complete 1,500 clock hours of practical pharmacy experience prior to applying for licensure. Students completing their practical experience must register as a pharmacy intern (as applicable) with the state in which they complete their internship experience. Internship hours must

be documented as specified on the internship application form or state board of pharmacy website. As with licensure, intern eligibility criteria and paperwork differ from state to state. Mandatory intern preparation sessions are scheduled for students before they can apply for internship.

Further information regarding the licensure and internship process can be found on the Registrar's Office page of the University website.

### **Veterans' Affairs**

The Office of the Registrar administers all veterans' affairs.

### **Office of Student Access and Accommodations (All campuses)**

In accordance with the Americans with Disabilities Act (ADA), the ADA Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973, the Office of Student Access and Accommodations assists students with physical, psychological, and learning or other disabilities in fulfilling the fundamental requirements of the curriculum by accessing and providing reasonable accommodations. Students wishing to request accommodations can schedule a meeting with the office to review their documentation and determine their accommodations. Those students requesting academic accommodations must first submit a copy of a recent evaluation, assessment, or report completed by a qualified professional. The evaluation should include a diagnosis, the impact of the disability on the student's learning, the credentials of the evaluator, and recommendations for accommodations. All information related to the student's disability will remain confidential and will not be shared with faculty, administration, or MCPHS staff without the student's written consent. The Office of Student Access & Accommodations for all campuses may be contacted at 617.879.5995.

### **Food and Financial Insecurity Resources (All Campuses)**

There is a food pantry located in Boston, and resources available for all campuses.

- Food Insecurity is the limited or uncertain availability of nutritionally adequate and safe foods, or the inability to acquire such foods in a socially acceptable manner.
- Housing Insecurity includes a broader set of challenges such as the inability to pay rent/utilities or a need to move frequently.

Students on all campuses can contact the Associate Dean of Students in the Office of Student Affairs, Fennell Building, 3<sup>rd</sup> Floor or call 617.732.2929.

## **Residence Life/Living and Learning**

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### **Residence Life**

The Office of Residence Life seeks to empower students and staff to create a safe, welcoming, and inclusive residence hall community that supports the academic mission of the University. We provide a living and learning environment in which all students can be successful in their personal and academic pursuits. The cooperative effort of each resident student ensures that life in the residence halls is a positive learning experience, contributing to both personal and professional growth. Living on campus provides each resident the opportunity to strengthen interpersonal skills and enhance awareness of differences. Residence Life provides a safe, clean, and affordable living and learning environment.

All residence halls and University-sponsored housing house students and a designated area as a wellness-themed living-learning community. All residents have access to laundry facilities and each resident is assigned an individual mailbox. Students taking courses during the summer may apply for summer housing.

### **Boston Residence Life**

For a description of the Boston residence halls, refer to the website:  
[my.mcphs.edu/en/departments/housing-residence-life/boston](http://my.mcphs.edu/en/departments/housing-residence-life/boston).

A copy of the Boston residence hall contract can be found on the MCPHS University website:  
[my.mcphs.edu/departments/housing-residence-life/boston/living-on-campus/housing-assignment-process](http://my.mcphs.edu/departments/housing-residence-life/boston/living-on-campus/housing-assignment-process).

(See also University Policies and Procedures of this handbook for the MCPHS Student Housing Policy).

### **Worcester Residence Life**

For a description of the Worcester residence halls, refer to the website:  
[my.mcphs.edu/en/departments/housing-residence-life/worcester](http://my.mcphs.edu/en/departments/housing-residence-life/worcester).

The Residence Life staff also plans programming focused on providing opportunities for stress relief and socializing with fellow MCPHS–Worcester students outside the classroom. The staff strives to create fun, relaxed events that encourage students to take a much-deserved break.

Contact Residence Life on the Worcester campus at 508.373.5628 for more information regarding Residence Life or visit the website at [my.mcphs.edu/departments/housing-residence-life/worcester](http://my.mcphs.edu/departments/housing-residence-life/worcester). For questions related to housing placement or the housing process, please contact the Residence Life Administrative Coordinator for the Worcester campus at 508.373.5754 for more information.

A copy of the Worcester residence hall contract can be found on the MCPHS University website:

[my.mcphs.edu/departments/housing-residence-life/worcester/housing-process-and-contract](http://my.mcphs.edu/departments/housing-residence-life/worcester/housing-process-and-contract)

(See also University Policies and Procedures of this handbook for the MCPHS Student Housing Policy).

### **Good Neighbor Policy**

Students who reside or visit the University's neighborhoods are expected as members of the MCPHS Community, to demonstrate respect and concern for all members of the local community (see University Policies and Procedures section of this handbook for the MCPHS Good Neighbor Policy).

### **Off-Campus Housing and Commuter Students (Boston)**

Upper class MCPHS students who reside off-campus, also known as commuter students, often elect to find housing within Boston's many neighborhoods. The Office of Residence Life sponsors apartment search workshops throughout the year to educate commuter students how and where to search, tenant rights and responsibilities, leases, being a good neighbor, and more. Student engagement, services, and social programs for commuter students are coordinated through the Center for Campus Life at [my.mcphs.edu/departments/campus-life](http://my.mcphs.edu/departments/campus-life).

For more information about living off-campus, visit the Off-Campus Housing website—[www.mcphs.edu/en/mcphs-life/boston/housing/off-campus](http://www.mcphs.edu/en/mcphs-life/boston/housing/off-campus). Questions regarding on- and off-campus housing should be directed to the Office of Residence Life at 617.732.2866 or [residencelife@mcphs.edu](mailto:residencelife@mcphs.edu).

Students living off-campus are responsible for abiding by the Good Neighbor Policy set forth under University Policies and Procedures.

### **Parking Policy**

Student parking on the MCPHS–Worcester and Manchester campuses is limited, provided based on availability, and not guaranteed to any individual. Parking on campus is an additional fee that is charged per semester. For information, please contact the Administrative Services office at 508.373.5754 .

University parking is not available on the Boston Campus for students.

### **Bookstore**

The MCPHS bookstore is located on Palace Road, across the street from the main campus, and serves both MCPHS and neighboring Massachusetts College of Art and Design. Renovated and expanded in 2009, and located in the lower level of MassArt's Kennedy Building, the bookstore stocks new and used MCPHS textbooks, reference books, insignia clothing, and other college-related items. Textbooks may be ordered or rented online at [www.masspharmacy.bkstr.com](http://www.masspharmacy.bkstr.com). The bookstore's telephone number is 617.739.4770; the email is [masspharmacy@bkstr.com](mailto:masspharmacy@bkstr.com)

### **Public Transportation and Parking**

Boston and Worcester students may purchase monthly Massachusetts Bay Transportation Authority (MBTA) passes from the University at a discount. For more information, contact the Center for Campus Life at 617.732.2876.

## **Health and Wellness**

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### **Schumann Fitness Center (Boston)**

The Schumann Fitness Center, located in the Flanagan Campus Center on the Wentworth Institute of Technology (WIT) campus, offers fitness opportunities to MCPHS, WIT, and Mass College of Art and Design students. The Schumann Fitness Center offers an array of Nautilus, cardiovascular, and free-weight equipment. In addition, group exercise and wellness classes such as kickboxing, Pilates, yoga, and Zumba are offered to meet campus needs.

The Schumann Fitness Center houses the Colleges of the Fenway (COF) intramurals program, which promotes team sports activities between and among the six COF campuses. Students participate in recreational sports, including basketball, volleyball, flag football, and soccer (for both men and women). The COF intramural program achieves the benefits of a large university setting while still catering to the diverse needs of each institution. For more information, refer to the COF Intramurals website at [www.colleges-fenway.org](http://www.colleges-fenway.org)

### **Recreation and Wellness (Worcester)**

All students have free 24 hour, 7 day a week access to the University wellness center located at 25 Foster Street. The gym includes cardio and strength training equipment and a state of the art computerized Fitness-On-Demand space for interactive classes tailored to individual needs.

### **Recreation and Wellness (Manchester)**

The Manchester Student Government Association is exploring local fitness options and should have updates late fall.

### **Counseling Services**

The mission of Counseling Services is to support the intellectual, emotional, social, and cultural development of students in a multicultural environment. Counseling Services offers varied services to students of the Boston, Worcester, and Manchester campuses. These include short-term counseling (four to eight sessions); crisis management; psychoeducational workshops and programs; a resource and referral service; and consultation to student groups, faculty, and the University community. The staff values an atmosphere that is welcoming and comfortable for all students regardless of race, gender, ethnic background, age, sexual orientation, religion, citizenship, or disability.

#### **In the case of a serious mental health emergency on the Boston Campus:**

If you are experiencing a mental health emergency during regular business hours (M-F 8:30am-4:30pm) come to our office at Fennel B09, or call us at 617-732-2837. **Outside of business hours, please call 617-732-2837 and press 9 to be directly connected to the after-hours counselor. Additionally, for emergencies, call 911, or go to your local emergency room.**

#### **In the case of a serious mental health emergency on the Worcester Campus:**

If you are experiencing a mental health emergency during regular business hours (M-F 8:30am-4:30pm) come to our office at 40 Foster Street (Offices 108-112). At any hour, any day call us at 508.373.5718 and **press 9 to be put in touch with a mental health counselor. Additionally, for physical emergencies, contact Public Safety, call 911, or go to your local emergency room.**

**In the case of a serious mental health emergency on the Manchester Campus:**

If you are experiencing a mental health emergency during regular business hours (T-F 10.30am-3.30pm) come to our office at 1260 Elm Street, office 118D, on the lower level, or call us at 603.314.1781 or 603.314.1783. **Outside of business hours, please call 603-314-1781 and press 9 to be directly connected to the after-hours counselor. Additionally, for emergencies, you can call Manchester Mental Health at 603-668-4111, call 911, or go to your local emergency room.**

If you are worried about another student, please follow the same protocol listed above in order to ensure the safety of that student.

If you are experiencing a period of increased difficulties or a change in your emotional well-being, please contact MCPHS Counseling Services to set up an appointment to discuss these concerns with a mental health care professional.

Please refer to <https://my.mcphs.edu/departments/counseling-services> for more detailed information about services available at each campus, as well as interactive screenings, questions, and answers about Counseling Services, and other helpful links.

**Health Insurance**

According to the Commonwealth of Massachusetts and MCPHS policy, all matriculated students (regardless of enrollment) must be covered by a health insurance program. The University makes available a general health insurance program that meets these standards. This policy is provided by an independent carrier beginning September 1 and continuing for 12 months. University student health insurance information is located on the MCPHS website under Student Health. Students will be automatically enrolled in this plan unless a waiver is completed and received by Student Financial Services prior to the first day of classes. Students registering late must submit the waiver at that time. The waiver stipulates that personal coverage will be maintained during the enrollment period. If Student Financial Services does not receive the waiver prior to the first day of classes, the student will be billed for the insurance premium and will remain responsible for payment of said premium. The waiver must be renewed annually.

All international students will be enrolled in the University student health insurance plan automatically, with the exception of those international students whose sponsoring institutions have a signed agreement with MCPHS that complies with the University's health insurance waiver requirements, or international students with a plan for which the insurer's primary home office is based in the United States and the policy provides comparable coverage to the University student health insurance plan. International students who do not fall under one of the two conditions above *must* purchase the University student health insurance plan.

**Financial Responsibility of Students Following an Injury, Accident, Exposure, or Needle Stick**

Students are responsible for all costs and expenses resulting from any injuries, accidents, exposures, or needle sticks in which they are involved on campus or during any clinical rotation.

When seeking treatment for any such injury, accident, exposure, or needle stick, a student must present his/her own health insurance information to the healthcare provider. Any deductible or copayment is the student's responsibility. All students must follow the claims procedures required by their respective insurance companies.

Students are not eligible for workers' compensation benefits from MCPHS University or any affiliated teaching hospital or clinical site to which they are assigned while completing their clinical requirements because students are not employees of either the University or such clinical facilities.

## **Health Services**

For routine healthcare while on the Boston campus, MCPHS students utilize the Massachusetts College of Art and Design / Optum Student Health Services located on the second floor of the 578 Huntington Avenue residence hall. Students utilize their personal health insurance for these visits. Optum accepts a large number of health insurance plans. For more information about the array of medical services, directions, and the small list of nonaccepted health insurance plans at Student Health Services, please visit [my.mcphs.edu/departments/health-services/boston](http://my.mcphs.edu/departments/health-services/boston).

Health Services for Worcester and Manchester students are available through many local healthcare providers.

## **Medical and Accident Emergencies**

Health care services are not provided on site. Health services for Boston, Worcester, and Manchester students are available through the many providers in the area. If students become critically ill or suffer an accident while on campus, 911 will be contacted for emergency care.

## **MCPHS UNIVERSITY IMMUNIZATION POLICY**

In accordance with state law and University policy, students must show proof of required immunizations. Non-compliance with University immunization requirements will result in adverse action up to and including administrative withdrawal from the University, and may negatively impact progression in an academic program.

### **How and when to report your immunizations to MCPHS:**

Students must submit documentation demonstrating compliance with the MCPHS Immunization Policy prior to the first day of the first semester of admission to the University. MCPHS University works with an external company, CastleBranch (and prior to 2013, SentryMD), to support immunization tracking and management.

- All new students to MCPHS beginning with the 2013 summer semester should submit their immunization documentation to CastleBranch.
- All existing MCPHS students enrolled prior to the 2013 summer semester should continue to submit their immunization documentation to SentryMD.

### **The following MCPHS students must show proof of required immunizations:**

- All full-time students, including students attending MCPHS while on a visa who will be on campus;
- All part-time students, including students attending MCPHS while on a visa who will be on campus;
- All online students who might be in contact with patients;
- All online students whose program involves an on-campus component; and
- All students attending or visiting MCPHS as part of a formal academic visitation or exchange program.

## **ACUPUNCTURE**

- Measles vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Mumps vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.

- Rubella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Tetanus Diphtheria Pertussis vaccinations 1 dose of Tdap and either a history of DTaP primary series or age-appropriate catch-up vaccination. See: <https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html#note-tdap>. Tdap given  $\geq$  7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td should be given if it has been  $\geq$ 10 years since last Tdap.
- Hepatitis B immunization series (3 doses) followed by laboratory evidence of immunity; or Heplisav-B vaccine (2 doses, first dose must be given on or after the student's 18th birthday, and the second dose must be given at least 28 days after the first dose) followed by laboratory evidence of immunity. Laboratory evidence of immunity alone is also acceptable.
- Varicella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday); laboratory evidence of immunity; or physician diagnosis of varicella.
- Annual Tuberculosis skin test or Tuberculosis blood test. If results are positive, a clear chest x-ray (with laboratory report or physician verification of results) or a physician letter verifying the student is symptom free is required each year.
- Annual influenza shot (Must be obtained as soon as the vaccine for the annual flu season becomes available each fall).
- Meningococcal vaccination: 1 dose of MenACWY (formerly MCV4) received on or after the student's 16<sup>th</sup> birthday required only for students under the age of 22. Meningococcal B vaccine does not meet this requirement.
- **COVID-19 Primary series Vaccination: Pfizer-BioNTech – 2 doses at least 21 days apart; Moderna – 2 doses at least 28 days apart; Janssen (Johnson & Johnson) – 1 dose; WHO authorized vaccine – completion of scheduled series of the vaccine. The series must be completed at least 2 weeks prior to access to campus.**
- COVID-19 Booster Vaccination: Pfizer-BioNTech, Moderna or WHO authorized vaccine – 5 months after last dose in primary series; Janssen (Johnson & Johnson) – 2 months after primary dose.

## DENTAL HYGIENE

- Measles vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Mumps vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Rubella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Tetanus Diphtheria Pertussis vaccinations 1 dose of Tdap and either a history of DTaP primary series or age-appropriate catch-up vaccination. See: <https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html#note-tdap>. Tdap given  $\geq$  7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td should be given if it has been  $\geq$ 10 years since last Tdap.
- Hepatitis B immunization series (3 doses) followed by laboratory evidence of immunity; or Heplisav-B vaccine (2 doses, first dose must be given on or after the student's 18th birthday, and the second dose must be given at least 28 days after the first dose) followed by laboratory evidence of immunity. Laboratory evidence of immunity alone is also acceptable.
- Varicella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday); laboratory evidence of immunity; or physician diagnosis of varicella.

- Tuberculosis skin test or Tuberculosis blood test within the past 12 months. If results are positive, a clear chest x-ray (with laboratory report or physician verification of results) or a physician letter verifying the student is symptom free is required each year.
- Annual influenza shot (Must be obtained as soon as the vaccine for the annual flu season becomes available each fall).
- Meningococcal vaccination: 1 dose of MenACWY (formerly MCV4) received on or after the student's 16<sup>th</sup> birthday required only for students under the age of 22. Meningococcal B vaccine does not meet this requirement.
- **COVID-19 Primary series Vaccination: Pfizer-BioNTech – 2 doses at least 21 days apart; Moderna – 2 doses at least 28 days apart; Janssen (Johnson& Johnson) – 1 dose; WHO authorized vaccine – completion of scheduled series of the vaccine. The series must be completed at least 2 weeks prior to access to campus.**
- COVID-19 Booster Vaccination: Pfizer-BioNTech, Moderna or WHO authorized vaccine – 5 months after last dose in primary series; Janssen (Johnson & Johnson) – 2 months after primary dose.

## DOCTOR OF PHARMACY

- Measles vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Mumps vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Rubella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Tetanus Diphtheria Pertussis vaccinations 1 dose of Tdap and either a history of DTaP primary series or age-appropriate catch-up vaccination. See: <https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html#note-tdap>. Tdap given  $\geq$  7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td should be given if it has been  $\geq$ 10 years since last Tdap.
- Hepatitis B immunization series (3 doses) followed by laboratory evidence of immunity; or Heplisav-B vaccine (2 doses, first dose must be given on or after the student's 18th birthday, and the second dose must be given at least 28 days after the first dose) followed by laboratory evidence of immunity. Laboratory evidence of immunity alone is also acceptable.
- Varicella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday); laboratory evidence of immunity; or physician diagnosis of varicella.
- Annual Tuberculosis skin test or Tuberculosis blood test. If results are positive, a clear chest x-ray (with laboratory report or physician verification of results) or a physician letter verifying the student is symptom free is required each year.\*
- Annual influenza shot (Must be obtained as soon as the vaccine for the annual flu season becomes available each fall). \*
- Meningococcal vaccination: 1 dose of MenACWY (formerly MCV4) received on or after the student's 16<sup>th</sup> birthday required only for students under the age of 22. Meningococcal B vaccine does not meet this requirement.
- **COVID-19 Primary series Vaccination: Pfizer-BioNTech – 2 doses at least 21 days apart; Moderna – 2 doses at least 28 days apart; Janssen (Johnson& Johnson) – 1 dose; WHO authorized vaccine – completion of scheduled series of the vaccine. The series must be completed at least 2 weeks prior to access to campus.**
- COVID-19 Booster Vaccination: Pfizer-BioNTech, Moderna or WHO authorized vaccine – 5 months after last dose in primary series; Janssen (Johnson & Johnson) – 2 months after primary dose.

**\*Doctor of Pharmacy-Boston students** must complete these requirements during Year III (First Professional Year of the curriculum) and annually thereafter.

**\*Non-Traditional Doctor of Pharmacy students** must complete these requirements by the start of the first semester and annually thereafter.

#### **DIAGNOSTIC MEDICAL SONOGRAPHY, MAGNETIC RESONANCE IMAGING, NUCLEAR MEDICINE TECHNOLOGY, RADIATION THERAPY, AND RADIOGRAPHY**

- Measles vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Mumps vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Rubella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Tetanus Diphtheria Pertussis vaccinations 1 dose of Tdap and either a history of DTaP primary series or age-appropriate catch-up vaccination. See: <https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html#note-tdap>. Tdap given  $\geq$  7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td should be given if it has been  $\geq$ 10 years since last Tdap.
- Hepatitis B immunization series (3 doses) followed by laboratory evidence of immunity; or Heplisav-B vaccine (2 doses, first dose must be given on or after the student's 18th birthday, and the second dose must be given at least 28 days after the first dose) followed by laboratory evidence of immunity. Laboratory evidence of immunity alone is also acceptable.
- Varicella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday); laboratory evidence of immunity; or physician diagnosis of varicella.
- Annual Tuberculosis skin test or Tuberculosis blood test. If results are positive, a clear chest x-ray (with laboratory report or physician verification of results) or a physician letter verifying the student is symptom free is required each year.
- Annual influenza shot (Must be obtained as soon as the vaccine for the annual flu season becomes available each fall).
- Meningococcal vaccination: 1 dose of MenACWY (formerly MCV4) received on or after the student's 16<sup>th</sup> birthday required only for students under the age of 22. Meningococcal B vaccine does not meet this requirement.
- COVID-19 Primary series Vaccination: Pfizer-BioNTech – 2 doses at least 21 days apart; Moderna – 2 doses at least 28 days apart; Janssen (Johnson & Johnson) – 1 dose; WHO authorized vaccine – completion of scheduled series of the vaccine. The series must be completed at least 2 weeks prior to access to campus.
- COVID-19 Booster Vaccination: Pfizer-BioNTech, Moderna or WHO authorized vaccine – 5 months after last dose in primary series; Janssen (Johnson & Johnson) – 2 months after primary dose.

#### **MEDICAL IMAGING AND THERAPEUTICS**

- Measles vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Mumps vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Rubella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.

- Tetanus Diphtheria Pertussis vaccinations 1 dose of Tdap and either a history of DTaP primary series or age-appropriate catch-up vaccination. See: <https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html#note-tdap>. Tdap given  $\geq$  7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td should be given if it has been  $\geq$ 10 years since last Tdap.
- Hepatitis B immunization series (3 doses) followed by laboratory evidence of immunity; or Heplisav-B vaccine (2 doses, first dose must be given on or after the student's 18th birthday, and the second dose must be given at least 28 days after the first dose) followed by laboratory evidence of immunity. Laboratory evidence of immunity alone is also acceptable.
- Varicella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday); laboratory evidence of immunity; or physician diagnosis of varicella.
- Annual Tuberculosis skin test or Tuberculosis blood test. If results are positive, a clear chest x-ray (with laboratory report or physician verification of results) or a physician letter verifying the student is symptom free is required each year.
- Annual influenza shot (Must be obtained as soon as the vaccine for the annual flu season becomes available each fall).
- Meningococcal vaccination: 1 dose of MenACWY (formerly MCV4) received on or after the student's 16<sup>th</sup> birthday required only for students under the age of 22. Meningococcal B vaccine does not meet this requirement.
- **COVID-19 Primary series Vaccination: Pfizer-BioNTech – 2 doses at least 21 days apart; Moderna – 2 doses at least 28 days apart; Janssen (Johnson & Johnson) – 1 dose; WHO authorized vaccine – completion of scheduled series of the vaccine. The series must be completed at least 2 weeks prior to access to campus.**
- COVID-19 Booster Vaccination: Pfizer-BioNTech, Moderna or WHO authorized vaccine – 5 months after last dose in primary series; Janssen (Johnson & Johnson) – 2 months after primary dose.

## NURSING

- Measles vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Mumps vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Rubella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Tetanus Diphtheria Pertussis vaccinations 1 dose of Tdap and either a history of DTaP primary series or age-appropriate catch-up vaccination. See: <https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html#note-tdap>. Tdap given  $\geq$  7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td should be given if it has been  $\geq$ 10 years since last Tdap.
- Hepatitis B immunization series (3 doses) followed by laboratory evidence of immunity; or Heplisav-B vaccine (2 doses, first dose must be given on or after the student's 18th birthday, and the second dose must be given at least 28 days after the first dose) followed by laboratory evidence of immunity. Laboratory evidence of immunity alone is also acceptable.
- Varicella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday); laboratory evidence of immunity; or physician diagnosis of varicella.
- Annual Two-step Tuberculosis skin test (two tests within the last 12 months, completed 1-3 weeks apart) or Tuberculosis blood test within the past 12 months. If results are positive, a clear chest x-ray (with laboratory report or physician verification of results) or a physician letter verifying the student is symptom free is required each year. \*

- Annual influenza shot (Must be obtained as soon as the vaccine for the annual flu season becomes available each fall).\*
- Meningococcal vaccination: 1 dose of MenACWY (formerly MCV4) received on or after the student's 16<sup>th</sup> birthday required only for students under the age of 22. Meningococcal B vaccine does not meet this requirement.
- **COVID-19 Primary series Vaccination: Pfizer-BioNTech – 2 doses at least 21 days apart; Moderna – 2 doses at least 28 days apart; Janssen (Johnson & Johnson) – 1 dose; WHO authorized vaccine – completion of scheduled series of the vaccine. The series must be completed at least 2 weeks prior to access to campus.**
- COVID-19 Booster Vaccination: Pfizer-BioNTech, Moderna or WHO authorized vaccine – 5 months after last dose in primary series; Janssen (Johnson & Johnson) – 2 months after primary dose.

\***Bachelor of Science Nursing-Boston** this requirement must be met prior to entering the professional practice phase of the program and will need to be repeated at least yearly but maybe more often depending on the requirements of our clinical partners.

## OCCUPATIONAL THERAPY

- Measles vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Mumps vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Rubella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Tetanus Diphtheria Pertussis vaccinations 1 dose of Tdap and either a history of DTaP primary series or age-appropriate catch-up vaccination. See: <https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html#note-tdap>. Tdap given  $\geq$  7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td should be given if it has been  $\geq$ 10 years since last Tdap.
- Hepatitis B immunization series (3 doses) followed by laboratory evidence of immunity; or Heplisav-B vaccine (2 doses, first dose must be given on or after the student's 18th birthday, and the second dose must be given at least 28 days after the first dose) followed by laboratory evidence of immunity. Laboratory evidence of immunity alone is also acceptable.
- Varicella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday); laboratory evidence of immunity; or physician diagnosis of varicella.
- Annual Two-step Tuberculosis skin test (two tests within the last 12 months, completed 1-3 weeks apart) or Tuberculosis blood test within the past 12 months. If results are positive, a clear chest x-ray (with laboratory report or physician verification of results) or a physician letter verifying the student is symptom free is required each year.
- Annual influenza shot (Must be obtained as soon as the vaccine for the annual flu season becomes available each fall).
- Meningococcal vaccination: 1 dose of MenACWY (formerly MCV4) received on or after the student's 16<sup>th</sup> birthday required only for students under the age of 22. Meningococcal B vaccine does not meet this requirement.
- **COVID-19 Primary series Vaccination: Pfizer-BioNTech – 2 doses at least 21 days apart; Moderna – 2 doses at least 28 days apart; Janssen (Johnson & Johnson) – 1 dose; WHO authorized vaccine – completion of scheduled series of the vaccine. The series must be completed at least 2 weeks prior to access to campus.**

- COVID-19 Booster Vaccination: Pfizer-BioNTech, Moderna or WHO authorized vaccine – 5 months after last dose in primary series; Janssen (Johnson & Johnson) – 2 months after primary dose.

## **OPTOMETRY**

- Measles vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Mumps vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Rubella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Tetanus Diphtheria Pertussis vaccinations 1 dose of Tdap and either a history of DTaP primary series or age-appropriate catch-up vaccination. See: <https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html#note-tdap>. Tdap given  $\geq$  7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td should be given if it has been  $\geq$ 10 years since last Tdap.
- Hepatitis B immunization series (3 doses) followed by laboratory evidence of immunity; or Heplisav-B vaccine (2 doses, first dose must be given on or after the student's 18th birthday, and the second dose must be given at least 28 days after the first dose) followed by laboratory evidence of immunity. Laboratory evidence of immunity alone is also acceptable.
- Varicella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday); laboratory evidence of immunity; or physician diagnosis of varicella.
- Annual Tuberculosis skin test or Tuberculosis blood test within the past 12 months. If results are positive, a clear chest x-ray (with laboratory report or physician verification of results) or a physician letter verifying the student is symptom free is required.
- Annual influenza shot (Must be obtained as soon as the vaccine for the annual flu season becomes available each fall).
- Meningococcal vaccination: 1 dose of MenACWY (formerly MCV4) received on or after the student's 16<sup>th</sup> birthday required only for students under the age of 22. Meningococcal B vaccine does not meet this requirement.
- COVID-19 Primary series Vaccination: Pfizer-BioNTech – 2 doses at least 21 days apart; Moderna – 2 doses at least 28 days apart; Janssen (Johnson& Johnson) – 1 dose; WHO authorized vaccine – completion of scheduled series of the vaccine. The series must be completed at least 2 weeks prior to access to campus.
- COVID-19 Booster Vaccination: Pfizer-BioNTech, Moderna or WHO authorized vaccine – 5 months after last dose in primary series; Janssen (Johnson & Johnson) – 2 months after primary dose.

## **PHYSICAL THERAPY**

- Measles vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Mumps vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Rubella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Tetanus Diphtheria Pertussis vaccinations 1 dose of Tdap and either a history of DTaP primary series or age-appropriate catch-up vaccination. See: <https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html#note-tdap>. Tdap given  $\geq$  7

- years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td should be given if it has been  $\geq$ 10 years since last Tdap.
- Hepatitis B immunization series (3 doses) followed by laboratory evidence of immunity; or Heplisav-B vaccine (2 doses, first dose must be given on or after the student's 18th birthday, and the second dose must be given at least 28 days after the first dose) followed by laboratory evidence of immunity. Laboratory evidence of immunity alone is also acceptable.
  - Varicella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday); laboratory evidence of immunity; or physician diagnosis of varicella.
  - Two-step Tuberculosis skin test (two tests within the last 12 months, completed 1-3 weeks apart) or Tuberculosis blood test within the past 12 months; followed by an annual 1 step TB test. If results are positive, a clear chest x-ray (with laboratory report or physician verification of results) or a physician letter verifying the student is symptom free is required each year.
  - Annual influenza shot (Must be obtained as soon as the vaccine for the annual flu season becomes available each fall).
  - Meningococcal vaccination: 1 dose of MenACWY (formerly MCV4) received on or after the student's 16th birthday required only for students under the age of 22. Meningococcal B vaccine does not meet this requirement.
  - **COVID-19 Primary series Vaccination:** Pfizer-BioNTech – 2 doses at least 21 days apart; Moderna – 2 doses at least 28 days apart; Janssen (Johnson & Johnson) – 1 dose; WHO authorized vaccine – completion of scheduled series of the vaccine. The series must be completed at least 2 weeks prior to access to campus.
  - COVID-19 Booster Vaccination: Pfizer-BioNTech, Moderna or WHO authorized vaccine – 5 months after last dose in primary series; Janssen (Johnson & Johnson) – 2 months after primary dose.

## **PHYSICIAN ASSISTANT STUDIES**

- Measles vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Mumps vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Rubella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Tetanus Diphtheria Pertussis vaccinations 1 dose of Tdap and either a history of DTaP primary series or age-appropriate catch-up vaccination. See: <https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html#note-tdap>. Tdap given  $\geq$  7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td should be given if it has been  $\geq$ 10 years since last Tdap.
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- Annual Tuberculosis skin test or Tuberculosis blood test. If results are positive, a clear chest x-ray (with laboratory report or physician verification of results) or a physician letter verifying the student is symptom free is required each year.
- Annual influenza shot (Must be obtained as soon as the vaccine for the annual flu season becomes available each fall).

- Meningococcal vaccination: 1 dose of MenACWY (formerly MCV4) received on or after the student's 16<sup>th</sup> birthday required only for students under the age of 22. Meningococcal B vaccine does not meet this requirement.
- **COVID-19 Primary series Vaccination: Pfizer-BioNTech – 2 doses at least 21 days apart; Moderna – 2 doses at least 28 days apart; Janssen (Johnson & Johnson) – 1 dose; WHO authorized vaccine – completion of scheduled series of the vaccine. The series must be completed at least 2 weeks prior to access to campus.**
- COVID-19 Booster Vaccination: Pfizer-BioNTech, Moderna or WHO authorized vaccine – 5 months after last dose in primary series; Janssen (Johnson & Johnson) – 2 months after primary dose.

#### All Other Programs:

- Measles vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Mumps vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Rubella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday) or laboratory evidence of immunity.
- Tetanus Diphtheria Pertussis vaccinations 1 dose of Tdap and either a history of DTaP primary series or age-appropriate catch-up vaccination. See: <https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html#note-tdap>. Tdap given  $\geq$  7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td should be given if it has been  $\geq$ 10 years since last Tdap.
- Hepatitis B immunization series (3 doses); or Heplisav-B vaccine (2 doses, first dose must be given on or after the student's 18th birthday, and the second dose must be given at least 28 days after the first dose). Laboratory evidence of immunity is also acceptable.
- Varicella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student's 1<sup>st</sup> birthday); laboratory evidence of immunity; or physician diagnosis of varicella.
- Meningococcal vaccination: 1 dose of MenACWY (formerly MCV4) received on or after the student's 16<sup>th</sup> birthday required only for students under the age of 22. Meningococcal B vaccine does not meet this requirement.
- **COVID-19 Primary series Vaccination: Pfizer-BioNTech – 2 doses at least 21 days apart; Moderna – 2 doses at least 28 days apart; Janssen (Johnson & Johnson) – 1 dose; WHO authorized vaccine – completion of scheduled series of the vaccine. The series must be completed at least 2 weeks prior to access to campus.**
- COVID-19 Booster Vaccination: Pfizer-BioNTech, Moderna or WHO authorized vaccine – 5 months after last dose in primary series; Janssen (Johnson & Johnson) – 2 months after primary dose.
- An annual influenza vaccine is **strongly recommended**.

#### WAIVERS/EXEMPTIONS

If a student is unable to obtain one or more immunizations due to medical or religious reasons, they may upload the Student Vaccine Exemption Request Form available at <https://my.mcphs.edu/departments/student-affairs/health-services/boston/immunizations> to CastleBranch. Students who are unable to obtain one or more immunizations for medical reasons must also submit a letter (on official letterhead with a signature) from the student's health care provider certifying that the provider has personally examined the student and is of the opinion that the student's health would be endangered by the immunization. Medical and religious exemptions must be renewed annually at the start of each school year.

In addition to the medical and religious exemptions detailed above, students may qualify for an exemption from the meningococcal immunization requirement if the student (or the student's parent or legal guardian, if the student is a minor) signs a waiver stating that the student has received information about the dangers of meningococcal disease, reviewed the information provided and elected to decline the vaccine. A copy of this waiver is available for download in your CastleBranch account.

Requirements for clinical rotations are set by clinical sites and MCPHS does not have the authority to override these requirements. Medical and religious exemptions may be accepted at the discretion of clinical sites. Failure to obtain all immunizations required to participate in clinicals or other activities with patient contact may negatively impact progression in certain academic programs. Please contact your Clinical Coordinator for your academic program to discuss how waivers/exemptions may affect your clinical rotation requirements.

## **ADDITIONAL INFORMATION**

Certain health care agencies and clinical training and service learning sites may have additional immunization requirements. In order to be eligible for clinical placements or service learning experiences, students must meet all University immunization requirements and any additional site requirements. In cases where the site does not pay for the completion of additional immunization requirements, the student is responsible for paying any associated fees, if it is not covered by their personal health insurance. Without clearance with respect to all University and site immunization requirements, students will not be permitted to begin clinical or service learning placements, and therefore, would be unable to meet program requirements.

Students who change academic programs must become compliant with all immunization requirements of their new academic program. Students must contact their Program Director/Clinical Coordinator for necessary steps to review their immunization compliance with the new academic program. MCPHS works with a confidential health information service company that maintains and processes all student immunization records and monitors compliance with state law immunization requirements. Authorized officials at MCPHS have access to student immunization records to monitor compliance. (August 2022)

## **Getting Involved**

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### **Center for Campus Life (Boston)**

The Center for Campus Life enhances and supports the academic mission of the University. Through participation in cultural, educational, and social programming, as well as a variety of student groups and clubs, students can develop leadership and organizational skills to function in a diverse society.

The office strategically coordinates programs that foster a campus environment that recognizes, celebrates, and values diversity of religion, race, ethnicity, gender, age, disability, sexual orientation, and nationality. Students at MCPHS–Boston are members of the Colleges of the Fenway Consortium and have access to the resources at the other five institutions in the area.

### **Office of Campus Life and Student Activities (Worcester and Manchester)**

The Office of Campus Life on the Worcester and Manchester campuses supports the University's academic mission while connecting students with educational, social, spiritual, and recreational opportunities designed to enhance their overall experience at MCPHS. Programs and initiatives offered encompass myriad topics, ranging from diverse cultural, educational, and social events to interclass athletic competitions. Additionally, the Office of Campus Life functions with the goal of fostering the development of students' leadership and professional skills, preparing them for achievement in their future careers. Often, events will be held in collaboration with other departments to further the University's mission and promote holistic success.

In addition to providing the student body with programs and connections to resources in the community, the Office of Campus Life supports the Student Government Association and numerous student organizations that exist on campus. These groups celebrate cultural and professional diversity, nurture leadership development, and cater to a variety of student interests.

### **Orientation**

The University holds mandatory Orientation programs throughout the year on all campuses. Orientation provides an opportunity for students to be introduced to the University's facilities, faculty, and staff, and to their new peers. The mission of student Orientation is to prepare incoming students to be successful members of the MCPHS community. Orientation programs emphasize academic excellence, successful transition to the healthcare profession, and an opportunity to familiarize oneself with campus resources and meet colleagues early on in the program.

### **Student Clubs and Organizations (All Campuses)**

There are more than 125 recognized student clubs and organizations at the University that provide the campus communities with many options for activities and programming. Contact resources for student organizations are the Center for Campus Life and Leadership in Boston, the Office of Campus Life in Worcester, and the Office of Student Affairs in Manchester. The University encourages and promotes participation in student organizations. Involvement in cocurricular programs and activities helps students develop leadership skills that support the achievement of personal and professional goals. MCPHS recognizes, appreciates, and supports the contributions made by student organizations to enhance the quality of student life at the University.

A list of currently recognized student clubs and organizations can be found on the MCPHS website at <https://my.mcphs.edu/clubs-and-organizations>, and Blackboard for the Boston Campus.

# **University Policies and Procedures**

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## **Introduction**

The University expects all students to conduct themselves as good citizens and neighbors by demonstrating respect and courtesy to others. The University expects all students to abide by all University policies including, but not limited to, the policies set forth in this handbook (including, without limitation, those listed below), the policies set forth in the Academic Catalog, and the policies set forth on the MCPHS website at [www.mcphs.edu](http://www.mcphs.edu).

## **Policy Adherence**

MCPHS University is a community of professionals and scholars. As such, students are responsible for encouraging colleagues to adhere to the established guidelines set forth in this handbook and all policies associated with the MCPHS community and professional programs. All faculty and staff will assist the students' self-governance process by reinforcing the established standards of community conduct. Failure to adhere to all the established policies may result in the implementation of the University's judicial process.

## **Affirmative Action Policy & Non-Discrimination Policy**

MCPHS University is committed to a policy of affirmative action, equal opportunity, non-discrimination and diversity. In addition, the University is committed to providing a learning, working and living environment which values the diverse backgrounds of all people.

MCPHS University does not discriminate on the basis of race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, ancestry, genetic information, military service, or veteran status. The University is additionally committed to a policy of affirmative action to provide for the access and advancement of minorities, women and persons with disabilities with respect to employment and enrollment opportunities.

## **PROTECTION FROM SEXUAL HARASSMENT (TITLE IX) POLICY**

### **I. POLICY STATEMENT**

Massachusetts College of Pharmacy and Health Sciences ("MCPHS" or the "University") is committed to maintaining a positive living, learning, and working environment that is free from all forms of Sexual Harassment, which is a form of sex discrimination. The University does not discriminate based on sex, in admission and access to, and treatment and employment in, its education program or activity or while a person is attempting to participate in an education program or activity. For discrimination and harassment that is not of a sexual nature, please refer to the University's Protection from Discrimination and Harassment Policy.

The University actively complies with the requirements of Title IX of the Educational Amendments of 1972 and pertinent laws, regulations, and executive directives of the Commonwealth of Massachusetts and other applicable state and federal statutes.

This Policy defines prohibited sexual misconduct and identifies the procedures that will be utilized to investigate and adjudicate possible violations of this policy. This policy does not preclude application or enforcement of other University policies.

Individuals who violate this Policy are subject to discipline and corrective action, up to and including termination or expulsion.

The University will not tolerate sexual harassment in any form or related retaliation against or by any employee or student. The University recognizes that discrimination and harassment related to a person's sex can occur in connection with misconduct related to a person's sexual orientation, gender identity, gender expression, race, color, ethnicity, national origin, religion, age, disability, or other protected classes. Targeting a person based on these characteristics is also a violation of state and federal law and the University's Protection from Discrimination and Harassment Policy. As appropriate, the University will endeavor to coordinate the investigation and resolution of sexual harassment complaints with the investigation and resolution of complaints of discrimination or harassment based on other protected classes.

There is a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. There is a presumption of innocence throughout the grievance process, with the burden on the university to gather information and to prove that the conduct violated the policy.

Inquiries regarding the University's compliance with Equal Opportunity and Affirmative Action laws should be directed to the Chief Human Resources Officer, Kevin Dolan at [Kevin.Dolan@mcphs.edu](mailto:Kevin.Dolan@mcphs.edu) or 617.734.2144.

## II. REPORTING OBLIGATIONS

**Obligations to Report Sexual Harassment.** In order to take appropriate corrective action, the university must be aware of sexual harassment, and related retaliation that occurs in university employment, educational programs, and activities. The following individuals have a duty to report whenever they witness, receive notification of, or otherwise have knowledge of an incident of discrimination, harassment, or related retaliation that occurred in the course of University employment, educational programs, or activities.

- All University Officers;
- All Deans, Department Chairs, and Program Directors;
- The Title IX Coordinator;
- All employees with supervisory authority;
- All employees in Human Resources; and
- All employees in Public Safety.

**Where to Report.** Anyone who believes that they experienced, witnessed, or otherwise have knowledge of sexual harassment **shall** immediately report such behavior to the:

- Title IX Coordinator or;
- Human Resources (for employees); or
- Senior Student Affairs Officer-Dean of Students (for students).

An individual may choose to report sexual harassment to a faculty or staff member. All employees with supervisory authority have a duty to report potential Title IX violations and every employee is encouraged to report and inform the reporting individual that:

- You are not a confidential source; and
- You will report their concerns to the Title IX Coordinator.

Dawn M. Ballou, Title IX Coordinator  
179 Longwood Avenue, Boston, MA 02115  
617.732.2077 – office  
857.337.4117 – cell  
[Dawn.Ballou@mchps.edu](mailto:Dawn.Ballou@mchps.edu)

**When to Report.** All reports or complaints shall be made as promptly as possible after the occurrence. For students, while they should expect that faculty and staff would inform the Title IX Coordinator, students are strongly encouraged to contact the Title IX Coordinator or the Dean of Students directly.

**Failure to Report is a Violation.** A failure to report this information by a mandated reporter is a violation of this policy, except in the case of an individual whose profession and university responsibilities requires them to keep certain communications confidential (e.g., a professional counselor). Such an individual is not required to report confidential communications received while performing those university responsibilities.

**Right to File Criminal Complaint.** A complainant has the right to file a criminal complaint before, during or after the university's Title IX investigation.

**Amnesty Policy.** The university encourages the reporting of all concerns regarding sexual harassment. Sometimes individuals are hesitant to report instances of sexual harassment because they fear being charged with other policy violations. Because the university has a paramount interest in protecting the well-being of its community and remedying sexual harassment, other policy violations will be considered, if necessary, separately from allegations under this policy.

**Zero-Tolerance for Retaliation.** The university will not tolerate retaliation by any employee or student. Retaliation is a serious violation of this policy, as well as of federal, state, and local law. Anyone who believes he or she is a victim of retaliation should report the matter immediately according to the same procedure provided in this policy for making complaints of discrimination, harassment, or sexual assault.

### **III. PROHIBITED CONDUCT**

**Sexual Harassment as defined by Title IX.** Unwelcome conduct determined by a reasonable person on the basis of sex that is so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to the school's education program or activity; or an employee of the school conditioning the provision of aid, benefit, or service of the school's on an individual's participation in unwelcome sexual conduct (quid pro quo); or sexual assault (as defined by the Clery Act), dating violence, domestic violence, or stalking (as defined by the Violence

Against Women the Act (VAWA)). The conduct occurs in the United States and within the University's "education program or activity."

### **Sexual Assault:**

**Sexual Assault–Non-consensual Sexual Contact:** Behavior including any intentional touching of a sexual nature, however slight, whether clothed or unclothed, with any object or body part by a person against another person that is without Affirmative Consent and/or by force. Examples include, but are not limited to:

- Intentional contact with the breasts, buttocks, groin, or genitals;
- Intentional touching of another with breasts, buttocks, groin, or genitals;
- Compelling someone to touch another person or oneself in a sexual manner; and
- Any intentional bodily contact in a sexual manner.

**Sexual Assault–Non-consensual Sexual Intercourse:** Behavior including any sexual intercourse, however slight, with any object or body part by a person against another person that is without Affirmative Consent and/or by force. Examples include, but are not limited to:

- Vaginal penetration by a penis, object, tongue or finger;
- Anal penetration by a penis, object, tongue or finger; and
- Oral copulation (mouth-to-genital contact or genital-to-mouth contact).

**Sexual Exploitation:** When an individual takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and the behavior does not otherwise constitute another form of prohibited conduct as defined by this policy. Examples include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual taking and/or distributing photography, video, or audio-taping of sexual activity;
- Allowing others to observe sexual activities without Consent;
- Engaging in voyeurism;
- Knowingly transmitting a sexually transmitted infection or human immunodeficiency virus (HIV) to another person;
- Exposing one's genitals in non-consensual circumstances; and
- Inducing another to expose their genitals.

**Domestic Violence:** A felony or misdemeanor crime of violence committed against a victim by: a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or (B)suffer substantial emotional distress.

**Sexual Harassment other than as defined by Title IX:** Unwelcome, verbal or physical conduct that is based on sex/gender or is of a sexual nature and that has the purpose or effect of unreasonably interfering with a student's ability to participate in or benefit from the educational programs or activities and conduct that unreasonably interferes with a person's work performance or creates an intimidating, hostile or humiliating or offensive work environment. The unwelcome behavior may be based on power differentials (*quid pro quo*) or create a hostile environment.

#### **IV. DEFINITIONS**

Actual Knowledge – notice has been given of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the university who has authority to institute corrective measures on behalf of the university.

Complainant – an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Consent – an agreement given freely to engage in sexual activity without any undue influence of pressure. Consent is a clear yes and not the absence of no. Consent can only be given by someone of sound mind and cannot be given by someone with intellectual disabilities. Consent will not be recognized if a person is asleep or unconscious, frightened, coerced, intimidated, intoxicated, or under the influence of drugs. Either party can withdraw consent at any time. Prior consent does not imply current or future consent; even in the context of an ongoing relationship.

Course of conduct – two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Decision Makers – University officials who preside over live hearings and make a determination regarding responsibility with respect to Title IX allegations.

Education Program or Activity – for purposes of Title IX, this includes locations, events, or circumstances over which the university exercises substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the university. This includes university networks and technology.

**Formal Complaint** - a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the university investigate the allegation of sexual harassment.

**Informal Resolution** – a process available to the parties after the filing of a complaint alleging potential sexual harassment.

**Investigators** – University officials who investigate allegations of sexual harassment.

**Live Hearing** – Complainant and respondent through their respective advisors are permitted to ask the other party and any witnesses all relevant questions, including questions challenging credibility by cross- examination. The parties may be located in separate rooms with technology enabling the decision makers and parties to simultaneously see and hear the party or the witness testimony. An audiovisual recording, or transcript, of any live hearing must be made and available to the parties for inspection and review.

**Preponderance of the Evidence** – the evidentiary standard used to determine responsibility with respect to sexual harassment complaints.

**Respondent** – an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Supportive Measures** - are to be non-disciplinary, non-punitive in nature. Designed to restore or preserve access to the school's education program or activity without unreasonably burdening the other party, protect the safety of all parties and the school's educational environment, and deter sexual harassment. The measures may include but are not limited to counseling, changes to academic schedules and housing, escort services, and no contact orders. Supportive measures will be provided without fee or charge to either party. Equitable treatment of both parties that is impartial but reasonable in light of the circumstances is required. Supportive measures are available before or after the filing of a formal complaint or where no formal complaint has been filed.

**Title IX Coordinator** – the university official designated to disseminate the Title IX policy, coordinate efforts to comply with the regulations, and adopt and publish grievance procedures.

## **V. EVALUATION OF THE COMPLAINT**

Upon notification of a potential Title IX violation, the Title IX Coordinator will promptly contact the complainant to discuss supportive measures; to consider the complainant's wishes with respect to supportive measures; to inform the complainant of availability of these measures with or without the filing of a formal complaint; and to explain the grievance process and the procedure for filing a formal complaint.

Emergency Removal of a student-respondent may still be appropriate, provided the university does an individualized safety and risk analysis; determines there is an immediate threat to the physical health or safety of students or employees that justifies removal; and, provides notice and an opportunity for the respondent to challenge the decision immediately following removal. Non-student employees may be placed on administrative leaves during investigations.

The complainant or Title IX Coordinator files a document alleging sexual harassment against a respondent and requesting that the university investigate the allegation of sexual harassment, known as a “formal complaint.” A complainant may only file a formal Title IX complaint under this policy if the complainant is participating in or attempting to participate in an education program or activity of the university.

When a formal complaint is filed, the Title IX Coordinator or designee must evaluate the complaint to determine whether the allegations may be investigated and adjudicated under the Title IX Grievance Process or if they should be referred to another university officer for appropriate action, such as investigation and adjudication under the Discrimination and Harassment Investigation Procedures.

**A. Mandatory Dismissal.** If the conduct alleged in the formal complaint, even if proven, would not constitute sexual harassment as defined by Title IX, or did not occur in the university’s education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator must dismiss the formal complaint from the Title IX Grievance Process. Such dismissal does not preclude action under another policy or provision of the university’s code of conduct. Upon dismissal, the Title IX Coordinator must promptly send written notice of the dismissal and reason for the dismissal simultaneously to the parties. Both parties will have a right to appeal the dismissal from the Title IX Grievance Process pursuant to the appeal procedures described below. In circumstances in which the conduct alleged in the dismissed Title IX complaint could constitute sexual harassment not covered by Title IX, sexual exploitation, or a violation of another university policy, the Title IX Coordinator will refer the allegations to the appropriate university officer(s) for consideration. Dismissed allegations of sexual harassment not covered by Title IX and sexual exploitation will be investigated under the Protection from Discrimination and Harassment Policy. Dismissed allegations of sexual assault, domestic violence, dating violence and/or stalking will be investigated in accordance with the Title IX investigation process set forth in Section VI.B. below prior to referral for adjudication through the student Code of Conduct process when the respondent is a student or through the Employee Handbook or the Faculty Manual when the respondent is an employee.

**B. Discretionary Dismissal.** The Title IX Coordinator may dismiss the formal complaint from the Title IX Grievance Process, if at any time during the investigation or hearing: the complainant notifies the Title IX Coordinator in writing that the complainant wishes to withdraw the formal complaint; the respondent is no longer enrolled or employed by the university; or circumstances prevent the gathering of evidence sufficient to reach a determination regarding responsibility. Both parties will have a right to appeal the dismissal pursuant to the appeal procedures described below.

## **VI. THE TITLE IX GRIEVANCE PROCESS**

The complainant and respondent are treated equitably while addressing allegations of sexual harassment. Equitable remedies should include supportive measures for the parties that are non-disciplinary, non-punitive in nature and designed to restore or preserve equal access to education programs and activities while addressing the allegations through a fair and unbiased grievance process.

## **A. THE COMPLAINT**

The university has actual knowledge of a potential Title IX violation when notification is given to the Title IX Coordinator or any official who has the authority to institute corrective measures.

Upon notification of a potential Title IX violation, the Title IX Coordinator will promptly contact the complainant to discuss supportive measures; to consider the complainants wishes with respect to supportive measures; to inform the complainant of availability of these measures with or without the filing of a formal complaint; and to explain the grievance process and the procedure for filing a formal complaint.

Emergency Removal of a student-respondent may still be appropriate, provided the university does an individualized safety and risk analysis; determines there is an immediate threat to the physical health or safety of students or employees that justifies removal; and, provides notice and an opportunity for the respondent to challenge the decision immediately following removal. Non-student employees may be placed on administrative leaves during investigations.

The complainant or Title IX Coordinator file a document alleging sexual harassment against a respondent and requesting that the university investigate the allegation of sexual harassment, known as a "formal complaint." A complainant may only file a formal Title IX complaint under this policy if the complainant is participating in or attempting to participate in an education program or activity of the university.

The university treats the complainant and respondent equitably throughout the grievance process. All university officials involved in the grievance process must not have a conflict of interest or bias for or against either party. The respondent is presumed not to be responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The parties are advised as to the range of possible disciplinary sanctions and remedies that the university may implement following any determination of responsibility. The university will determine responsibility based on the evidentiary standard of Preponderance of the Evidence and both parties are permitted to appeal the final decision.

The university will provide for an informal resolution process such as mediation after the filing of a formal complaint. Informal resolution does not involve a full investigation and adjudication. The informal resolution process may begin at any time prior to a determination regarding responsibility. The university must provide the parties with the written notice as to the allegations and the requirements of the informal resolution process. The parties must voluntarily agree and provide written consent to the Informal resolution process. The parties have the right to withdraw from the informal process and participate in the formal grievance process any time prior to a determination regarding responsibility. Informal resolution is not permitted in cases of harassment of a student by an employee.

## **B. TITLE IX INVESTIGATION**

- 1. Initiating the investigation.** Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to the parties of the allegations of sexual harassment, including sufficient details known at the time of filing and allowing sufficient time to prepare a response before the initial interview. The details include

the identity of the parties, the alleged conduct constituting sexual harassment, the date and location of the alleged conduct. The written notice must contain a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney. The notice must inform the parties of the section of the Student Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

2. **Time frame.** The university will endeavor to complete its investigation in sixty (60) days. However, there may be reasonable delays or extensions as circumstances arise.
3. **Standard of Proof.** The “preponderance of the evidence” standard shall be applied to sexual harassment complaints. This standard requires a finding that it is more likely than not that sexual harassment occurred in order to assign responsibility to the respondent.
4. **Gathering information.** The university will conduct prompt and thorough interviews of the complainant, the respondent, and any witnesses. Both parties will have an opportunity to suggest witnesses. The investigator will interview the suggested witnesses unless the investigator determines that the information that the party claims the witness will share is not relevant. The burden of gathering both inculpatory and exculpatory evidence and proof sufficient to reach a determination of responsibility is on the university. The university will not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence. The parties are both allowed to have their advisor of choice present during any grievance proceeding. The university may restrict the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties. Written notice of the date, time, location, participants, and purpose of all hearings, interviews or meetings must be provided to a party whose participation is invited or expected with sufficient time for the party to prepare to participate. An investigative report will be generated at the end of the investigation. Prior to completion of the investigative report, the Title IX Coordinator will send each party and their advisors any evidence gathered that is directly related to the allegations for their inspection and review with ten (10) days-notice to submit a written response, prior to completion of the final investigative report. The final investigative report is sent to the parties and their advisors ten (10) days prior to the live hearing.

Once the Title IX Coordinator is satisfied that the investigation is completed, the Title IX Coordinator will notify the complainant and the respondent as to the live hearing.

## C. LIVE HEARING

The parties (through their advisors) may make opening statements and the decision makers may question the parties and their witnesses prior to and after any cross-examination.

1. **Cross-examination.** The decision makers preside over the live hearing, permit each party's advisor to ask the other party, and witnesses all relevant questions. The cross-examination must be conducted directly, orally, and in real time by the advisor and not the party. Either party can request that the live hearing occur virtually with the parties in separate rooms. The technology is to allow the decision makers and parties to simultaneously see and hear the cross-examination of the party or witness. Only relevant questions will be answered. The decision makers make a determination as to relevancy after the question is asked and before the answer given. The university must provide an advisor, without fee, to a party who does not have an advisor present for the live hearing.
2. **Recording or Transcript.** The university must create an audiovisual recording or transcript of the live hearing and make it available to the parties for inspection and review.
3. **Determination Regarding Responsibility.** The decision makers must issue a written determination regarding responsibility simultaneously to the parties using the preponderance of the evidence standard. The written statement must include the allegations constituting sexual harassment, describe the procedural steps taken, the findings of fact supporting the determination, conclusions regarding the application of this Policy and a statement the findings and the rationale, as well as the procedures and basis for appeal.

#### **D. APPEAL.**

Both respondent and complainant may appeal a determination regarding responsibility and from a dismissal of a formal complaint based on: (1) procedural irregularity that affected the outcome; (2) new evidence not previously available that could affect the outcome; and (3) bias or conflict of interest on the part of a Title IX official that affected the outcome.

The university must maintain records for seven years of all sexual harassment investigations, appeals, informal resolutions, all materials used to train Title IX officials and make such materials available on its website, hearing recordings and transcripts, records of any actions, including supportive measures, taken in response to reports or formal complaint of sexual harassment.

#### **V. COMPLAINTS INVOLVING TWO OR MORE MCPHS UNIVERSITY CAMPUSES**

The Title IX Coordinator has oversight for all Title IX cases. When an alleged violation of this policy involves more than one MCPHS University campus, individuals approved by the Title IX Coordinator at the campus with disciplinary authority over the respondent may handle the complaint.

#### **VI. COMPLAINTS BY AND AGAINST UNIVERSITY EMPLOYEES AND STUDENTS ARISING IN AN AFFILIATED ENTITY**

University employees and students sometimes work or study at the worksite or program of another organization affiliated with MCPHS. When a violation of this policy is alleged by or against University employees or students in those circumstances, the complaint should immediately be

directed to the Title IX Coordinator. The University will follow the designated protocol for all Title IX allegations.

## **VII. NO LIMITATION ON EXISTING AUTHORITY**

No provision of this policy shall be construed as a limitation on the authority of an appointing or disciplinary authority under applicable policies and procedures to initiate appropriate action. If a Title IX investigation is conducted under this policy and no policy violation is found, that finding does not prevent discipline of the respondent for inappropriate or unprofessional conduct under other applicable policies and procedures.

## **VIII. ANNUAL REPORT**

For the purposes of the Clery Report, the Office of Public Safety shall maintain an annual report documenting: (1) the number of reports or complaints received pursuant to this policy; (2) the categories of those involved in the allegations; (3) the number of policy violations found; and (4) examples of sanctions imposed for policy violations. The annual report does not contain any personally identifying information regarding the complainant or the respondent.

## **IX. EDUCATION**

The University will broadly disseminate this policy, distribute a list of resources available to respond to concerns of Protected Class discrimination, harassment, and related retaliation and develop and present appropriate educational programs for students and employees.

## **X. STATE AND FEDERAL REMEDIES**

In addition to the above, students or employees may file a formal complaint with the U. S. Equal Employment Opportunity Commission (EEOC), the Office of Civil Rights, the U. S. Department of Education or the applicable state or local governmental agencies where they reside. Using the University's complaint process does not prohibit a student or employee from filing a complaint with these agencies.

### Equal Employment Opportunity Commission (EEOC)

JFK Federal Building  
475 Government Center  
Boston, MA 02203  
800.669.4000

### U. S. Department of Education (DOE)

Office of Civil Rights (OCR)  
5 Post Office Square  
Eighth Floor  
Boston, MA 02109-3921  
617.289.0111

Massachusetts Commission Against Discrimination (MCAD)

John McCormack Building	Worcester City Hall
One Ashburton Place	455 Main Street
Sixth Floor, Room 601	Room 101
Boston, MA 02108	Worcester, MA 01608
617.994.6000	508.779.8010

## **XI. RELATED POLICIES**

MCPHS University Protection from Discrimination and Harassment Policy provides that the University expect its employees and students to report discrimination and harassment.

MCPHS University Professional Conduct in the Workplace Policy Statement provides that the University expect its employees to respect the dignity of others and show the same respect and concern for all community members.

MCPHS University Student Conduct Policies and Procedures address student conduct that occurs on or as it relates to university property, or at official functions and university-sponsored programs conducted away from the campus. For related complaint, grievance or disciplinary processes see the Student Code of Conduct and Student Discipline System.

This policy complies with Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; The Age Discrimination in Employment Act of 1976; the Equal Pay Act of 1963; sections 503 and 504 of the Rehabilitation Act of 1973; the Vietnam Era Veterans Adjustment Act; the Americans with Disabilities Act.

## **DRUG USE POLICY**

In accordance with the Drug Free Schools and Communities Act, MCPHS has adopted the following Drug Use policy.

### **Introduction**

Only in an environment free of drug use can the University fulfill its mission of developing the professional, social, cultural and intellectual potential of each member of its community. The use of illicit drugs impairs the safety and health of students and employees, inhibits personal and academic growth and undermines the public's confidence in the University. For these reasons, it is the policy of the University that all University activities and University property shall be free of the unlawful use of drugs.

### **Prevention and Awareness Programs**

Prevention programs are in place on campus, administered by the Student Affairs Office and in conjunction with campus departments. The programs provide training and direct services to the University community and offer preventative educational and outreach activities.

University supervisors, as well as student staff in the residence halls, receive training on issues regarding drug use. Members of the Student Affairs and Counseling Services staff, are available

for consultation concerning individual students with drug problems. Individual counseling is available to any student who seeks assistance for a drug problem. In addition, attendance at an evaluation session with a member of the Counseling staff may be required as part of a disciplinary sanction.

Student Affairs, Human Resources, and Counseling Services; along with the Student Health Center have established working relationships with area hospitals, community mental health centers and other social service agencies to facilitate referrals when treatment is needed. Please contact the above offices for listings of campus and community agencies, meetings and information about drug abuse.

### **Health Risks**

The use of drugs, even infrequently, may seriously damage one's health. The Counseling Services or an individual's health care provider can provide more extensive information on the effects of specific drugs on an individual's health. Risks include, but are not limited to the following:

- Cocaine or crack use may be fatal, depending upon the cardiovascular response of the user. This drug is highly addictive and withdrawal may result in severe depression.
- Tranquilizers and sedatives are also highly addictive, even in low doses. Use of these drugs in conjunction with alcohol is extremely dangerous and may result in the user becoming comatose.
- The intravenous use of drugs carries the additional risk of infection due to shared needles. HIV and hepatitis are transmitted in this way.
- Marijuana has properties of both depressants and stimulants and is considered a psychoactive drug. Marijuana contains more tar than tobacco and causes lung and bronchial disease, a chronic dry cough and respiratory irritation. Continued marijuana use has also been connected with memory loss and a motivational syndrome.
- Tobacco smoke contains carbon monoxide and may cause cancer and bronchial disease, a chronic cough and respiratory irritation. Smoking by pregnant women may result in fetal injury, premature birth and low birth weight. Chewing of tobacco may cause cancer.

### **General Provisions**

- In accordance with federal and state law, students and employees of the University shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances or prescription drugs. Doing so is in direct violation of the Drug Use Policy.
- The University reserves the right to charge a student with violating the Drug Use Policy based on the smell of marijuana alone.
- The presence of residue or paraphernalia, including but not limited to, bongs, scales and pipes is prohibited and is a direct violation of the Drug Use Policy. Any student found in possession of paraphernalia will face disciplinary charges.

### **REGISTERED SEX OFFENDERS INFORMATION**

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where information provided by the State concerning registered

sex offenders, may be obtained. Please contact the Sexual Offender Registry Board (SORB) at 978.740.6400 (MA) or 603.271.6344 (NH) or at [www.state.ma.us/sorb](http://www.state.ma.us/sorb) or <http://www.nsopr.gov>. It also requires sex offenders already required to register in a State to provide notice, as required under State law, to each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

### **Smoking**

Smoking – which includes all types of cigarettes, cigars and pipes (including electronic) – is prohibited in all areas of the University and residence halls. Residents and guests are subject to University policies and Massachusetts and New Hampshire State Laws regarding smoking.

In compliance with Massachusetts General Laws, Chapter 270: Section 14; be advised that the smoking policy includes the use of chewing tobacco. This policy will be strictly enforced.

### **Alcohol Policy**

MCPHS University is a community dedicated to the academic, professional and personal development of its members and is committed to educational and social programs that promote such development. Personal and communal responsibility with regard to the University's alcohol policy is essential in ensuring that the environment is conducive to student learning and development. This alcohol policy assumes that any student who consumes alcohol accepts responsibility for their conduct. Being intoxicated will not be accepted as an excuse for conduct that violates the Student Code of Conduct. Any student found to violate this alcohol policy will be subject to the Student Discipline System.

### **Prevention and Awareness Programs**

Alcohol and other drug abuse prevention programs have been established and coordinated by the Office of Student Affairs with assistance from Counseling Services, Campus Life, and Public Safety. The programs provide training and direct services to the University community and offer preventative educational and outreach activities about the alcohol policy and information about on alcohol and other drugs.

### **General Provisions**

MCPHS enforces all state laws and city ordinances regarding the possession, use, distribution, and sale of alcoholic beverages including those prohibiting drinking by individuals under 21 years of age. The law also forbids falsifying age and identification cards. University policy restricts when, where and how alcohol may be served on campus or at university-sponsored activities or events.

Except at events sanctioned by the President, use or possession of alcoholic beverages on MCPHS property or facilities (campus grounds, athletic events, parking lots, academic buildings, dining hall, residence hall, etc.) is prohibited. Public intoxication while on University property or at university-sponsored activities or events is prohibited. Students may not store empty containers in the residence halls and are encouraged to participate in campus recycling programs.

### **Alcohol at University Sponsored Events**

Recognized student organizations in good standing must register and obtain approval with Student Affairs – Boston, Worcester, or Manchester. Registration of an off-campus event requires the approval from the Office of Student Affairs in writing to deny or grant permission for the event.

Failure to properly register an event and seek approval is a violation of this alcohol policy and the Student Code of Conduct. The sponsoring organization shall abide by the established laws of the Commonwealth of Massachusetts, ordinances of the City of Worcester, Manchester, or Boston, as applicable, and policies of MCPHS.

Neither University funds and/or fundraised monies may not be used to purchase alcoholic beverages for student use. Participants may not bring their own alcoholic beverages to any event.

When alcoholic beverages are served, food and nonalcoholic beverages must be available. The cost of these refreshments will be included in the price of admission for the event. Alcoholic beverages may not continue to be served if nonalcoholic beverages run out. If alcohol is served with approval at a student event, this must be done through a cash bar and must be approved through the event approval process. The cash bar must be closed 1 hour prior to the conclusion of the event.

When alcoholic beverages are served, the function must be supportive of best practices from alcohol education programs that encourage responsible decisions about the use or nonuse of alcohol beverages.

Alcoholic beverages may not be provided as awards.

### **Off-Campus Functions**

Safeguards must be taken to ensure an orderly function to protect the rights of other members of the community against undue interference, noise and other disturbances. Off campus functions must be pre-approved by The Center for Campus Life - Boston, Office of Campus Life-Worcester or Student Affairs-Manchester prior to any commitment of University resources.

Additionally, measures must be taken to ensure the safe and responsible consumption of alcohol. At off-campus functions, alcohol beverage service may not be contracted through a server operating on a one-day license. The contracted server must agree in writing that it agrees to assume all responsibility for serving alcoholic beverages; including the verification of legal age limits. The sponsoring organization must provide transportation from the function sufficient to accommodate the anticipated number of attendees, should the need arise.

Alcoholic beverages may not be served in common sources (kegs, beer balls, boxed wines, punch bowls, pitchers, carafes, cases, tubs, etc.).

### ***Special Notes***

If you are in a residence hall room, suite, or apartment where residents are found to have alcohol, you will be held accountable for an alcohol violation. Actual consumption of alcohol is not the only factor in determining responsibility/fine. It is the student's responsibility to remove themselves from a situation where a residence hall policy is being violated.

If alcohol is found in a residence hall room, the person(s) living in that room is/are considered responsible, and may be held accountable accordingly.

"Trophy bottles" or empty alcohol containers that are for show are not allowed in the residence hall and is counted as an alcohol violation.

Residential students on the Worcester campus who are over 21 are permitted to have alcohol in their residence hall rooms, however, are not permitted to have alcohol in any common areas.

For sanctions for alcohol violations see Sanctions section.

## **Event Registration Policy**

The use of all on-campus facilities (classrooms, conference rooms, student lounges, etc.) and scheduling of on-or-off-campus events must be initiated with and approved by Center for Campus Life (Boston), Campus Life (Worcester) or Student Affairs (Manchester).

After the last day of classes, student/club or organization sponsored, campus-wide social events may not be scheduled. Study break activities and non-campus wide events for specific constituencies (social programs, department socials, etc.) may be scheduled with approval of the Center for Campus Life or the Office of Student Affairs.

## **Waiver Policy**

For any University-sponsored off-campus trip, all students participating must have a waiver signed. Any student who is under 18 years of age will need a parent/guardian called for permission to attend event/activity. Waivers must be completed and submitted to the Center for Campus Life in Boston at least 24 hours before the event.

## **Food Policy-Boston**

Individuals may not bring food or beverages, with the exception of bottled water, into classrooms, the library, or assigned study space areas. No food or beverages, including water, are permitted in science or computer laboratories.

Recognized student groups and clubs seeking exceptions to this policy student clubs and organization meetings in a classroom space, must have exceptions approved, and have a specific clean-up plan approved by the Center for Campus Life. If a recognized group or club does not adequately clean a classroom, conference room, or meeting room space in which food and beverages were consumed, they may lose the privilege of having food and beverages at their future meetings or events. Food orders must go through the Center for Campus Life with the University's preferred vendors. Please note that all Catering orders need to be placed within a minimum of two weeks before the event date. If any damage from food or beverage consumption occurs to a space as the result of a recognized student group or club meeting, the student group or club is responsible for payment regarding damages that occurred. The Center for Campus Life has the authority to revoke food and beverage privileges with recognized student groups and clubs.

## **Food Policy-Manchester and Worcester**

Individuals may not bring food or beverages, with the exception of bottled water, into classrooms or the library. Additionally, no food or beverage is allowed in the technology center in the Hub or in the Library (Manchester), or the 3rd floor of 25 Foster or the Library (Worcester). Food and/or beverage, including water, is not permitted in any lab space on any campus.

Food will be allowed in the DE classrooms in Worcester and/or Manchester classrooms under any of the following conditions:

1. If the meeting is transmitted between Manchester and Worcester
2. If the meeting also includes a "special guest."
3. If the meeting is over the common lunch hour

To host a meeting with food, special permission from Campus Life is required via an event registration form at least 48 hours prior to the event.

- a) The room must be formally reserved.
- b) A contact name and number must be provided to Public Safety to facilitate delivery of the food.
- c) Organizations are required to clean up; if the room is not cleaned (e.g., food or plates from the meeting left lying around, spills on the carpet and furniture), that organization will be billed by the University for the cost to clean up the entire room.

### **Gambling Policy**

Any game played for stakes or item(s) of tangible value is considered gambling. Gambling, including, but not limited to, lotteries, sporting pools, sporting brackets and bingo, shall not be permitted on campus nor sponsored by University-approved organizations. Raffles and sales for charitable purposes must be approved by the Center of Campus Life (Boston), Office of Campus Life (Worcester), or Student Affairs (Manchester).

### **Student Housing Policy**

Each student living in a MCPHS Residence Hall is required to sign a residence hall contract. The terms of the contract outline the rules and regulations associated with living in a campus community. Students are prohibited from letting for value, or otherwise contracting, subletting, or transferring, any student housing, including, without limitation, any bed, bedroom, or other living accommodation or sleeping arrangement. Any student violating this policy will be subject to disciplinary action.

### **Good Neighbor Policy**

MCPHS students living both on campus and in off-campus housing near the University (Mission Hill, the Fenway, etc.) are responsible for adhering to the Good Neighbor Policy as stated in the Student Code of Conduct.

The University expects all students to conduct themselves as good citizens and neighbors at both on-and-off-campus locations. The University takes very seriously the responsibility to its neighbors and expects that all students extend the same courtesies and respect to our neighbors. In light of the University's concern for the rights and privacy for its neighbors, policies and procedures must be strictly adhered to by all members of the University community.

Students who reside in or visit the University neighborhood are expected, as members of the MCPHS University Community, to demonstrate respect and concern for all members of the local community. As such, MCPHS expects students to demonstrate responsible citizenship in the local neighborhood. Several community service opportunities exist for students.

To support the goal of being "good neighbors," the following conduct (and any other of a like sort) will not be tolerated: excessive or unreasonable noise, sponsoring parties for profit (the illegal sale or distribution of alcoholic beverages which may include the use of tickets, tee-shirts, mugs, cups and/or any other items as a price or condition of admission), sponsoring social gatherings which could disturb neighbors and/or authorities and be disruptive to the community, serving minors, disorderly conduct, public drinking, use, sale or distribution of illegal drugs, harassment of neighbors, defacing or damaging property, interfering with the City of Boston, Worcester or

Manchester Police or utility agencies in the performance of their duties, public urination, throwing objects out of apartment windows and the use, sale, manufacturing or distribution of fake IDs.

MCPHS students may be charged through the Student Discipline System for violating this policy and for misconduct, which arises off-campus if the student is in violation of federal, state, or local laws or University policy that brings into question one's suitability as a member of the University community.

### **Hazing Policy**

In 1985, the Massachusetts Legislature passed legislation entitled, "An Act Prohibiting the Practice of Hazing" and amended the legislation in 1987 to increase the penalties for those who practice hazing. This legislation appears in Chapter 536 of The Acts of 1985 and in Chapter 665 of The Acts of 1987 and requires MCPHS University to certify that the University has adopted a disciplinary policy with regard to the organizers and participants in hazing. Accordingly, the following policy has been adopted.

Hazing is defined as any conduct or method of initiation into any student organization, team, group, etc., whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person no matter how good the end result or intent. Such conduct includes but is not limited to:

- Applying any substance to a person's body or belongings such as whipped cream or paint;
- Forced listening to loud, repetitive music or recordings;
- Whipping, paddling or other beating;
- Personal servitude;
- Pranks such as streaking/party raids, scavenger hunts, etc.
- Forced or coerced wearing of conspicuous clothing not normally in good taste such as togas;
- Extended deprivation of sleep or adequate study time or rest or extended isolation;
- Forced or coerced branding/tattoos;
- Deprivation of food or water;
- Forced calisthenics;
- Exposure to settings or conditions that adversely affect the physical health or safety of any student or which subjects such student or other person to extreme mental stress;
- Individual or group interrogations;
- Involuntary consumption of any food, liquor, beverage, drug or other substance or
- Any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person.

### **NEW HAMPSHIRE HAZING LAW**

#### **631:7. Student Hazing.**

- I. For the purposes of this section:

- (a) "Educational institution" means any public or private high school, college, university, or other secondary or postsecondary educational establishment.
  - (b) "Organization" means a fraternity, sorority, association, corporation, order, society, corps, athletic group, cooperative, club, or service, social or similar group, whose members are or include students, operating at or in conjunction with an educational institution.
  - (c) "Student" means any person regularly enrolled on a full-time or part-time basis as a student in an educational institution.
  - (d) "Student hazing" means any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when:
    - (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and
    - (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization.
- II. (a) A natural person is guilty of a class B misdemeanor if such person:
- (1) Knowingly participates as actor in any student hazing; or
  - (2) Being a student, knowingly submits to hazing and fails to report such hazing to law enforcement or educational institution authorities; or
  - (3) Is present at or otherwise has direct knowledge of any student hazing and fails to report such hazing to law enforcement or educational institution authorities.
- (b) An educational institution or an organization operating at or in conjunction with an educational institution is guilty of a misdemeanor if it:
- (1) Knowingly permits or condones student hazing; or
  - (2) Knowingly or negligently fails to take reasonable measures within the scope of its authority to prevent student hazing; or
  - (3) Fails to report to law enforcement authorities any hazing reported to it by others or of which it otherwise has knowledge.
- III. The implied or express consent of any person toward whom an act of hazing is directed shall not be a defense in any action brought under this section.

Hazing is banned in any form as a practice by an organization, group or team, etc. using the MCPHS University name, or claiming to act in any way under the supervision of MCPHS. Any individual or organization found responsible of practicing hazing, in any form, is subject to penalty including dismissal from MCPHS and, in the case of a recognized student organization, loss of recognition. An individual in an alleged violation of the Hazing Policy may not use consent as an acceptable reason for participation. Anyone with knowledge that another person is the victim of hazing shall immediately report such act to the Office of Student Affairs.

MCPHS University shall issue to every student organization, team, group, etc. which is recognized by MCPHS or is known to exist as an unaffiliated student group, student team or student organization a copy of the MCPHS Hazing Policy and Chapter 536 of The Acts of 1985 and in Chapter 665 of The Acts of 1987.

## **Posting Policy**

Only recognized student organizations can promote events. Faculty and/or staff who wish to post information must also follow the guidelines below. An individual cannot promote any event using a poster, flyer or promotional items on University bulletin boards or on University property. Example: a local concert or party at a club cannot be advertised by an “interested” person or employee who attends MCPHS. The individual may have to appear before the Community Standards System for this offense. Resident Assistants may post fliers in the residence halls to promote floor /building programs or pertinent information as it pertains to their position.

The recognized student organizations’ name must appear on the poster, flyer, notice, table tent, handout or poster (hereafter referred to as “posting”). The posting will be removed if the sponsoring organization’s name does not appear anywhere on the item.

No posting may contain any advertising for, reference to or theme of alcohol. These will not be approved.

Only designated bulletin boards can be used to display postings. Administrative and departmental bulletin boards are not to be used. Postings are not permitted on walls, windows, doors, or in restrooms. All postings must be placed in specific bulletin board space. Exceptions will be made for official school notices. Requests for postings in other locations must be made in writing to the Campus Life department on each campus). If the flyer is found outside this space for any reason and/or is not approved, the posting will be removed and the posting policy violation will be referred to the Office of Student Affairs as a matter for the student disciplinary process.

Flyers must be approved by the appropriate office.

Postings found covering other postings or in violation will be taken down and violators will be referred to the Office of Student Affairs. The individual/recognized student organization will then be notified of the offense. Poster privileges of the recognized student organization will be revoked until it meets with the Office of Student Affairs

Unauthorized persons found taking down posters may be brought to the University Discipline System. Authorized persons are members of the Office of Student Affairs staff. Any specific concerns should be submitted to the Assistant Dean of Students, Center for Campus Life Office (Boston) or the Dean or Associate Dean of Students (Worcester/Manchester).

## **Bulletin Boards**

Students should check the bulletin boards located throughout all three campuses on a daily basis for information on University-wide events and important announcements. Postings on all campus bulletin boards must be approved by Campus Life (See Posting Policy).

## **Solicitation Policy**

In order to ensure, as far as possible and reasonable, that the integrity of the campus as an academic community and the privacy of students is preserved, individuals and/or organizations may not advertise, sell or solicit a service or product or take orders for articles or services on campus unless authorized by the Dean of Students, or designee. MCPHS University reserves the right to regulate the time, place and manner of the solicitation, when authorized.

## **Use of the University Name**

To protect the University community, it is necessary that no promotion, sales or solicitations using the University name or address be allowed without explicit written permission from the Dean of Students.

## **TV Information Monitors**

MCPHS has TV monitors mounted in several prominent locations to assist in communicating messages of interest to the general University community. Student organizations and members of the University community are invited to use these monitors to publicize events. Messages should be brief (20 words or less) and information should be provided indicating how long the message should be displayed. For further details, please contact the Office of Student Affairs.

## **Student Authentication Policy**

When students are either matriculated into a program or are registered into a course as a non-degree student, they are provisioned with a password-protected account that gives them access to the student information system, email, and Blackboard, along with other online information and services. The password they are initially given is a temporary one; this requires them to set up a regular password and to define identification information (e.g., mother's maiden name) that becomes an ongoing identifier for them. Students are required to change their passwords every 90 days and are automatically notified to do so.

Should students forget their password at some point during the iteration of a course, they can use the automatic reset process but need to use the identification identifier to do so. The courses in Blackboard are continuously password protected and students may not enter them at any point without password recognition.

When students are not on one of the physical campuses and want to access Blackboard, they log in using a 2-factor authentication factor. This combines use of the password with a follow-up phone call to a phone number provided by the student to verify the student log-on.

## **Electronic Communications Policy**

Failure to comply with the guidelines presented herein may result in disciplinary action, up to and including termination of employment or student status. Please visit the Information Services website: <https://is.mcphs.edu/>.

## **Acceptable Use Policy**

Due to the ever-increasing need for integrated technology and data sharing, and because of legal and ethical requirements, all members of the University community need to be aware of their responsibilities related to data and computing at all University facilities.

### **I. Purpose:**

This document describes the policies and guidelines for the use of the University's computer resources and use of University-wide data. Use of University-owned computers, network resources, and fileserver space is a privilege extended by MCPHS University to students, employees, and other authorized users as a tool to promote academic and administrative purposes. Any activity that is not listed here, which violates local, state or federal laws is considered a violation of the MCPHS University Acceptable Use Policy.

## **II. Scope:**

This policy applies to all technology users accessing resources within the MCPHS University network, either remotely or via on-campus equipment. All faculty, staff, and students are expected to adhere to this policy. This policy also extends to any individual or group who accesses data, network bandwidth, or other University-owned technology equipment. Individuals who have been provided access to MCPHS's electronic resources are responsible to maintain security of all information that is stored on each system.

## **III. General Policies:**

All users of MCPHS technology resources are required to follow these general computing guidelines. Misuse of computer resources, including but not limited to these guidelines, may result in the termination of the individual's computer account(s), revocation of computer lab access, and/or other disciplinary or legal action as deemed appropriate.

### Account Use:

1. All users are responsible for maintaining the security of all account information used to access MCPHS networks and resources.
  - a. Authorized users are not allowed to share accounts with others. The authorized user is responsible for all activity associated with the account.
  - b. Passwords must be changed often, and never revealed to others. Strict complexity requirements have been implemented, and all accounts that access network resources must follow these requirements.
  - c. The MCPHS Information Services Department does not have access to user passwords. All password requests must be accompanied by presentation of a student or faculty/staff identification card, or other form of photo ID or verbal confirmation of information.
  - d. Authorized users must log out of their accounts when finished. "Locked" workstations in public areas are not permitted. Data loss, due to a restart to "unlock" a workstation, is at the risk of the account owner.
  - e. All members of the MCPHS community need to be aware of virus threats, and work in conjunction with Information Services to ensure that propagations do not occur on MCPHS equipment or systems.
2. Users may not use an MCPHS account to represent anyone other than themselves, and may not use an MCPHS account that they are not authorized to use. They may not knowingly or unknowingly use an MCPHS account to access any resource for which they have not obtained appropriate approval.
3. All users are responsible for maintaining their allotted file space, and are not permitted to utilize network or file server disk space with unnecessary files (i.e., music files, non-University related pictures, movies, etc.). Information Services reserves the right to periodically scan server storage for unauthorized files and take steps to remove them.
4. Sexually explicit content, such as movies or pictures, is strictly prohibited on the University's network. Any member of the University community found to be in possession of inappropriate content will be reported to the appropriate Dean and/or Human Resources.
5. Users are responsible for archiving their files while authority is granted to access the MCPHS

network resources. Accounts will be deleted when employment is terminated; student status ends in situations other than graduation, or at the discretion of the University. Information Services is under no obligation to recover or protect files from deleted accounts.

Software Use:

1. Users must follow the copyright laws, trademark standards, software license agreements, and patent information governing software that they use.
  - a. Copying software is generally illegal.
  - b. The University will support copying exceptions only when authorized in writing by the software publisher.
2. To determine the copyright policies for University-owned software, users should contact the Help Desk for assistance. In addition, please refer to the Library's guide sheet on Copyright and Using e-Resources, which can be found at <https://my.mcphs.edu-/media/files/mymcphs/departments/informationservices/policies/copyrightandusingeresourcespolicy.pdf?la=en&hash=8F52E744C5907E595E1E8C58CA025F8452305836>.

Network Use:

1. Access to the Internet and the University network is managed by MCPHS Information Services.
2. Any transmission of data (i.e., email, Internet files, web pages, printed files, etc.) is governed by these guidelines.
3. Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:
  - a. Copyrighted material
  - b. Material protected by trade secrets
  - c. Illegal activities (i.e., file sharing, SPAM generation, etc.)
4. Transmission of non-University related data is prohibited. Exceptions may be authorized with approval by Information Services. This includes, but is not limited to:
  - a. Product advertising (outside of University-sponsored organizations, etc.)
  - b. Political lobbying or religious material (outside of University-sponsored organizations, etc.)
  - c. For-profit work (e.g., home businesses, etc.)
  - d. Promoting external organizations (except when University-approved)
5. Content and activity on the University network is not private. Information Services technicians and administrators may monitor activity on the network as a result of their job functions and at the request of authorized individuals.
6. MCPHS Information Services will not actively monitor content of information transmitted over the network, but will investigate any/all complaints of possible misuse or inappropriate content. In the course of investigating complaints, MCPHS Information Services staff will attempt to safeguard the privacy of all involved parties.

**Security Information:**

1. Individuals who have been provided access to MCPHS's electronic resources are responsible to maintain security of all information that is stored on each system.
2. All members of the MCPHS community may only access resources for which they have been approved.
3. All system passwords, account names, PINS (Personal Identification Numbers) and any other type of identifying security information must be maintained, protected and never inappropriately shared.
4. All members of the MCPHS community need to be aware of virus threats, and work in conjunction with Information Services to ensure that propagations do not occur on MCPHS equipment or systems.
5. MCPHS equipment should only be used for endeavors that further the mission of the University; however, limited incidental personal use may be appropriate.
6. Downloading of software, files, music, movies, etc. is prohibited when resulting in copyright infringement or excessive bandwidth usage. (Please see MCPHS Information Services File Sharing Policy for further clarification.)
7. Each individual is responsible for knowing his/her departmental expectations for use of the University's equipment and systems. No member of the MCPHS community may conduct outside "business" transactions utilizing the University's equipment and systems.

**Personal Hardware:**

1. All personal equipment that is attached to University-owned equipment, including the network, may be subject to access while the University is performing maintenance, monitoring, or other activities. This may include:
  - a. Blackberry Wireless Communicators
  - b. Smart Phones and other hand held devices with PCSync technology
  - c. Digital cameras and camcorders
  - d. Laptops, iPads or other tablet and e-reader devices purchased by the individual
2. MCPHS Information Services is not responsible for repair or replacement of non-MCPHS equipment.
3. Personal computing equipment is prohibited from connecting to the MCPHS production network environment.

**Electronic Communication Use:**

Electronic communications include, but are not limited to: the World Wide Web, social media such as Facebook or Twitter, internet-based bulletin boards, chat groups, forums, electronic mail, and instant messaging, etc. Electronic communications are any information, graphics, or data sent or retrieved via electronic systems.

Unacceptable uses of electronic communication include, but are not limited to the following:

1. Conducting unlawful activities

2. Use for any commercial activities
3. Sending offensive or abusive messages
4. Use to gather or collect information about others for commercial or private use
5. Use for fund raising, political campaign activities, or public relations activities not specifically related to MCPHS sanctioned activities
6. Use to conduct or forward illegal contests, pyramid schemes or chain letters, or to spam
7. Use to sell access to the Internet
8. Use to conduct any activity which adversely affects the availability, confidentiality or integrity of MCPHS's technology
9. Use to benefit personal or financial interests
10. Forging electronic communications
11. Intentionally transmitting computer viruses

MCPHS Information Services attempts to provide secure and reliable electronic communication services. However, secure and reliable services do not in any way guarantee the confidentiality and privacy of electronic communication. Confidentiality may be compromised by applicability of law or policy, unintended redistribution, network 'sniffing' and interception, or inadequacy of current technologies to protect against unauthorized access.

#### Use of Email Distribution Lists:

The MCPHS provided distribution lists must only be used to distribute official information for the University and the official groups that represent it. Examples of acceptable use include University-sponsored activities, policies, security or facility alerts, or information that relates directly to MCPHS's mission and operations. MCPHS provided distribution lists may not be used as a public forum to discuss political, personal, or religious commentary, or to lodge complaints against University employees or departments. Distribution lists should not be used for personal messages, items for sale, jokes, chain letters, pyramid schemes, virus warnings (unless issued by the Office of Information Technology), unsolicited commercial emails or any information that is of interest to only a small segment of the campus audience. Derogatory, obscene, defamatory and/or harassing communications are prohibited and will lead to disciplinary action, up to and including termination.

#### All users should be aware of the following:

1. You should not assume confidentiality or privacy of electronic communications. It is recommended that you do not send confidential University communications (as determined by law, policy, etc.) via electronic communications.
2. In the course of routine systems maintenance, troubleshooting and mail delivery problem resolution, technical staff may inadvertently see the content of electronic mail messages. Information Services reserves the right to search electronic communication records or transactional information for violations of law or policy.
3. Electronic communication may be subject to disclosure under law. Backup copies may be retained for periods of time and in locations unknown to senders and recipients even if you have deleted it from your account or PC.

4. Messages can be easily forwarded without your permission to individuals or groups, even though it violates copyright law.
5. Messages can be intercepted while in transit through the network.
6. Forwarded messages can be altered from the original copy.
7. Once a message is received on a machine outside of MCPHS, all of the above concerns continue to apply.

Email Web Access:

Access to Electronic Mail through Web client software is subject to the same policies and guidelines as email obtained via a desktop client.

Internet Use:

1. MCPHS assumes no responsibility for any direct or indirect damages incurred as a result of a user's connection to the Internet via University resources.
2. MCPHS is not responsible for the accuracy of information found on the Internet, and merely provides an avenue to access and distribute the information via its systems.

Personal Use of University-Owned Computer Systems:

1. University-owned computers are provided to employees to accomplish the job functions assigned at the time of hire.
2. University-owned computers are provided to students to assist with the academic functions of the University. Email is intended to be used for instructor-to-student and student-to-student communications. Internet access is provided to assist with assignments, research, etc.
3. Use of University-owned computers to play online games, unless specifically assigned as a learning tool, is strictly prohibited. This includes all Internet and network versions of popular multi-player games.

## **System Protection and Resource Limitations**

MCPHS Information Services reserves the right to:

1. Set the amount of disk space available for electronic communications mailboxes, as well as network file storage for all authorized users
  - a. Student mailboxes have a 50GB storage limit
    - i. "Deleted Items" folder is emptied nightly
  - b. Staff mailboxes currently have no storage limit, but Information Services reserves the right to amend this at any time.
    - i. All messages over 180 days will be sent to the "Deleted Items" folder.
2. Carry out necessary purges of information store on the servers to preserve the integrity of the system
3. Run virus scans and quarantine electronic communications that contain viruses

Users are responsible for retaining their own records and therefore are advised to keep back-up

copies of important documents, distribution lists, and calendars on appropriate backup media.

## Security

MCPHS Information Services attempts to provide secure and reliable electronic communication services. However, secure and reliable services do not in any way guarantee the confidentiality and privacy of electronic communication, which is the electronic equivalent of sending a postcard. Confidentiality may be compromised by applicability of law or policy, unintended redistribution, network “sniffing” and interception, or inadequacy of current technologies to protect against unauthorized access.

### Password Complexity Requirements:

All domain passwords (which allow access to file servers, printing resources, email accounts, proxy access, as well as WebAdvisor, and Blackboard learning resources) must meet the following complexity requirements:

- Password must be at least 8 characters long
- Password must contain at least 3 of the following: uppercase letter, lowercase letter, number or symbol
- Password cannot contain any part of the username or student ID number
- Passwords cannot be “recycled” or used more than once. Passwords must be UNIQUE combinations using the requirements above.
- Passwords must be changed every 90 days, equaling 4 times per calendar year.

When your password's expiration date is drawing near, you will begin to receive notification in the form of a visible prompt on your screen, if you are on a University-owned PC. You will have 14 days to comply with the request. If you are predominately off campus, it is recommended that you set a personal calendar reminder to change your password every 90 days (or more frequently). If you fail to change your password during the 14-day grace period, your password will expire and your access to MCPHS systems will be revoked until you contact Information Services.

### File Sharing/Peer-to-Peer Usage:

File-sharing and the use of Peer to Peer (P2P) programs have become increasingly popular in academic environments. Unfortunately, the majority of instances are utilized for illegal file copying, distribution, etc. Unfortunately, the majority of instances are utilized for illegal file copying, distribution, etc. Unauthorized distribution of copyrighted materials such as music, movies and video distributed via unauthorized P2P file sharing may result in civil and criminal penalties in addition to MCPHS discipline. Both the person who makes the copyrighted work available for download and the person who receives or downloads the unauthorized copy have violated copyright laws and MCPHS policy. In an effort to maintain a network that is stable, secure, and virus-free, the use of P2P programs is prohibited.

1. Peer-to-peer file sharing applications including: (but not limited to) Napster, Gnutella, Kazaa, AudioGalaxy, iMesh, and others, may not be installed or used on computers owned or managed by the University.
2. Peer-to-peer file sharing applications including: (but not limited to) Napster, Gnutella, Kazaa, AudioGalaxy, iMesh, and others, may not be installed or used on computers attached to the

University's network, regardless of their ownership.

3. Information Services staff may, in order to ensure compliance with the University's policies and Federal or State Law, inspect and remove any of the prohibited software from any equipment currently or previously attached to the University's network.

The University blocks access to many of these file sharing packages, rendering them unusable. It is strongly recommended that they be removed immediately, prior to attaching the PC to the University network.

If an artist, author, publisher, the Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA), or a law enforcement agency notifies the University that a Faculty/Staff member or Student is violating copyright laws, Information Services will provide information in the form of Internet Protocol (IP) address information and any information from logs to assist in the investigation of the complaint. If appropriate, action will be taken against the violator in accordance with the University's policy. In some cases, violations of University policy can result in suspension or revocation of network access privileges and/or civil or criminal prosecution under state and federal statutes.

Upon receiving notice from either Information Services' internal reporting system or from external sources (RIAA, MPAA, or law enforcement agency), the following processes will be employed:

*For Students*

1. For a 1st Offense:
  - a. MCPHS user is immediately denied access and notified with a written warning.
  - b. The Office of Student Affairs is contacted.
  - c. Information Services receives return of the written warning with signature that the offender has acknowledged the warning and is providing signed commitment to refrain from further activity.
  - d. MCPHS user is given access.
2. For 2nd Offense:
  - a. MCPHS user is immediately denied access and notified with a written warning.
  - b. Written notice identifies that all network access is denied for one week from date of offense.
  - c. The Office of Student Affairs is provided a copy of the written notice.
3. For 3<sup>rd</sup> Offense:  
The student's Internet connection will be immediately disconnected. The matter will be referred to The Office of Student Affairs is contacted for remedies up to and including termination of student status.

In addition to the general computing policies above, students must also be aware of the following:

Access to Computer Resources:

1. All students must have a current valid MCPHS student ID card to obtain entry to the computer

labs on campus.

2. Computer labs are available on campus for all students to complete assignments, research, etc. Hours are posted, and all students are expected to follow posted rules of conduct.

#### Authorized Uses of University-Owned Computer Systems:

1. Students may utilize University-owned computers to complete assignments, research information, prepare resumes, and utilize online learning tools.
2. Students may not utilize University-owned computers to play online or locally installed games, promote businesses, or otherwise perform non-academic functions.
3. Using non-approved print media (i.e., transparencies, etc.) is prohibited.
4. Students are not authorized to install or remove any applications from University-owned computers.
  - a. A class instructor who identifies a need to install or remove a program must request exceptions prior to the start of a semester, to allow for appropriate testing and image creation.
  - b. All requests for additional software must be submitted to MCPHS Information Services no less than 2 weeks in advance of a semester's start date.

#### Email Policy

All MCPHS students are required to open, utilize, and maintain an MCPHS email account. Official University communications and notices are sent via MCPHS email accounts only. All students are responsible for regularly checking their MCPHS email and for the information contained therein. Only MCPHS accounts will be used in all matters related to academics, student life, and University notifications. The University does not forward MCPHS email to personal email accounts.

*NOTE: All MCPHS community members may voluntarily register in the MCPHS Emergency Notification System to receive text messages via cell phones and email regarding major campus emergencies and campus closings. Contact [helpdesk@mcphs.edu](mailto:helpdesk@mcphs.edu) for more information.*

#### Preferred Names Policy

Massachusetts College of Pharmacy and Health Sciences (MCPHS) fosters an inclusive environment and encourages self-expression. MCPHS recognizes that faculty, staff, and students may use a Preferred Name other than their Legal Name to identify themselves. Unless otherwise prohibited by law, policy, or business needs, MCPHS acknowledges that a Preferred Name can and should be used whenever possible during MCPHS business and education. MCPHS will use an individual's Preferred Name whenever possible so long as the Preferred Name meets the requirements of this policy and the name is not used for an improper purpose such as misrepresentation, avoiding a legal obligation, and is not vulgar or derogatory in nature.

#### Identification Policy

For reasons of safety and security, all students must be readily identifiable while they are on campus and/or engaged in required off-campus activities, including internships and clinical rotations. Therefore, any head covering that obscures a student's face may not be worn, either on campus or at clinical sites, except when required for medical or religious reasons. In addition, all students are

required to wear their University-issued ID at all times when on campus and/or engaged in required off-campus activities, and to show it upon request of a properly identified official or member of the MCPHS staff, and to remove any covering that obscures the student's face in order to verify the student's identity for security purposes.

Loss of an ID card should be reported immediately to the MCPHS Department of Public Safety. The fee to replace an ID card—for any reason—is \$25; application and payment for replacement is made at the Office of Student Financial Services. The ID card also serves as the University library card.

## **Printing Policy**

### Student Printing Policy

The MCPHS Information Services department is consistently working to devise printing solutions that serve multiple purposes: control costs, reduce paper waste, and provide a critical service to contribute to student academic success. Over the past several years, printing costs have continued to escalate, and paper waste has been more prevalent. We have instituted limitations that should alleviate several areas of concern. We have invested in high-end laser printer/copier devices to provide a more efficient and reliable printing environment for students.

#### **I. Purpose:**

This policy outlines acceptable usage, limitations, and quota management of all student accessible printing devices across the MCPHS community.

#### **II. Scope:**

This policy is intended for use by all MCPHS students who are actively enrolled in any face-to-face course on any of the University's three campus locations.

#### **III. General Policy – Printing:**

- Students are provided a print quota of 25 credits per semester for the academic year.
- Credits can be used for black and white and/or color prints.
- Students may use their MCPHS print quota to print up to 50 pages per day, maximum.
- If a student wants to print beyond the 25 credits, they must activate and load money onto their Fenway Card: [my.mcphs.edu/departments/student-affairs/boston/fenway-card](http://my.mcphs.edu/departments/student-affairs/boston/fenway-card).
- Print jobs are queued to print and will not print until a student 'releases' them by tapping their ID badge at any open printer's card reader.
- Jobs are held in the queue for 24 hours, after which they are automatically deleted.

*These deleted jobs are NOT counted towards the students' quota.*

- Printers default to double-sided.
- **Students are required to use their ID cards to release a print job.**
- Students who do not have an ID card or have lost it will not be able to print until it is replaced.

#### **IV. Printing Credits:**

- Black and white prints
  - Simplex or single-sided pages: .05 credits per sheet
  - Duplex or double-sided pages: .10 credits per sheet
- Color prints
  - Simplex or single-sided pages: .30 credits per sheet
  - Duplex or double-sided pages: .50 credits per sheet
- 25 print credits equates to 500 black and white pages or 83 color pages.

#### **V. Refunds:**

Students who experience errors on FENWAY Cash print jobs can request a refund through the PaperCut interface. Instructions can be found on the Information Services website: [my.mcphs.edu/departments/student-affairs/boston/fenway-card](http://my.mcphs.edu/departments/student-affairs/boston/fenway-card). Requests must be submitted through the PaperCut system and cannot be made in-person.

#### **Website Posting Policy Regarding Faculty Course Lectures and Other Course Materials**

In order to post print, audio or audiovisual copies of faculty lectures, exams or other course material on the web, it is required that:

- 1) MCPHS faculty must approve, provide access to and upload lectures, exams and course material via the MCPHS Blackboard™ system or other University approved system. Each faculty member has the choice as to what class materials he/she uploads and whether or not he/she uses Blackboard™ or another University-approved system.
- 2) Only those students who are registered for the course may have access to the Blackboard™ site or other University-approved system.
- 3) Students are prohibited from sharing course materials with persons who are not members of the MCPHS community or persons who are not registered for the course for which materials were posted via Blackboard™.
- 4) Students are prohibited from posting MCPHS Blackboard™ course materials on their personal websites or modifying the materials for commercial use.
- 5) Students are prohibited from audiotaping and/or videotaping their class lectures without faculty permission. Such tapes are NOT to be disseminated to other students by students or posted on personal websites.
- 6) Student violations of this website posting policy will be referred to the Dean of Students or his/her designee to be addressed in the student discipline system.

## **STUDENT CODE OF CONDUCT AND COMMUNITY STANDARDS SYSTEM PREFACE**

Massachusetts College of Pharmacy and Health Sciences (MCPHS University) expects its students to act in a mature and responsible manner. The goal of the Community Standards System is to support the educational mission of the University by ensuring an orderly University environment conducive to learning and teaching. The Community Standards System prioritizes acceptance, integrity, equity and scholarly work. The Community Standards System is an educational tool with the purposes of holding students accountable for Code of Conduct violations, educating students regarding their behaviors in the MCPHS University community and guiding students towards a greater sense of personal responsibility.

- A. MCPHS University recognizes that students are entitled to respect and consideration and MCPHS University further recognizes students' rights within the institution to freedom of inquiry and the responsible use of University services and facilities.
- B. Students at MCPHS University have a responsibility to act in a manner that promotes the wellbeing, respect, safety and security of all members of the University community.
- C. It is the responsibility of students to know and understand individual department policies as well as University policies published in the Student Handbook.
- D. The Student Code of Conduct is applicable to any student enrolled in or accepted for an academic program, regardless of the number of credits carried and also applies to any recognized student organization.
- E. The Student Code of Conduct applies to student conduct that occurs on the MCPHS University campus, in any MCPHS University leased spaces, or at any University sponsored event regardless of location. The Student Code of Conduct applies to student conduct at off-campus locations when the security, integrity or reputation of the University are related to the student's behavior. The Dean of Students or designee will determine on a case-by-case basis when the Student Code of Conduct is applied to off-campus student behavior. Students are expected to comply with the Student Code of Conduct from the time of admission through graduation.
- F. Students who allegedly violate the Student Code of Conduct or other University regulations become subject to disciplinary review and action through the Community Standards System.
- G. Conduct that constitutes a violation of the Student Code of Conduct or other University policies may also constitute a violation of federal, state or local law. University disciplinary procedures may be carried out prior to, simultaneously with or following civil or criminal proceedings off-campus at the discretion of the Dean of Students, or designee. University disciplinary proceedings will not be subject to challenge on the ground that civil or criminal charges involving the same incident have been dismissed, reduced or are pending. When a student has been charged with a civil or criminal violation(s) of law, MCPHS University will neither request nor agree to special consideration for the student solely because of their status as a student.
- H. The Student Code of Conduct and Community Standards System are published in the Student Handbook in order to give students general notice of prohibited conduct. The

Student Code of Conduct should be read broadly and is not designed to define misconduct in exhaustive terms.

- I. The Student Code of Conduct and Community Standards System are not to be regarded as contracts between students and MCPHS University. MCPHS University reserves the right to amend any provision of the Student Code of Conduct and Community Standards System at any time. MCPHS University will publish amendments in relevant campus publications.
- J. Any conduct which may have been influenced by a student's mental state or the use of alcohol or other drugs shall not in any way limit the responsibility of the student for their actions.
- K. A "disciplinary hold" may be placed on a student's academic record at the University prior to a disciplinary hearing. Students with a disciplinary hold may not be permitted to register, request transcripts, receive a diploma, add or drop courses, or participate in other University activities without permission from the Dean of Students or designee. A charged student may not take a leave of absence or withdraw from the University before the resolution of the charge(s), unless they have been granted permission by the Dean of Students or designee. In such circumstances, the student's readmission will be contingent upon the resolution of the charge through the Community Standards system.
- L. A business day is defined as a day when MCPHS University administrative offices are open.
- M. The term "complainant" means any person who submits a complaint alleging that a student violated this Code of Conduct.
- N. The term "respondent" means the accused student.

## **ACADEMIC HONESTY POLICY**

### **Academic Honesty**

The University presumes that students will assume personal responsibility and maintain personal integrity in all aspects of their education. Responsibility for academic integrity is expected of all students whether in-person and/or through a remote learning environment. Dishonest actions in the execution of an examination, report, academic assignment, and/or academic coursework requirement, including clinical rotations, constitute violations of the MCPHS Academic Honesty Policy. Such violations are subject to specific academic sanctions, as well as to disciplinary sanctions (i.e., disciplinary warning, probation, deferred suspension, suspension, and/or expulsion).

### **Academic Honesty and Student Discipline Procedures**

#### **Academic violations or offenses include the following:**

- 1.0 Receiving assistance, or attempting to receive assistance, not authorized by an instructor in the preparation of any assignment, laboratory exercise, report, or examination submitted as a requirement for an academic course or rotation.

- 2.0 Knowingly giving unauthorized assistance, or attempting to give unauthorized assistance, to another student in the preparation of any assignment, laboratory exercise, report, or examination submitted as a requirement for an academic course or rotation.
- 3.0 Plagiarism: Submitting another person's work (including words, images, and ideas) as one's own without the proper acknowledgment of source, or use of the words or ideas of another without crediting the source of those words or ideas.
- 4.0 Also, submitting the same work for assignments in more than one class (copying from oneself) without permission from the instructor and/or appropriate citation, in the same semester or subsequent semesters.
- 5.0 Engaging or attempting to engage another person (student or non-student) to take one's own examination or taking or offering to take another students' exam.
- 6.0 Selling, giving, lending, or otherwise furnishing any material that can be shown to contain the questions or answers to any examination scheduled to be given at any subsequent date in any course of study offered by the University.
- 7.0 Taking, or attempting to take, steal, or otherwise procure in any unauthorized manner any material pertaining to the conduct of a class, including examinations.
- 8.0 Falsifying or presenting fictional patient information as real to fulfill requirements for work assigned by individual faculty members or clinical preceptors.
- 9.0 Signing in another student or requesting to be signed in by another student on a course attendance sheet; or falsely recording another student's attendance (as with the use of "clicker"). Signing in to an assessment for another student or providing your username and password to another individual is also prohibited.
- 10.0 Altering, or attempting to alter, grades or information on any assignment, laboratory exercise, report, exam, or previously completed examination as a requirement for an academic course or rotation.
- 11.0 Violating the Website Posting Policy Regarding Faculty Course Lectures and other Course Materials

### **Implementation of the Academic Honesty Policy**

1. The Dean of Students or designee will review the Academic Honesty Policy, issues of dishonesty, and consequences of violating the Academic Honesty Policy during new student orientation.
2. The Academic Honesty Policy will be provided by the Office of Student Affairs to all members of the MCPHS community online through the MCPHS Student Handbook. All entering MCPHS students are expected to acknowledge they have read the Academic Honesty Policy via an online process coordinated by the Office of Student Affairs. Refusal to do so may result in more severe sanctions should a student be found responsible for an academic honesty violation.
3. In specific testing and/or evaluation situations, students may be required to present their MCPHS ID cards to verify identity, including in situations where remote proctoring tools are used.

4. Each instructor is responsible for informing students of the standards of behavior expected of students in the classroom, laboratory, and clinical site and for consistently enforcing such standards.
5. Faculty may require that students sign an academic honesty statement for exam and written graded assignments. This statement may be defined by each School or Program for specific requirements for in-person or remote assessment methods. The statement will read as follows:

### **Academic Honesty Statement**

I pledge that I have neither given nor received unauthorized aid, and will not give or receive unauthorized aid on any examination, paper and/or assignment.

Student Name (printed) \_\_\_\_\_

Student Signature: \_\_\_\_\_ ID Number: \_\_\_\_\_

### **Plagiarism Prevention Service**

Students are expected to abide by the University's Academic Honesty Policy. Plagiarism (see Offense 3.0 above) is considered a violation of this policy. In order to deter plagiarism and ensure appropriate use of resources in student research and learning, the University subscribes to a plagiarism prevention service. Faculty may require students to submit their written work electronically through this plagiarism prevention service in order to verify that when ideas of others are used they are cited appropriately. The course syllabus identifies student work that must be submitted electronically for such review.

### **Academic Honesty and Exams**

The Academic Deans/Program Directors are responsible for the proper conduct of examinations in their schools/ programs and will assign faculty and graduate assistants to serve as proctors for examinations. Support staff, under the supervision of the Academic Deans/Program Directors, are responsible for maintaining confidentiality in the production and reproduction of examinations.

Instructors are expected to assist in the promotion of academic honesty through the following practices:

- Access to and use of "recycled" exams should be limited.
- Students will be required to leave all unnecessary materials (e.g., backpacks, notebooks, textbooks, calculators, PDAs, cell phones, etc.) away from their seat assignment. Only required or approved materials will be allowed at the seat assignment. This requirement also applies to remote exams as implemented by the respective School or Program.
- All exams are to be proctored whether in person or virtually by remote proctoring services, unless otherwise specified.
- In specific evaluation situations, students may be asked to show instructors/proctors materials being used during the exam (PDAs, cell phones, etc.) to ensure proper use of the allowed material and adherence to the honesty policy.

Instructors are encouraged to utilize the following exam seating practices whenever possible:

- Students entering an exam room will be randomly seated.
- Seating assignments will be spaced throughout the exam room, allowing for adequate spaces between students.
- Additional requirements for integrity during remote exams will be specified by remote proctoring software and/or by School/ Program and course instructor.

The instructor should follow the University Policy on Academic Honesty when giving examinations and ensure that proctors are present at all examinations in compliance with this policy. At least one (1) course coordinator for each course should be present during an examination to answer questions or to clarify issues that may arise. Exceptions to this rule must be approved by the Academic Dean/Program Director.

Students are expected to report violations of the Academic Honesty Policy to the instructor and/or the department/division chair or program director of the academic department for further investigation.

Additional policies for Academic Honesty and Integrity in a remote learning environment may be further defined by each School or Program.

### **Student Discipline Procedures for Academic Honesty Policy Violations**

Preliminary procedure: The University maintains a policy of open communication among all members of the University community so that any misunderstanding can be minimized and any conflicts can be expeditiously resolved between the parties involved. Hence, the first step in attempting to resolve an alleged student violation shall ordinarily be a meeting between the faculty member and the student.

The faculty member will schedule a meeting with the student to attempt to come to a resolution. The meeting should be scheduled within seven (7) business days of the faculty member's knowledge of the alleged academic dishonesty incident.

The faculty member will give the student a copy of the MCPHS Academic Honesty Policy and Student Discipline Procedures and offer the Office of Student Affairs as a resource to discuss student rights and responsibilities.

The faculty member will provide the student with the information the faculty member has regarding the alleged incident and will provide the accused student the opportunity to respond to the presented information.

After listening to the student's response, the faculty member may do one of the following:

Determine academic dishonesty did not occur and not pursue the incident further.

OR

Determine academic dishonesty did occur and discuss the academic sanction the faculty member will assign (e.g., repeat of the assignment, grade reduction, failure for the assignment or exam, failure for the course). If consequences regarding academic dishonesty are listed in the course syllabus, faculty sanctions must follow information as indicated in the syllabus.

The faculty member will provide the student with the option to meet with a staff member in the Office of Student Affairs to review the student's rights and responsibilities prior to the faculty member's finalizing their decision.

If the student accepts the faculty-assigned consequence, the case is closed provided the student has no prior offenses of the academic honesty policy or the violation is so severe that a hearing is deemed necessary by the Office of Student Affairs. *NOTE: There is no option for appeal in a closed case.*

Parties (faculty and student) unable to agree shall appeal the case to the academic school dean/program director (or designee). The academic dean/program director (or designee) can decide to meet individually with the student and faculty member or to conduct a team meeting with the student and faculty member, to be scheduled within seven business days of the initial faculty/student meeting. The academic dean (or designee) will meet with the involved parties and review the case. Subsequent to case review, the academic dean/program director (or designee) may do one of the following:

Determine academic dishonesty did not occur and not pursue the incident further.

OR

Determine academic dishonesty did occur and discuss the academic sanction they will assign (i.e., repeat of the assignment, grade reduction, failure for the assignment or exam, failure for the course). If consequences regarding academic dishonesty are listed in the course syllabus, academic sanctions must follow information as indicated in the syllabus.

Appellate decisions should be provided to the student within five (5) business days following the final meeting. Appellate decisions are final.

Students should be advised that, regardless of the academic resolution, all academic dishonesty violations will be reported to and recorded with the Office of Student Affairs. When reporting an incident to the Office of Student Affairs, subsequent to a student's accepting responsibility in discussion with the course faculty member or academic dean/program director (or designee), the Dean of Students (or designee) will send a letter to the student, faculty member, and academic dean/program director outlining the decisions reached among the involved parties (e.g., loss of points, change of grade, failure of exam, etc.), along with notification of a student conduct sanction, the minimum being disciplinary warning. Should the Dean of Students (or designee), determine that further action is required, based upon the disciplinary history of the student or severity of the violation, then the matter will be processed as outlined in the community standards system in a hearing, as appropriate.

Faculty and academic deans/program directors (or designee) report, consult, and work collaboratively with the Office of Student Affairs regarding each alleged academic dishonesty incident. Complex alleged academic dishonesty incidents that require extensive fact finding or involve a conflict of interest (i.e., the academic dean is the instructor for the course in which academic dishonesty is alleged) may be referred by the faculty member or academic dean/program director (or designee) immediately to the Office of Student Affairs for review and disciplinary procedures as provided in the Community Standards system.

*NOTE: A student may continue attending class during the resolution process for an academic dishonesty incident. When a final decision is made that a student has failed a course due to academic dishonesty and no appeal option exists, the student must discontinue attending the class in which the academic dishonesty incident occurred.*

### **Sanctions for Academic Dishonesty**

In determining a sanction, the responsible student's present demeanor and past disciplinary history, the nature of the offense, the severity of any resulting damage, injury or harm, and other factors may be considered. Students whose behavior is contrary to the Code of Conduct are subject to the maximum sanction of dismissal from the University or any lesser sanction for any act of misconduct. Academic dishonesty sanctions include, but are not limited to the following:

- Faculty and the academic dean/program director (or designee) may assign the sanction of repeating an assignment, receiving a score of zero on an exam/assignment, receiving a lowered assignment/exam/course grade, or failing the course.
- The Dean of Students (or designee) may assign the sanction of warning, disciplinary probation, deferred suspension, suspension, or expulsion in accordance with the University Academic Honesty Policy and the University Community Standards System.
- The Dean of Students (or designee) may also assign educational sanction(s) related to academic honesty. The Dean of Students (or designee) communicates academic honesty offenses, academic sanctions, and disciplinary sanctions to the student in writing subsequent to a case being closed.

Students are subject to academic sanctions from College of the Fenway faculty should they commit academic violations while taking a COF course, and such cases are referred to the Office of Student Affairs. Such offenses are addressed under the MCPHS University Academic Honesty Policy and Community Standards System.

### **STUDENT CODE OF CONDUCT VIOLATIONS**

The following conduct shall constitute violations of the Student Code of Conduct:

#### **2.0 Personal Conduct**

- 2.01 Obstruction or disruption of teaching, administration, disciplinary system or other University activities or unauthorized activities.
- 2.02 Conduct, regardless of where it occurs, that is in violation of federal, state and/or local law or University policies that brings into question ones' suitability as a member of the University community.
- 2.03 Theft, attempted theft, wrongful utilization of goods or services, possession of stolen property or University property or property of any member of the University community or outside individual/agency.
- 2.04 Damaging, destroying or defacing, or attempting to damage, destroy, or deface University property, property related to activities of the University, property of any member of the University community, property of outside individual/agency, to include affiliated clinical training sites.
- 2.05 Acting in violation of the Protection from Discrimination and Harassment Policy

- 2.06 Acting in violation of the Protection from Sexual Harassment (Title IX) Policy
- 2.07 Exhibiting conduct which is lewd, indecent, or obscene, or which is patently offensive to an individual, academic community or clinical practice setting.
- 2.08 Exhibiting behavior which is disruptive or which unnecessarily infringes upon the academic and/or clinical pursuits of fellow students, faculty, proctors, or clinical preceptors, or infringing upon the privacy, rights, or privileges of other persons. Such conduct includes, but is not limited to, unwelcome physical contact, disorderly conduct which is unreasonable for the location, time, or manner in which it occurs, and/or conduct that creates a hazardous or offensive condition that serves no legitimate purpose.
- 2.09 Conveying confidential patient information outside the confidential space of the preceptor's practice setting without authorization by an individual faculty member or clinical preceptor.
- 2.10 Failure to abide by the Solicitation Policy.
- 2.11 Failure to abide by the Posting policy; including unauthorized posting and/or distribution of flyers, bulletins or posters (improperly posted and/or posted without approval).
- 2.12 Failure to abide by the Gambling Policy.
- 2.13 Failure to abide by the Good Neighbor Policy.
- 2.14 Failure to abide by the Electronic Communications Policy and/or the MCPHS Email Policy.
- 2.15 Failure to adhere to University Guest policies.
- 2.16 Failure to register an event or to abide by an event plan as documented in an Event Registration Form.
- 2.17 Failure to abide by the End of the Semester Event policy.
- 2.18 Failure to abide by the Parking Policy.
- 2.19 Failure to follow University policies and/or guidelines with respect to health and safety.
- 2.20 Retaliation by any student against an individual who reports a perceived violation of the Student Code of Conduct, or of any other MCPHS policy or any federal, state, or local law.

### *3.0 Physical Safety and Environmental Health*

- 3.01 Physical assault or abuse of another person
- 3.02 Verbal abuse, threats, intimidation, harassment, or coercion, including, but not limited to, any conduct that threatens or endangers the emotional or physical health or safety of another person.
- 3.03 Possession, storage, or discharging firearms, including explosives, fireworks, knives, or other weapons of any nature or description as outlined in the Massachusetts Criminal Law, Section 269, paragraph 10 (i.e., bows, arrows, slingshots, airguns, martial arts devices, etc.), or other dangerous items or substances.

- 3.04 Creating a fire hazard, bomb or a dangerous situation which endangers others including false reports of fire or bombs, failing to evacuate, as well as tampering with, damaging or removing fire safety equipment.
- 3.05 Failure to abide by the Hazing Policy.
- 3.06 Trespassing, unauthorized entry into any University building, structure, or facility related to University activities, or attempt to do the same.
- 3.07 Using, making or causing to be made any key or keys for any building, laboratory facility or room of the University, or room on premises related to University activities unless authorized by an administrator in charge; or attempting to do same.
- 3.08 Failure to abide by the Smoking Policy
- 3.09 Engaging in sports or sporting activities in locations where such activity is not permitted.

#### *4. Personal Identification and Representation*

- 4.01 Falsification of one's identity or that of another.
- 4.02 Failure to abide by the Identification Policy which includes failure to wear and/or show student identification, and/or failure to verbally state one's identity upon request to a properly identified official or member of the MCPHS University staff (including RAs, Food Service, Bookstore and Security staff).
- 4.03 Misuse of student identification, including allowing others to use one's student identification and/or utilizing another student's identification.
- 4.04 Misrepresenting oneself or another as a University official or campus organization.
- 4.05 Altering, transferring, forging, tampering with or falsifying any University or affiliated clinical practice site record or document or knowingly submitting false information for incorporation in such records.
- 4.06 Failure to comply with a disciplinary action or cooperate, meet with, or respond to a reasonable request of a University official (including student employees while performing the duties of their job).
- 4.07 Lying or falsification within the process of the Student Discipline System.
- 4.08 Conduct that disrupts an investigation, meeting, or hearing within the Student Discipline System.
- 4.09 Attempting to discourage participation in or use of the reporting, investigation/disciplinary process.
- 4.10 Unauthorized use of the University name.

#### *5.0 Residence Life Policies, including*

- 5.01 Possession of prohibited items in the residence halls as set forth in the Residence Hall Agreement/Contract.

- 5.02 Failure to maintain community health and living standards as set forth in the Residence Hall Agreement/Contract.
- 5.03 Failure to abide by the University policy prohibiting animals in the residence halls.
- 5.04 Failure to adhere to the Residential Guest Policy.
- 5.05 Failure to abide by Residence Hall “Courtesy Hours” or “Quiet Hours” policies.
- 5.06 Failure to abide by the Letting for Value policy outlined in the Residence Hall Agreement/Contract.
- 5.07 Failure to abide by the terms of the applicable Residence Hall Agreement/Contract.

#### ***6.0 Alcohol and Drug Use Policies***

- 6.01 Being in the presence of alcohol in any Boston owned/leased residence hall regardless of age and/or being in the presence of alcohol at a University function where alcohol has not been authorized.
- 6.02 Use or possession of alcohol while under the age of 21 and/or use or possession of alcohol while in a Boston owned/leased residence hall regardless of age and/or being in the presence of alcohol at a University function where alcohol has not been authorized.
- 6.03 Distribution of alcohol to minors.
- 6.04 Being in the presence of illegal drugs, marijuana and/or synthetic marijuana.
- 6.05 Use and/or possession of illegal drugs or marijuana and/or synthetic marijuana.
- 6.06 Manufacturing and/or distribution of illegal drugs, marijuana and/or synthetic marijuana. or medication prescribed to another.
- 6.07 Being under the influence of illegal drugs, marijuana and/or synthetic marijuana, or medications prescribed to another.
- 6.08 Possession of alcohol or alcohol paraphernalia in any University-owned/leased residence hall associated with the Boston campus regardless of the student’s age.
- 6.09 Possession of drug paraphernalia.
- 6.10 Sale and/or transfer of one’s own prescribed medication to another or the possession, use, sale and/or transfer of another’s prescribed medication.
- 6.11 Public Intoxication, regardless of age, of any student or guest of a student.

### **Community Standards Systems**

#### **Matters Before the Community Standards System**

Matters brought before the Community Standards System for review and possible action may take on a variety of forms; including but not limited to written complaints, oral complaints, grievances, referrals from outside individuals/agencies (e.g., Police Department), etc. Any member of the MCPHS University Community or outside individual/agency may submit a written complaint against a currently enrolled student.

All matters/complaints will be referred to the Dean of Students (or designee) who may take one or more of the following steps:

- Dismiss the matter/complaint
- Initiate an Investigation
- Enter into Informal Resolution
- Schedule an Administrative Conference
- Schedule a Level I Hearing
- Schedule a Level II Hearing
- Impose interim restrictions

#### *Dismiss the Matter/Complaint*

If, after investigation of a complaint or alleged violation of the Student Code of Conduct, the Dean of Students or designee determines that the matter does not involve offenses in the Student Code of Conduct or the complaint is not accompanied by inadequate information, then the matter or complaint will be dismissed from the Community Standards System.

#### *Initiate an Investigation*

The complaint/incident report will be reviewed to determine if it should proceed through the process. The party named in the complaint will be notified. Information, in addition to that provided in the complaint/incident report, may be sought through a preliminary investigation. The investigation may include, but will not be limited to:

- interviewing the complainant(s), responding party(ies), and witness(es),
- gathering documentary or other information from the party(ies) and witness(es),
- gathering relevant documents and/or other information which may be available to the University.

The information gathered during the investigation will be provided to the hearing officer(s).

Alleged violations of the Protection from Discrimination and Harassment Policy will be investigated in accordance with that policy and referred to the Dean of Students (or designee) for informal resolution, administrative conference, and/or hearing under this process, as outlined below.

Alleged violations of the Protection from Sexual Harassment Policy will be investigated in accordance with that policy. Those allegations that are dismissed from the Title IX Grievance Process under the mandatory dismissal provisions will be investigated in accordance with that policy and referred to the Dean of Students (or designee) for informal resolution, administrative conference, and/or hearing under this process, as outlined below.

#### *Informal Resolution*

In cases of an alleged violation of the Student Code of Conduct, the Dean of Students, or Designee, reserves the right to may result in an action plan, which must be agreed to in writing

by all parties, to address the behavior. If the action plan is not honored, the University reserves the right to initiate a formal review under the Community Standards System. Examples of incidents that may, in the discretion of the Dean of Students, be addressed through the informal resolution process include, but are not limited to, minor disruptions or behavioral concerns.

Educational conferences within the informal resolution process are typically scheduled within ten (10) business days by the Dean of Students, or designee, following receipt of a report of a potential violation of the Community Standards system.

#### *Schedule an Administrative Conference*

For a student who accepts responsibility for offenses they committed, such responsible student may first be referred to an Administrative Conference. An Administrative Conference is a discussion between the responsible student and the Dean of Students (or designee) in which the student affirms their responsibility for the charged offenses. The Dean of Students (or designee) will assign sanctions for the offenses. If the student accepts the assigned sanctions, they will sign an Administrative Conference Document indicating acceptance of responsibility for the charged offenses and acceptance of the sanctions as assigned and detailed in the document. By accepting responsibility and the assigned sanctions, the student waives their right to appeal and the Administrative Conference Document is the final decision regarding the case. If the student no longer accepts responsibility for the offenses as charged or does not agree to the sanctions as assigned by the Dean of Students (or designee), the case will be assigned to a either a Level I or Level II Hearing, depending on the nature of the charges.

#### *Schedule a Level I Hearing*

Incidents or complaints referred to a Level I Hearing do not involve suspension or expulsion as possible sanctions. For more detailed information regarding hearing sanctions, please go to the Sanctions section.

#### *Schedule a Level II Hearing*

Incidents or complaints referred to a Level II Hearing involve the possible sanctions of suspension or expulsion in addition to the possible sanctions for a Level I Hearing. For more detailed information regarding hearing sanctions, please go to the Sanctions section.

#### *Impose Interim Restrictions*

1. The Dean of Students (or designee) may impose immediate restrictions upon a student with pending disciplinary action without prior notice whenever there are sufficient facts to show that such student's continued presence on the campus endangers the physical safety or well-being of others or themself or disrupts the educational process of the University.
2. Interim Restrictions may include, but are not limited to suspension from class/University and/or campus housing, limitation of access to designated housing facilities and/or campus facilities by time and location, restriction of communication with named individuals within the University community and/or the requirement to secure advanced authorization to engage in a specified activity. Interim Restrictions may also include the restriction to be present on campus for class attendance only.

3. The Dean of Students (or designee) will communicate with a student directly (in a meeting, by telephone, or by a virtual platform) so that the student is able to present their own version of the facts to the Dean (or designee). The Dean (or designee) will make a final Interim Restrictions decision based upon campus and/or student health and safety and/or educational disruption concerns and this Interim Restrictions decision will be final.
4. Violations of Interim Restrictions may result in suspension or dismissal from MCPHS University.

### **Level I Disciplinary Hearings**

- 1) The Level I disciplinary hearing is an informal meeting chaired by a hearing officer. It is an opportunity for a student to provide relevant case information to the hearing officer. The objective is to discuss the charges and to assess a student's responsibility for allegedly violating the Student Code of Conduct and to determine sanctions for responsibility as appropriate.
- 2) Level I Hearings will be conducted as soon as possible after an incident or complaint has been reported. Delays in the scheduling of Level I hearings may occur for the following reasons:
  - a) The hearing officer and respondent agree to meet later.
  - b) A later hearing date is necessitated by a large number of students involved in a case.
  - c) There is an ongoing investigation regarding the case.
  - d) The respondent may request one postponement of the Level I hearing to be granted at the discretion of the hearing officer.
- 3) When multiple parties are involved in the same incident, the Dean of Students, or designee will decide whether the cases will be heard together or separately.
- 4) Level I Hearings are closed to the public and confidential in nature.
- 5) Any person, including the respondent, who disrupts a Level I Hearing or who fails to adhere to the rulings of the hearing officer, may be excluded from the Level I Hearing.
- 6) The decision of the Level I Hearing officer will be made on the basis of whether it is more likely than not the respondent violated the Student Code of Conduct.
- 7) Level I Hearings may be recessed at any time. The respondent must receive written notice of the date and time the hearing will be reconvened.
- 8) Any new information brought forth in a Level I Hearing which allegedly violates the Code of Conduct may result in future charges imposed on any involved student.
- 9) Failure to appear for the Level I Hearing will result in the hearing being conducted in the respondent's absence.
- 10) The respondent may provide the names of witnesses (character witnesses are not permitted to attend hearings but may submit written statements) and may request additional information about the disciplinary process.

### **Rights of All Parties in Level I Disciplinary Hearings**

1. The respondent will be entitled to:

- a. Written notice of charges, the name of the person(s) filing the complaint, and the time and place of the Level I Hearing.
    - b. The opportunity to present their case.
    - c. The respondent may provide the names of witnesses and may request additional information about the disciplinary process. The names of witnesses must be submitted to the hearing officer two (2) business days prior to the hearing. Character witnesses are not permitted to attend hearings but may submit written statements.
    - d. Not answer any questions or make any statements during a Level I Hearing. Such silence will not be used against the charged student, however, the outcome of the Level I Hearing will be based upon the information (or lack thereof) presented during the Level I Hearing.
    - e. Request a hearing advisor who is a member of MCPHS University community. (See Hearing Advisor Section)
    - f. The opportunity to appeal the decision within five (5) business days (see Appeals Section).
  2. The complainant will be entitled to:
    - a. Notice of the time and place of the Level I Hearing and the opportunity to testify.
    - b. Request a hearing advisor who is a member of MCPHS University community. (See Hearing Advisor Section)
    - c. Submit an impact statement to explain the emotional, physical, financial, educational, and/or other impact(s) the incident has had on their life.
- ### **Level II Disciplinary Hearings**
1. Level II Hearings are formal hearings to assess a student's responsibility for allegedly violating the Student Code of Conduct and to assess sanctions for responsibility as appropriate. Incidents or complaints referred to a Level II Hearing involve the possible sanctions of suspension or expulsion in addition to the possible sanctions for a Level I Hearing.
  2. In Level II Hearings, two trained University staff or faculty members will serve as the Hearing Officers. The Level II hearing will be chaired by a Student Affairs staff member who will administer the hearing.
  3. Level II Hearings will be conducted as soon as possible after an incident or complaint has been reported. Delays in the scheduling of Level II Hearings may occur for the following reasons:
    - a) The hearing officers and respondent agree to meet later.
    - b) A later hearing date is necessitated by a large number of students involved in a case.
    - c) There is an ongoing investigation regarding the case.
    - d) Respondent may request one postponement of the scheduled Level II Hearing date to be granted at the discretion of the hearing officer.
  4. When multiple parties are involved in the same incident, the Dean of Students, or designee will decide whether the cases will be heard together or separately.
  5. Level II Hearings are closed to the public and confidential in nature.

6. Only evidence introduced at the Level II Hearing will be considered in determining a respondent's responsibility.
7. The decision of the Level II Hearing officer will be made on the basis of whether it is more likely than not that the charged student violated the Student Code of Conduct.
8. Any person, including the respondent, who disrupts a Level II Hearing or who fails to adhere to the rulings of the hearing officer, may be excluded from the Level II Hearing.
9. Level II Hearings may be recessed at any time provided all parties are notified of the reason for the recess and the scheduled date that the hearing will resume.
10. Any new information brought forth in a Level II Hearing which allegedly violates the Code of Conduct may result in future charges imposed on any involved student.

### **Rights of All Parties in Level II Disciplinary Hearings**

1. The respondent will be entitled to:
  - a. Written notice of charges, the name of the person(s) filing the complaint, a copy of the complaint (if available), the time and place of the Level II Hearing, and the names of all witnesses who will testify.
  - b. The opportunity to present their case, question the complainant and witnesses (if available), present witnesses on their behalf.
  - c. The opportunity to review the information being presented at the hearing two (2) business days prior to the hearing. All information reviewed for the hearing and presented at the hearing is confidential and may not be disseminated by a party or witness. Copies of the materials can be provided upon a party's request.
  - d. Not answer any questions or make any statements during a Level II Hearing. Such silence will not be used against the respondent, however, the outcome of the Level II Hearing will be based upon the information (or lack thereof) presented during the hearing.
  - e. Request a hearing advisor to provide support during the hearing process (see Hearing Advisor section).
  - f. The opportunity to appeal the decision within five (5) business days (see Appeals Section).
  - g. Failure to appear for the Level II Hearing will result in the hearing being conducted in the respondent's absence. If the respondent does not appear for the Level II Hearing they lose the right to appeal.
  - h. The respondent may provide the names of witnesses and may request additional information about the disciplinary process. The names of witnesses must be submitted to the hearing officer two (2) business days prior to the hearing. Character witnesses are not permitted to attend hearings but may submit written statements.
2. The complainant(s) will be entitled to:
  - a. Notice of the time and place of the Level II Hearing and the opportunity to testify.
  - b. Request a hearing advisor to provide support during the hearing process (see Hearing Advisor section).
3. Alleged victims of violence (including, but not limited to, sexual assault, domestic violence, dating violence, and stalking) will be entitled to:

- a. Notice of the time and place of the Level II Hearing and the opportunity to testify;
- b. Submit a victim impact statement to explain the emotional, physical, financial, educational and/or other impact(s) the incident has had on the alleged victim's life. This statement may be read into the disciplinary hearing record.
- c. Request a hearing advisor to provide support during the hearing process (see Hearing Advisor section).
- d. The opportunity to review the information being presented at the hearing two (2) business prior to the hearing. All information reviewed for the hearing and presented at the hearing is confidential and may not be disseminated by a party or witness. Copies of the materials can be provided upon a party's request.
- e. Notice of the decision.
- f. Opportunity to appeal the decision.

**Additional Provisions in Cases of Alleged Sexual Assault, Sexual Harassment, Domestic Violence, Dating Violence, and Stalking**

1. The Complainant(s) and Respondent(s) will have the opportunity to be present (either in person or virtually) throughout the hearing, including when the Hearing Officer questions the other party or witnesses. If the parties are not comfortable being in the same room together, appropriate arrangements will be made. At no time will a party be permitted to question another party or witness.
2. The Complainant and Respondent will have the opportunity to be accompanied by an advisor of choice, who may be an attorney, at any meeting, interview, or hearing relating to the complaint. The advisor must follow the guidelines listed below in the hearing advisor. If an advisor does not follow the guidelines they will be asked to leave the hearing.
3. Neither the Complainant nor the Respondent will be permitted to question the other party or the witnesses. All questions will be asked by the hearing officer.
4. If neither party submits a written appeal within the prescribed period, both parties will be provided with written notification that the Hearing Officer's decision is final.
5. Complainant has a right to be informed of the sanctions.
6. The hearing and appeal will be conducted by individuals who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
7. Both the Complainant and the Respondent have the right to have a fair and impartial investigation, determination and appeal

**Sanctions**

1. In determining a sanction, the responsible student's present demeanor and past disciplinary history/prior violations, nature and severity of the offense, the severity of any damage, injury or harm resulting and other factors may be considered.
2. Failure to fulfill sanctions may result in an administrative hold on the student's account.
3. The hearing officer may impose any one or more of the following sanctions:

- a. Warning. An official written notice that the behavior has been inappropriate. This notice is considered part of a student's disciplinary record in any future disciplinary action.
- b. Fine. A fine imposed for alcohol and/or other drug violations, which will be used towards alcohol and/or other drug education and alternative programming or for failure to attend mandatory meetings, or other offenses.
- c. Restitution. Financial compensation for damages or offenses. May not exceed three (3) times the value.
- d. University/Educational Community Service. Assignment of an appropriate project or attendance at an educational workshop that will benefit the University community, responsible student or others.
- e. Referral. A student may be referred to Counseling Services, CASE, Health Services or other appropriate offices or local agencies (e.g., Law Enforcement Agencies, Licensure Boards) when deemed appropriate by the Dean of Students (or designee).
- f. Restriction. Denial of access to any campus facility, activity, class or program, or denial of student privileges.
- g. Disciplinary Probation. A period of time during which a student's or organization's behavior is subject to close examination. Students are prohibited during this time from holding an elected or appointed office in any recognized student organization.
- h. Housing Probation. A period of time during which a student is subject to close examination. A student's discipline standing will also affect their current Housing status and ability to enter the Returning Student Housing Selection process.
- i. Housing Relocation. Termination of a student's residence hall assignment and assignment to a new housing assignment in a different community.
- j. Deferred Loss of Residence. A delayed removal from University operated residence halls for a designated period of time. Any proven offense during this period may result in immediate loss of residence.
- k. Loss of Residence. Removal from the residence halls.
- l. Deferred Suspension. A delayed removal from class/the University. Any proven violation during this period may result in immediate suspension for a specific period of time.
- m. Suspension\*. Removal from class/the University for a specified period of time. Suspended students must remove themselves from the campus totally. Students suspended from the University may not attend classes or participate in university-sponsored programs during their suspensions. The expiration of the suspension period is no guarantee of re-admittance to the University.
- n. Deferred Loss of Recognition. A delayed removal of recognition as a recognized student organization. Any proven violation during this period will result in immediate loss of recognition for a specified period of time.
- o. Loss of Recognition. During this time, a recognized student organization may not associate itself with the University by using the University name, facilities, and/or other rights and privileges of recognized student organizations. The expiration of the loss of recognition period is no guarantee of re-recognition.
- p. Expulsion\*. Permanent removal from the University.

- q. Other sanctions. Other sanctions may be imposed instead of or in addition to those specified above.

*\*These sanctions may be imposed only as a result of an Administrative Conference or a Level II Hearing.*

### **Prescribed Sanctions**

#### *Sanctions for Alcohol Violations*

The following minimum sanctions have been developed to educate students and ensure an environment that supports the academic mission of the University. Violations will be viewed as cumulative over the course of a student's enrollment at the University.

The University's response to recognized student organizations and/or individual students found in violation of the alcohol policy will result in the following minimum sanctions:

First Offense: \$100.00 payment to the Student Education Fund and an Alcohol Education assignment.

Second Offense: \$200.00 payment to the Student Education Fund for each person involved and one of the sanctions below:

- a. 15 hours of educational/University service, together with an assigned reflection paper.
- b. Alcohol educational assignment.
- c. One mandated counseling session with the MCPHS Counseling Services office or with an appropriately credentialed off-campus health provider of the student's choice for an alcohol use assessment. If a student seeks mandated counseling from an off-campus provider, the student does so at their own expense.

Third Offense: \$300.00 payment to the Student Education Fund and one of the sanctions below:

- a. 30 hours of educational/University service, together with an assigned reflection paper.
- b. Alcohol education assignment.
- c. Three mandated counseling sessions with the MCPHS Counseling Services office or with an appropriately credentialed off-campus health provider of the student's choice for an alcohol use assessment. If a student seeks mandated counseling from an off-campus provider, the student does so at their own expense.

Additionally, students may be subject to a hearing resulting in loss of residence (housing) for the current and subsequent years. Three alcohol violations by a student will automatically require a review of housing privileges for that student.

"Trophy bottles" or empty alcohol containers that are for show are not allowed in the residence hall. The presence of trophy bottles constitutes as an alcohol violation and will result in a \$50.00 fine.

### **Sanctions for Recognized Student Organizations**

The University's response to recognized student organizations found in violation of the alcohol policy will result in any of the following minimum sanctions:

### *Deferred Loss of Recognition*

A deferred loss of recognition as a recognized student organization. Any further violation during this period of deferred loss will result in immediate loss of recognition for a specified period of time.

### *Loss of Recognition*

During this period of time, a recognized student organization may not associate itself with the University by using the University name, facilities, funds, and/or other rights and privileges of recognized student organizations. The expiration of the loss of recognition period is no guarantee of re-recognition. A student organization desiring to gain re-recognition, must submit the required written request (to become a recognized student organization) as outlined in the Student Handbook.

### *Educational/University Service*

Recognized student organizations will be assigned an appropriate project or attendance at an alcohol education workshop.

### **Other Sanctions**

If violations occur, individual students and sponsoring organizations may face civil prosecution, which can result in fines and/or imprisonment and will be subject to the Community Standards System. The University may impose additional sanctions as appropriate including notification to National Chapters of Fraternities.

### **Hearing Advisors**

The complaining and responding parties can have an advisor present at a hearing. A list of faculty/staff hearing advisors who have offered to serve in this role is available from the Office of Student Affairs. A party may also ask another member of the MCPHS University community to serve as a hearing advisor. No faculty or staff is required to accept a request from a party to serve as a hearing advisor. The hearing advisor may assist the party before the hearing in preparing a statement, reviewing the process, and seeking answers to any questions that the party may have. Attorneys or parents/guardians are not permitted to be hearing advisors.

Hearing advisors are present for support only and are not permitted to ask or answer questions, present evidence, or make any statements during the hearing. The University does not warrant the competency or ability of any volunteer hearing advisor.

### **Appeals**

1. Students wishing to appeal a decision must do so in writing, via an on-line link, within five (5) business days of receiving notice of the results of the hearing.
2. All requests for an appeal are to be submitted to the Dean of Students, or designee.
3. Appeals for all Level I Hearings will be forwarded to the appropriate appellate officer (the Dean of Students, Associate Dean of Students, Assistant Dean of Students, or Director of Residence Life) in a hierarchical manner. Appeals for Level II Hearings will be forwarded to the appropriate appellate officer (the Vice President of Academic Affairs/Provost or designee or Dean of Students) in a hierarchical manner.

4. Appeals will be considered based on the following criteria:
  - a. Procedural error (this means the process was not followed as stated in the Student Handbook).
  - b. Finding is not supported by the evidence.
  - c. The sanction is excessive or inappropriate.
5. The appellate officer will review the information from the previous hearing.
6. The appellate officer may determine that:
  - a. There are no grounds for the appeal, thus upholding the decision.
  - b. That the sanction is excessive, inappropriate, or inadequate and alter it accordingly.
  - c. Return it to the prior level for further appropriate proceedings.
  - d. Conduct another hearing and render a decision that upholds the previous decision, modifies the decision or dismisses the case.
7. Should an appellate officer determine that conducting a hearing is appropriate, a formal appeal hearing will be conducted following the same system as set forth for disciplinary hearings.
8. Parties who do not attend their hearing lose the right to appeal and the decision is final.
9. A party is allowed only one appeal.

## **Records**

The Office of Student Affairs will maintain student discipline records for seven (7) years after a student graduates. All records pertaining to suspensions and expulsions may be maintained indefinitely. Disciplinary records are not considered to be part of a student's permanent record maintained by the University. Although student discipline records maintained by the Office of Student Affairs are protected under the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), certain information may be provided to individuals within or outside the University who have a legitimate legal or educational interest in obtaining it. Please refer to FERPA for more information. MCPHS transcripts do not indicate student disciplinary actions, excluding expulsion, which shall remain on the record permanently, and suspension, which shall remain on the student record during the term of the suspension. For cases where the sanction might be expulsion or suspension, the University may make notations on the transcript that a disciplinary case is pending.

## **MCPHS COMPLIANCE HOTLINE**

MCPHS University is committed to conducting business ethically and in compliance with applicable laws, regulations and University policies. The MCPHS Compliance Hotline, with the support of the MCPHS community, is an effective way to help the University address potential noncompliance with laws, regulations and University policies.

## **Equal Employment Opportunity**

MCPHS is committed to a policy and practice of equal employment opportunity and diversifying its faculty and staff.

## Discrimination in Employment

MCPHS embraces equal opportunity as both an ethical commitment and a sound policy in all employment decisions.

The University prohibits discrimination in employment on the basis of:

- Age (40 and above),
- Criminal Record (applications only),
- Physical, mental, or psychiatric disability,
- Genetics (results of genetic testing)
- Maternity leave,
- National origin or ancestry,
- Race or color,
- Religion,
- Sex,
- Sexual orientation,
- Military service/veteran status,
- Gender identity or expression,
- Disability,
- Genetic Information, or
- Membership in any other category protected by applicable federal, state or local law

Unlawful discrimination of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment will not be tolerated by the University. Further, any retaliation against an individual who has formally or informally complained about discrimination or cooperated with an investigation of a discrimination complaint is prohibited. To achieve our goal of providing a workplace free from discrimination, the conduct in violation of this policy will not be tolerated and the University will implement the procedures described herein to address any potential inappropriate conduct.

Equal Opportunity requires that organizational practices guarantee the same opportunities to all individuals regardless of inclusion in the protected categories above. This policy applies to all employment practices and employment programs sponsored by the University, including, but not limited to:

- Recruitment;
- Selection;
- Compensation and benefits;
- Professional development and training;
- Promotion;
- Transfer;
- Termination;
- Layoff; and
- Other terms and conditions of employment.

Because the University takes allegations of discrimination seriously, we will respond promptly to complaints and where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose any necessary corrective action, including disciplinary action.

## Discriminatory Harrassment

MCPHS maintains a separate Harassment Policy which details our commitment to a workplace free from any verbal or physical conduct which is unwelcome, severe, or pervasive, and related to a membership or perceived membership in a protected class.

## Discrimination Complaints

If any faculty or staff member believes that he or she has been subjected to unlawful discrimination, they have the right to file a complaint with the University. This may be done orally or in writing.

A complaint may be filed by contacting the Executive Director for Human Resource Development, 179 Longwood Ave., Boston, MA 02115, 617.732.2820. The Executive Director is also available to discuss any concerns you may have, and to provide information to you about this Equal Employment Opportunity policy and the complaint process. Alternatively, you may also contact any of the University's Vice Presidents.

## Discrimination Investigation

MCPHS will promptly investigate the allegation in a fair and thorough manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include private interviews with the person filing the complaint, the person alleged to have committed the discrimination, and relevant witnesses. When the investigation has been completed, the person filing the complaint and the person alleged to have committed the discriminatory conduct will, to the extent appropriate, be informed of the results of the investigation. If it is determined that inappropriate conduct has occurred, the University will act promptly to eliminate the offending conduct, and where appropriate impose disciplinary action.

## Disciplinary Action

If it is determined that inappropriate conduct has been committed by an employee of the University, appropriate disciplinary action will be taken. Such action may include counseling, verbal or written warning, suspension or termination.

## State and Federal Remedies

In addition to the above, if you believe you have been subjected to unlawful discrimination, you may file a formal complaint with either or both of the government agencies set forth below. Using the University's complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a time period of 300 days for filing a claim.

### *1. The United States Equal Employment Opportunity Commission (EEOC)*

John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
  
800.669.4000

### *2. The Massachusetts Commission Against Discrimination (MCAD)*

Boston Office:  
One Ashburton Place, Suite 601

Boston, MA 02108  
617.994.6000

Springfield Office:  
436 Dwight Street, Rm. 220  
Springfield, MA 01103  
413.739.2145

Worcester Office:  
Worcester City Hall  
484 Main Street, Rm. 320  
Worcester, MA 01608  
508.433.9630

*3. New Hampshire Commission for Human Rights*

2 Industrial Park Drive  
Concord, NH 03301-8501  
603.271.2767

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## **Protection from Discrimination and Harassment**

### **MASSACHUSETTS COLLEGE OF PHARMACY AND HEALTH SCIENCES PROTECTION FROM DISCRIMINATION AND HARASSMENT POLICY**

#### **I. POLICY STATEMENT**

Massachusetts College of Pharmacy and Health Sciences ("MCPHS" or the "University") does not discriminate in admission, treatment, or access to its programs or activities or in employment in its programs or activities on the basis of race, color, national origin, sex, pregnancy, age, physical or mental disability, creed, religion, sexual orientation, gender identity, gender expression, ancestry, genetic information, military service, marital status, familial status, or veteran status and actively complies with the requirements of Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1964 as amended; Title IX of the Education Amendments of 1972 as amended; Sections 503 and 504 of the Rehabilitation Act of 1973; Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990 (as amended by the ADA Amendments Act of 2008); and all other applicable federal, state, and local laws, regulations, and executive directives.

The University will not tolerate acts of discrimination or harassment based upon Protected Classes, or related retaliation against any individual for complaining of or participating in an investigation or proceeding relating to a complaint of discrimination or harassment based upon a Protected Class. For purposes of this policy, "Protected Classes" refers to race, color, national origin, sex, pregnancy, age, physical or mental disability, creed, religion, ethnicity, sexual orientation, gender, gender identity, gender expression, ancestry, genetic information, military service, marital status, familial status, veteran status and any other characteristic protected by law.

**Discrimination:** Treating individuals or groups less favorably because of their Protected Class.

**Harassment:** Unwelcome and/or offensive behavior, based on one or more of the Protected Classes, that subjects an individual to inferior terms, conditions or privileges of education or employment. Harassing conduct rises above the level of what a similarly situated reasonable person would consider petty slights or trivial inconveniences. Harassment can take many forms, such as words, visual images, gestures, or other verbal or physical conduct by any means. Harassment may include, but is not limited to:

- Epithets, slurs, or negative stereotyping;
- Threatening, intimidating, or hostile acts; and
- The circulation or display of written or graphic material that belittles or shows hostility or aversion toward an individual or group including through e-mail and other electronic media.

**Retaliation:** Retaliation is taking or threatening any adverse action against an individual (or group of individuals) because of their participation in any manner in an investigation or proceeding under this Policy, including individuals who file a report, are interviewed, or otherwise provide evidence in the investigation. Retaliation includes threatening, intimidating, harassing, or any other conduct that would discourage a reasonable person from engaging in activity protected under this Policy.

The process outlined in this policy applies to all complaints of unlawful discrimination or harassment, except those alleging any form of Sexual Harassment. Any person alleging Sexual

Harassment, including sexual assault, domestic violence, dating violence and stalking, on the part of any University student, faculty or staff member, affiliate (e.g. visitor, vendor, etc.) or non-affiliate, should refer to the University's Protection from Sexual Harassment (Title IX) Policy. Allegations of Sexual Harassment must be evaluated by the Title IX Coordinator to determine whether the conduct falls within the definition of Title IX. Allegations that do not fall within the jurisdiction of the Title IX policy, as determined by the Title IX Coordinator, may be referred for investigation and adjudication pursuant to the procedures set forth below.

Inquiries regarding the University's compliance with Equal Opportunity and Affirmative Action laws may be directed to the Chief Human Resources Officer, Kevin Dolan, at [Kevin.Dolan@mcphs.edu](mailto:Kevin.Dolan@mcphs.edu) or 617.732.2144.

## **II. REPORTING**

In order to take appropriate corrective action, the University must be aware of discrimination, harassment, and related retaliation that occurs in University employment, educational programs, and activities. MCPHS strongly encourages anyone who believes that they have experienced or witnessed discrimination, harassment, or related retaliation to report such behavior immediately.

**Where to Report.** Allegations or complaints may be directed to the Chief Human Resources Officer and/or the Dean of Students (in either case, the individual receiving the complaint is referred to herein as the "Designated Officer"). In cases involving complaints or allegations against either the Chief Human Resources Officer or the Dean of Students, complaints or allegations should be directed to the President. Any complaint regarding the President should be directed to the Chair of the Board of Trustees.

Concerns and complaints may also be registered online here: <https://www.lighthouse-services.com/MCPHS/incident-V3-mcphs.asp>.

**When to Report.** All reports or complaints should be made as promptly as possible after the occurrence.

**Mandated Reporters:** Although all community members are strongly encouraged to report any conduct that violates this policy, the following individuals have a duty to notify the Chief Human Resources Officer ([Kevin.Dolan@mcphs.edu](mailto:Kevin.Dolan@mcphs.edu)) or the Dean of Students ([Jacinda.FelixHaro@mcphs.edu](mailto:Jacinda.FelixHaro@mcphs.edu)) promptly upon witnessing, receiving notification of, or otherwise learning of an incident of that may constitute discrimination, harassment, or related retaliation that occurred in the course of University employment, educational programs, or activities.

- All University Officers (i.e., President, Chief Executive Officer, Vice President(s), Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer);
- All Deans, Department Heads/Chairs, and Program Directors;
- The Title IX Coordinator;
- All employees with managerial or supervisory authority;

- All employees in Human Resources; and
- All employees in Public Safety.

The failure of a mandated reporter hereunder to report a potential violation promptly to the Chief Human Resources Officer or Dean of Students is, itself, a violation of this Policy, except in the case of an individual whose profession and University responsibilities requires them to keep certain communications confidential (e.g., a professional counselor). Such an individual is not required to report confidential communications received while performing those privileged responsibilities.

**Right to file criminal complaint.** A complainant has the right to file a criminal complaint regarding any conduct that may constitute a crime at any time before, during or after the University's investigation.

**Amnesty Policy.** The University encourages the reporting of all potential violations of this policy. Sometimes individuals are hesitant to report because they fear being charged with other policy violations. Because the University has a paramount interest in protecting the well-being of its community and remedying Discrimination and Harassment, other policy violations will be considered, if necessary, separately from allegations under the Policy and the circumstances under which the other policy violations became known will be considered as a mitigating factor.

**Confidentiality.** The University will maintain the privacy of the complaint, and the privacy of the persons involved, to the greatest extent possible, consistent with its goal of conducting a thorough and complete investigation and to the extent permitted by law. It is important to understand that while the University will treat information it has received with appropriate sensitivity, nonetheless there may be a need to share certain information within the University for the purposes of investigating, stopping, or preventing Discrimination and Harassment.

**Zero-Tolerance for Retaliation.** The University will not tolerate retaliation against any employee or student based upon such individual's filing of a complaint of discrimination or harassment or participation in the investigation or adjudication of such a complaint. Retaliation is a serious violation of this policy, as well as of federal, state, and local law. Anyone who believes they are a victim of retaliation should report the matter immediately according to the same procedure provided in this policy for making complaints of discrimination or harassment.

### **III. INTERIM MEASURES**

The Designated Officer, at their discretion, may impose interim measures or provide supportive accommodations while the complaint is pending, which may include, but are not limited to: no contact orders, adjustments to class or work schedules, temporary reassignment, restricting access to certain buildings, temporary suspension, etc.

### **IV. INFORMAL RESOLUTION**

In certain circumstances, it may be possible for a concern to be resolved through an informal resolution procedure. When the Designated Officer deems appropriate, MCPHS will offer an informal resolution option to the parties, in which the Designated Officer will appoint a neutral third

party, who may facilitate a dialogue between the parties or suggest a resolution to the parties, which they may accept or reject. Participation in the informal resolution process is entirely voluntary, and parties may choose to withdraw from the process at any time. If either party elects to withdraw from the informal resolution process, the concern or complaint will be addressed through the formal resolution process. However, once both parties have agreed to a resolution, that resolution will be considered final.

## V. FORMAL RESOLUTION

### 1. INVESTIGATION PROCEDURES

1. **Initiating the investigation.** The Designated Officer will review the allegations and determine whether the alleged conduct could constitute a violation of this policy. If so, the Designated Officer will assign a trained investigator to conduct a prompt, thorough, and impartial investigation. The investigator will contact the complainant (the person bringing the complaint) and the respondent (the person who is accused of misconduct) to arrange interviews at the appropriate time.

If the Designated Officer determines that the alleged conduct is not prohibited by this policy, the Designated Officer may dismiss the complaint or may take steps to address the complaint under a different policy or means.

2. **Collecting information.** The investigator will conduct prompt, thorough, and impartial interviews of the complainant, the respondent, and any witnesses. The investigator will review evidence and consider information relevant to the complaint. Throughout the investigation both parties will have an equal opportunity to identify witnesses and provide other information, but the investigator has discretion to determine whether to interview a witness and what evidence is relevant.
3. **Standard of proof.** The “preponderance of the evidence” standard is applied to the investigator’s findings to determine whether the respondent is responsible. The standard requires a finding that it is more likely than not that discrimination or harassment occurred in order to assign responsibility to the respondent.
4. **Investigation Report.** At the conclusion of the investigation, the investigator shall prepare a written report that shall include a statement of factual findings and a recommendation as to whether the evidence supports a finding of a policy violation.
5. **Withdrawing a complaint.** Prior to the conclusion of a discrimination or harassment investigation, the complainant may withdraw their complaint. Withdrawal of the complaint may end the investigation and resolution process. However, the University reserves the right to proceed with the complaint, even after the complainant withdraws it, to protect the interests and safety of the University community, as necessary.
6. **Timeframe.** An investigation will be concluded within reasonable timeframes and a determination finalized within sixty (60) business days after the commencement of the investigation, absent extenuating circumstances.

## **2. ADJUDICATION PROCEDURES**

- 1. Procedures for Student Respondents<sup>1</sup>:** In cases in which the Respondent is a student, the investigation report will be transmitted to the Dean of Students or their designee. The complaint will be adjudicated, including any appeals, in accordance with the Community Standards System as set forth in the Student Code of Conduct and Community Standards System, which can be found in the MCPHS University Student Handbook (available on the MCPHS website). In the case of a student respondent(s), records will be retained according to policies administered by the Office of the Dean of Students.
- 2. Procedures for Employee Respondents:** In cases in which the Respondent is an employee (faculty or staff), the investigation report will be transmitted to the Chief Human Resources Officer or their designee, who may accept the recommendation of the investigator in whole or in part or determine that additional information is needed and consult with the investigator and/or the parties or request that the same, or another investigator, do further investigation. Once the Chief Human Resources Officer or their designee is satisfied that the investigation is complete, the Chief Human Resources Officer or designee will make a finding as to whether the policy was violated and, in consultation with MCPHS Legal Affairs and/or the Respondent's supervisor or program or department head, determine the appropriate remedies. The Chief Human Resources Officer or their designee will then notify the Complainant and Respondent of the finding to the extent permitted by law. The Complainant will not be notified as to any discipline imposed unless it has a direct impact on the complainant, e.g., a no-contact order.
- 3. Vendor or Visitor Respondents:** When the Respondent is a vendor or contractor, the investigation report will be provided to the MCPHS employee responsible for managing the vendor relationship who will take appropriate action in accordance with the vendor contract. When the Respondent is a visitor, the investigation report will be provided to the appropriate MCPHS office depending on the identity of the visitor and the nature of the visit.

## **3. DOCUMENT RETENTION**

In all cases, the Designated Officer shall retain records relating to the complaint for a minimum of three (3) years or for such longer period as (a) the complainant and/or respondent remains employed at MCPHS or (b) any administrative or legal action, arising out of the complaint is pending. All records of discrimination and harassment and related retaliation reports and investigations shall be considered private and shall not be disclosed publicly except to the extent required by law.

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<sup>1</sup> Some individuals are both students and employees of MCPHS. The University will determine, at its sole discretion, whether the employee or student procedures should be utilized in a given circumstance.

## **VI. COMPLAINTS BY AND AGAINST UNIVERSITY EMPLOYEES AND STUDENTS ARISING IN AN AFFILIATED ENTITY.**

University employees and students sometimes work or study at the worksite or program of another organization affiliated with MCPHS. When a student or employee involved in an off-site program is alleged to have been subjected to or engaged in conduct that violates this Policy, the conduct should be reported in accordance with the complaint procedures set forth above. The University will investigate and address the alleged violation in coordination with affiliated entity to the extent possible. In circumstances in which the Respondent is a University employee or student, the complaint will be addressed in accordance with the procedures set forth above. The affiliated entity may also choose to address the alleged violation through its own procedures.

## **VII. ACCOMMODATION**

The University is committed to fostering an inclusive and accessible community. To that end, and in accordance with federal, state and local law, the University provides reasonable accommodations to qualified students and employees on the basis of: disability; pregnancy, childbirth and related conditions; and religion.

Students who require reasonable accommodations based on disability should contact the Office of Student Access and Accommodations for assistance.  
<https://www.mcphs.edu/academics/academic-support-and-resources/office-of-student-access-and-accommodations>

Students who require reasonable accommodation based upon religion, pregnancy, childbirth or related conditions (including lactation) should contact the Dean of Students.

Employees who require reasonable accommodations based on disability, pregnancy, childbirth and related conditions (including lactation) or religion should contact the Office of Human Resources at [HR@mcphs.edu](mailto:HR@mcphs.edu).

## **VIII. EDUCATION**

MCPHS will broadly disseminate this policy, distribute a list of resources available to respond to concerns of Protected Class discrimination, harassment, and related retaliation and develop and present appropriate educational programs for students and employees.

## **IX. STATE AND FEDERAL REMEDIES**

MCPHS encourages community members to bring any concerns to the University's attention, so that appropriate steps can be taken promptly to address them. However, using the University's complaint process does not prohibit a student or employee from filing a complaint with federal or state agencies.

U.S. Equal Employment Opportunity Commission  
<https://www.eeoc.gov/>

Office for Civil Rights | U.S. Department of Education  
<https://www2.ed.gov/about/offices/list/ocr/index.html>

Massachusetts Commission Against Discrimination  
<https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>

New Hampshire Commission for Human Rights  
<https://www.nh.gov/hrc/>

#### **X. RELATED POLICIES**

MCPHS University Protection from Sexual Harassment (Title IX) Policy prohibits sexual harassment and sets forth the complaint, investigation, and adjudication procedures for addressing alleged violations of the policy.

MCPHS University Professional Conduct in the Workplace Policy Statement provides that the University expects its employees to respect the dignity of others and show the same respect and concern for all community members.

MCPHS University Student Conduct Policies and Procedures addresses student conduct that occurs on or as it relates to university property, or at official functions and university-sponsored programs conducted away from the campus. For related complaint, grievance or disciplinary processes see the Student Code of Conduct and Community Standards System.





**BOSTON**

179 Longwood Avenue  
Boston, MA 02115

**WORCESTER**

19 Foster Street  
Worcester, MA 01608

**MANCHESTER, NH**

1260 Elm Street  
Manchester, NH 03101

**[www.mcphs.edu](http://www.mcphs.edu)**