

ACADEMICS

The Division of Academic Affairs is responsible for providing comprehensive, high-quality educational opportunities that are responsive to community needs and meet the intellectual, personal and professional needs of a diverse student body. The college provides a full range of degree and certificate programs that respond to the transfer, career, and lifelong learning educational needs of the citizens of Northern Worcester County.

ACADEMIC CALENDAR

The academic calendar is available online at this link (<http://www.mwcc.edu/academic/academic-calendar>).

ACADEMIC SUPPORT CENTER

The Academic Support Center provides free tutoring to MWCC students seeking assistance with their coursework. Tutoring takes place in the Academic Support Center space of the LaChance Library on the Gardner campus and also in allocated spaces on the Leominster and Devens campuses.

Math and writing tutoring is available on a drop-in basis at the Gardner and Leominster campuses. Writing tutors can help students learn and apply the basic principles of effective composition for writing projects in all classes, including formatting citations for written assignments. The math tutors provide assistance in mathematics, from arithmetic to calculus and statistics, as well as assistance with the mathematical concepts in courses in the natural and social sciences and business.

Other subjects are available by appointment.

Online tutoring is available to all registered MWCC students through eTutoring, where students can live chat with tutors and upload papers for review. Students can access eTutoring via iConnect (<http://iconnect.mwcc.edu>).

Information about campus locations, available services, and hours of operation can be found at the MWCC Academic Support Center (<http://mwcc.edu/lib/asc>).

ADULT BASIC EDUCATION, WORKFORCE DEVELOPMENT, AND NONCREDIT COURSES

Regional Adult Education Center

The Regional Adult Education Center at Mount Wachusett Community College offers free classes in basic literacy, workplace readiness and preparation for both the GED and HiSET high school equivalency exams. Additionally, the MWCC ABE program offers three levels of English for Speakers of Other Languages (ESOL). Both ABE and ESOL courses are offered at four area locations in North Central Massachusetts; and both day and evening classes are available to students. The MWCC ABE program also offers a Distance Learning (DL) option for eligible students unable to attend classes in person. Adult Education classes are offered in Devens, Fitchburg, Gardner, and Leominster. Enrollment periods are regularly scheduled on a monthly basis.

For information on specific site location course offerings, please contact the **program Director** at 978-630-9526 ([http://catalog.mwcc.edu/academicresources/tel:\(978\)%20630-9526](http://catalog.mwcc.edu/academicresources/tel:(978)%20630-9526)) or visit MWCC's Regional Adult Education Center (<http://mwcc.edu/abe>).

All classes are made possible by grants received by the Massachusetts Department of Elementary and Secondary Education and the North Central Massachusetts Workforce Investment Board.

Workforce Development

The Division of Lifelong Learning and Workforce Development offers technical training courses, preparation for certification examinations, and recreational classes to individuals and businesses. Classes are available throughout the year at all MWCC campuses and local businesses. The primary goal of the division is to provide North Central Massachusetts residents a wide variety of courses and programs. Our classes are designed to prepare individuals for a certificate, an associate degree, job entry, or promotion. Customized training can be tailored to suit the needs of groups, organizations, businesses, and industries. For information about customized services, contact the Director of Workforce Development at 978-630-9563 or visit MWCC Workforce Training (<http://www.mwcc.edu/wf>).

Noncredit Courses

MWCC offers noncredit courses that enhance your home, work, and personal life. Classes are offered days, evenings, or online. Browse our noncredit course offerings (<http://mwcc.3dcartstores.com>) or download a current noncredit bulletin (<http://mwcc.edu/continuing>).

ALTERNATE METHODS OF EARNING COLLEGE CREDIT

To graduate, students must earn a minimum of 30 credits at MWCC for completion of an associate degree (15 credits under special circumstances and with permission of the department chair, the division dean, and the Vice President of Academic Affairs). A maximum of 30 credits (45 credits under special circumstances and with permission of the department chair, the division dean, and the Vice President of Academic Affairs) may be transferred into MWCC, including courses from other colleges, CLEP, DSST, AP, life experience, armed services (with some exceptions), and Career Vocational Technical Education Linkages (CVTEL). Students must earn a minimum of 15 credits at MWCC for completion of a certificate program and may only earn 7 credits from alternate methods. Students enrolled in the Criminal Justice program might not be eligible for life experience, police academy, armed services or CVTEL credits; and are limited to six credits total from CLEP and DSST.

Advanced Placement Examinations (AP)

Students who pass Advanced Placement (AP) examinations and earn a score of three or higher may receive credit for the appropriate course or courses offered by the college. Official transcripts from the College Board, with official exam scores, are required.

Exam Title	Minimum Score	Credits Earned	Equivalent Course
Art History (https://apstudent.collegeboard.org/apcourse/ap-art-history)	3	3	ART 109 Art History I
Biology (https://apstudent.collegeboard.org/apcourse/ap-biology)	3	4	BIO 109 Biology I
Calculus AB (https://apstudent.collegeboard.org/apcourse/ap-calculus-ab)	3	4	MAT 211 Calculus I
Calculus BC (https://apstudent.collegeboard.org/apcourse/ap-calculus-bc)	3 (w/CALCAB subscore of 3 or higher)	4	MAT 211 Calculus I (<i>see also next entry</i>)
Calculus BC (https://apstudent.collegeboard.org/apcourse/ap-calculus-bc)	4	8	MAT 211 Calculus I and MAT 212 Calculus II
Chemistry (https://apstudent.collegeboard.org/apcourse/ap-chemistry)	3	8	CHE 107 General Chemistry I and CHE 108 General Chemistry II
Chinese Language and Culture (https://apstudent.collegeboard.org/apcourse/ap-chinese-language-and-culture)	3	3	[Humanities Elective]
Comparative Government and Politics (https://apstudent.collegeboard.org/apcourse/ap-comparative-government-and-politics)	3	3	[Political Science Elective]
Computer Science A (https://apstudent.collegeboard.org/apcourse/ap-computer-science-a)	3	3	CIS 109 Introduction to Programming
Computer Science Principles (https://apstudent.collegeboard.org/apcourse/ap-computer-science-principles)	3	3	CIS 109 Introduction to Programming

English Language and Composition (https://apstudent.collegeboard.org/apcourse/ap-english-language-and-composition)	3	3	ENG 101 College Writing I
English Literature and Composition (https://apstudent.collegeboard.org/apcourse/ap-english-literature-and-composition)	3	3	ENG 102 College Writing II
Environmental Science (https://apstudent.collegeboard.org/apcourse/ap-environmental-science)	3	3	EAS 110 Introduction to Environmental Science
European History (https://apstudent.collegeboard.org/apcourse/ap-european-history)	3	3	[One History Elective] (<i>see also next entry</i>)
European History (https://apstudent.collegeboard.org/apcourse/ap-european-history)	4	6	[Two History Electives]
French Language and Culture (https://apstudent.collegeboard.org/apcourse/ap-french-language-and-culture)	3	3	FRE 107 French I (<i>see also next entry</i>)
French Language and Culture (https://apstudent.collegeboard.org/apcourse/ap-french-language-and-culture)	4	6	FRE 107 French I and FRE 108 Beginning French II
German Language and Culture (https://apstudent.collegeboard.org/apcourse/ap-german-language-and-culture)	3	3	[Humanities Elective]
Human Geography (https://apstudent.collegeboard.org/apcourse/ap-human-geography)	3	3	GEO 129 World And Cultural Geography
Italian Language and Culture (https://apstudent.collegeboard.org/apcourse/ap-italian-language-and-culture)	3	3	[Humanities Elective]
Japanese Language and Culture (https://apstudent.collegeboard.org/apcourse/ap-japanese-language-and-culture)	3	3	[Humanities Elective]
Latin (https://apstudent.collegeboard.org/apcourse/ap-latin)	3	3	[Humanities Elective]
Macroeconomics (https://apstudent.collegeboard.org/apcourse/ap-macroeconomics)	3	3	ECO 101 Macroeconomics

Microeconomics (https://apstudent.collegeboard.org/apcourse/ap-microeconomics)	3	3	ECO 102 Microeconomics
Music Theory (https://apstudent.collegeboard.org/apcourse/ap-music-theory)	3	3	MUS 103 Music Skills And Theory I
Physics 1: Algebra-Based (https://apstudent.collegeboard.org/apcourse/ap-physics-1)	3	4	PHY 105 College Physics I
Physics 2: Algebra-Based (https://apstudent.collegeboard.org/apcourse/ap-physics-2)	3	4	PHY 106 College Physics II
Physics C: Electricity and Magnetism (https://apstudent.collegeboard.org/apcourse/ap-physics-c-electricity-and-magnetism)	3	4	PHY 120 Physics for Engineering and Science I
Physics C: Mechanics (https://apstudent.collegeboard.org/apcourse/ap-physics-c-mechanics)	3	4	PHY 121 Physics for Engineering and Science II
Psychology (https://apstudent.collegeboard.org/apcourse/ap-psychology)	3	3	PSY 105 Introduction To Psychology
Spanish Language and Culture (https://apstudent.collegeboard.org/apcourse/ap-spanish-language)	3	3	SPA 109 Beginning Spanish I <i>(see also next entry)</i>
Spanish Language and Culture (https://apstudent.collegeboard.org/apcourse/ap-spanish-language)	4	6	SPA 109 Beginning Spanish I and SPA 110 Beginning Spanish II
Spanish Literature and Culture (https://apstudent.collegeboard.org/apcourse/ap-spanish-literature-and-culture)	3	3	[Humanities Elective]
Statistics (https://apstudent.collegeboard.org/apcourse/ap-statistics)	3	3	MAT 143 Statistics
Studio Art: 2-D Design (https://apstudent.collegeboard.org/apcourse/ap-studio-art-2-d-design)	4	3	ART 251 Two-Dimensional Design
Studio Art: 3-D Design (https://apstudent.collegeboard.org/apcourse/ap-studio-art-3-d-design)	3	3	ART 252 Three-Dimensional Design
Studio Art: Drawing (https://apstudent.collegeboard.org/apcourse/ap-studio-art-drawing)	3	3	ART 263 Drawing I

United States Government and Politics (https://apstudent.collegeboard.org/apcourse/ap-united-states-government-and-politics)	3	3	POL 205 American National Government
United States History (https://apstudent.collegeboard.org/apcourse/ap-united-states-history)	3	3	HIS 201 History of United States I (<i>see also next entry</i>)
United States History (https://apstudent.collegeboard.org/apcourse/ap-united-states-history)	4	6	HIS 201 History of United States I and HIS 202 History of United States II
World History (https://apstudent.collegeboard.org/apcourse/ap-world-history)	3	3	HIS 105 History Of World Civilization I (<i>see also next entry</i>)
World History (https://apstudent.collegeboard.org/apcourse/ap-world-history)	4	6	HIS 105 History Of World Civilization I and HIS 106 History Of World Civilization II

Valor Act Academic Credit Evaluation Policy

Please see the Veterans (<http://catalog.mwcc.edu/studentresources/veterans>) page of this catalog.

College Level Examination Program (CLEP)

CLEP (College Level Examination Program) examinations allow students to earn college credit by demonstrating their subject knowledge. CLEP exams can help students graduate in less time at lower cost. Examinations are administered by computer.

Consult an academic advisor before registering for a CLEP exam (<http://mwcc.edu/advising>), as not all exams will transfer or be beneficial to your program. Transfer credit is granted when the college receives an official score report from the College Board. The minimum scores set by MWCC are available from the Advising Center. For more information about registration and fees, as well as a complete list of approved exams available at MWCC, please contact Testing Services at 978-630-9244 or click here to visit the Testing Services website (<http://mwcc.edu/testing/clep-exam>).

DSST

DSST tests allow students to earn college credit by demonstrating their subject knowledge. DSST may help students graduate in less time at a lower cost. Tests are administered by computer.

Consult an academic advisor before registering for a DSST test (<http://mwcc.edu/advising>), as not all exams will transfer or be beneficial to your program. Students receive their scores immediately after completion of the exams. Transfer credit is granted when the college receives an official score report from DSST. The minimum scores set by MWCC are available through the Advising office. For more information about registration and fees, as well as a complete listing of DSST titles available at MWCC, contact Testing Services at 978-630-9244 or click here to visit the Testing Services website. (<http://mwcc.edu/testing/dsst-exam>)

Assessment of Prior Learning (APL)

Credits may be earned in some programs for college-level learning acquired through work or informal educational experiences. If interested in earning credits for prior learning, the student must first meet with an academic advisor to evaluate if Assessment of Prior Learning (APL) is a viable option. The student and the academic advisor will review specific course syllabi to determine if the student has mastered the learning outcomes associated with the course(s). Once this determination has been made, the student will register for the free, self-directed Portfolio Development Course. The student will begin the course by creating an alignment chart to aid in the completion of the portfolio. The student will then collect and digitize artifacts which demonstrate that the student has learned the course content. Complete portfolios will include critical reflection in which students articulate the connections between the artifacts and the learning objectives. Finally, the student will submit the portfolio for faculty evaluation. Students are charged \$100 for each portfolio submitted for review. Portfolio review costs are not covered by financial aid or other forms of tuition waivers. The credits earned through prior learning may not transfer directly to other colleges or universities. Prior learning credit cannot be applied to the Criminal Justice program.

High School Articulation Agreements

Articulation agreements between the college and area secondary schools provide coordination of technical education during the last two years of high school with the first two years of postsecondary education. These agreements state the conditions and criteria that must be met by graduating high school seniors to receive advanced placement and college credit. MWCC's Career Vocational Technical Educational Linkage program provides students with an option of enrollment in various career programs. For more information on high school articulation agreements, please visit the MWCC Division of Access and Transition (<http://mwcc.edu/access/programs/agreements>).

ALTERNATE COURSE DELIVERY

Independent Study

Independent study courses will be granted only under extraordinary circumstances. If there is another course required in a student's program, and it is offered, or if there is a course that can be substituted, the student should take that course and should not request an independent study. Independent study requests will not be granted simply because a course is canceled or not scheduled. Students enrolled in an associate degree program must have completed a minimum of 45 credits with a 2.0 QPA or higher, and students enrolled in a certificate program must have completed a minimum of 15 credits with a 2.0 QPA or higher, to participate in an independent study. Some courses cannot be granted as an independent study. Other courses not available for independent study are Nursing, Physical Therapist Assistant, Dental Hygiene, Dental Assisting, Medical Laboratory Technology, and laboratory courses. The content of an independent study course will be the same as a traditional course. At the end of the course, the student must be proficient in the course content and be at the same level as a student from a traditional course.

Independent study request forms are available in the Division of Academic Affairs. The request form must be signed by the dean of the division and the Vice President of Academic Affairs before the course is considered approved. An official letter will be sent to the student stating that his/her request is approved or denied. The student should not begin work with the instructor until the student receives that official notice.

Internships and Cooperative Education

A number of academic disciplines provide the opportunity for students to engage in an internship, many of which are community-based in nature. Service-based internships are opportunities for students to enhance their academic knowledge with practical hands-on experiences in their chosen fields, while also making an impact in the community. In addition, students are able to forge connections and network within the community prior to graduation. In certain disciplines, students may earn two academic credits by completing a minimum of 80 hours or three academic credits by completing a minimum of 120 hours of service, in addition to classroom-based training over a semester. In other disciplines, students may earn four credits by completing a total of 150 hours of service in addition to classroom/training over a semester. Work performance is assessed by the student's site supervisor, who submits a performance evaluation at the end of the semester. Grades are determined, in part, by the student's progress in completing measurable objectives written in conjunction with the student's site supervisor. Students are required to attend an orientation and a series of seminars, designed to enhance their educational work experience by addressing a variety of professional issues. MWCC reserves the right to issue a failing grade to any student who does not successfully complete any component of his or her internship or co-op experience. Students who conduct an internship at a nonprofit organization that meets a community need are eligible for recognition at graduation in the form of a pin (20 hours) or medallion (40 hours).

Internships are integrated directly into the curriculum of a course; cooperatives are used as an elective. In order to qualify to take part in an internship, a student must have completed all core curriculum courses and have the permission of the instructor.

Students may earn three credits by completing a cooperative education experience. To qualify for cooperative education, a student must complete 21 credits in the student's major and maintain a minimum 2.5 GPA and have an open elective. The student is responsible for securing an approved placement prior to the start of the term. An application must be completed and approved prior to registering for the cooperative education experience.

All internship and co-op students are expected to participate in their placement search and, when placed, conduct themselves in a professional manner and comply with host site policies, as well as state and federal laws. For more information, call 978-630-9219 or visit the MWCC Center for Civic Learning and Community Engagement (<http://mwcc.edu/democracy/students>).

Online Courses

MWCC's online courses provide students with the opportunity to continue education via the Internet. Courses are instructor-led and follow the same semester schedule as traditional courses. Students have the flexibility to complete their work on their own time, but must meet the course schedules and assignment deadlines outlined by their instructors. All specific course information, such as how to reach the instructor, what work is expected, and deadlines to submit assignments and take tests, will be found in the course site. A computer with Internet access is required. Some courses require specialized software. Please check with the course instructor for details.

Self-paced Modular/Competency Courses

Self-paced modular and distance courses are designed for students who wish to learn at their own pace. Students taking these courses will use a variety of instructional tools and materials. For example, students taking modular courses may need to use computer software and/or other equipment, audio and/or video tapes, textbooks and/or other printed materials. Permission of the instructor will be needed prior to registering for these courses. Also, learning materials will be provided by the faculty/advisor at the start of the course.

COMPUTER LABS

The MWCC campuses offer 39 computer labs. Several are designated for specific programs, such as Graphic and Interactive Design and Advanced Manufacturing. The majority are general purpose computer labs that students may access when classes are not in session. The Gardner, Devens, and Leominster campuses provide open labs for student use throughout the day.

On the Gardner campus, there are more than 50 computers in the library that are available during library hours. The computers are networked to printers which take print cards, change and dollar bills. Printing costs 10 cents per page. Scanning to email is free on the library printers. All computers have flash drive ports and DVD/CD drives. Headphones are available for loan at the Circulation Desk on the main level.

MWCC provides students with 24/7 phone helpdesk support for technology issues at 1-866-520-7129. The Gardner campus Helpdesk is located on the lower level of the library, and staff members are available to answer questions Monday through Friday from 8AM to 4PM.

HONORS PROGRAM (NON-DEGREE PROGRAM)

The Honors Program offers students the opportunity to study and learn in a rewarding and challenging educational environment. Students benefit from a learning community with small class sizes, teacher-student mentoring, a team-taught interdisciplinary course, and access to an Honors Center. Exclusively for Honors students, the Honors Center is a convenient place to meet, study, and collaborate on projects. Honors students receive a tuition waiver during their final semester, special recognition at graduation, and “Commonwealth Honors Program Scholar” designation on official transcripts. The Honors Program is perfect for students seeking transfer to a competitive four-year college and/or seeking additional intellectual pursuits. The Honors Program is a member of the National Collegiate Honors Council (NCHC) and the Northeast Regional Honors Council (NCHC); and is approved as a Commonwealth Honors Program by the Massachusetts Department of Higher Education (DHE).

COMMONWEALTH HONORS PROGRAM STATUS

All MWCC honors courses are transferable as honors courses into Commonwealth Honors Programs within the Massachusetts public higher education system. Graduates of the MWCC Honors Program are guaranteed acceptance into the honors programs at four-year Massachusetts public colleges and universities.

ADMISSIONS REQUIREMENTS

Students applying to the Honors Program must be enrolled in a degree program. Students may be enrolled full-time or part-time. Admission requirements are:

Incoming students – Students are welcome to commence their academic program as a member of the college’s selective Honors Program. Students entering MWCC should meet the following criteria.

- A 3.0 or higher high school GPA for incoming students who graduated within three years of their admission to MWCC and who successfully completed high school honors or AP coursework.
- A 3.3 or higher high school GPA for incoming students who graduated within three years of their admission to MWCC and did not complete high school honors or AP coursework.

Currently enrolled students – Students should make an appointment to meet with the Honors Program Coordinator to discuss academic preparation and must meet the following requirements:

- QPA of 3.3 based on a minimum of 12 credits.
- Two recommendations from MWCC faculty.

Candidates must schedule an interview with the Honors Program Coordinator for consideration.

PROGRAM REQUIREMENTS

- Maintain a 3.3 cumulative GPA. If GPA drops, an Honors Program student is allowed one probationary semester to continue in the program and raise the cumulative average.
- Maintain a minimum “B” in all designated honors courses.
- Honors ENG 102 College Writing II, an honors level version of College Writing II.
- Two Honors courses:
 - These may be “component” courses already required by a student’s degree program (which must be approved as component courses) or specifically designated honors general elective courses. A component course requires additional activities such as independent research, one-on-one tutorials, service learning, and/or a special project. It is strongly recommended that students complete components in courses that are specific to their degree program. Component courses result from a written agreement between a faculty member and a student, approval of the division dean, and approval of the Honors Program Coordinator.
- One Honors Colloquium course:
 - Honors students enroll in the colloquium course, HUM 283 Honors Colloquium: Environmental Ethics, after completing Honors ENG 102 College Writing II and one of the two required honors courses. Exclusively for Honors Program students, the colloquium is interdisciplinary in nature, thematic, and designed and team-taught by MWCC faculty.

Under certain circumstances, Honors Program requirements may be substituted with the approval of the Honors Program Coordinator and the Division Dean.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

Mount Wachusett Community College has identified five Institutional Student Learning Outcomes that define the skills that students will be able to demonstrate upon graduation from MWCC. Students will accomplish these outcomes through completing coursework and co-curricular activities on campus and in the community. Through their programs of study, students will acquire subject matter knowledge in their fields that aligns with their program student learning outcomes.

Upon graduation from Mount Wachusett Community College, students will be able to

1. **ANALYZE** information to formulate ideas and to solve problems.
 - 1.1 Represent and interpret numbers or words in a variety of contexts;
 - 1.2 Identify a problem and describe the process of solving it using critical thinking skills;
 - 1.3 Analyze and interpret a theory or idea using sound supporting evidence; and
 - 1.4 Evaluate the strength and validity of proposed solutions.
2. **COMMUNICATE** information, ideas and opinions effectively for a range of purposes and audiences
 - 2.1 Comprehend and interpret various types of written and visual communication;
 - 2.2 Formulate ideas and opinions supported by organized appropriate content;
 - 2.3 Demonstrate active listening strategies in academic and/or professional settings; and
 - 2.4 Write and speak fluently to communicate in English.
3. **CREATE** original work that demonstrates knowledge of their field.
 - 3.1 Articulate the way creative works reflect the values of the societies that produced them;
 - 3.2 Analyze creative works from a variety of cultures and perspectives;
 - 3.3 Apply creative thinking skills to identify and solve problems; and
 - 3.4 Produce work that reflects originality and innovation.
4. **ENGAGE** within local, national, and global communities.
 - 4.1 Identify their personal and cultural beliefs and how they relate to the larger world;
 - 4.2 Identify ethical principles and how these principles apply to their fields of study;
 - 4.3 Conduct themselves professionally with people from all backgrounds; and
 - 4.4 Participate as responsible global citizens and engaged members of society.
5. **RESEARCH** ideas and examine them using current knowledge.
 - 5.1 Identify information needs for a specific purpose;
 - 5.2 Access information effectively, efficiently and ethically;
 - 5.3 Use information effectively and ethically to accomplish a specific purpose; and
 - 5.4 Evaluate information and its sources critically for accuracy, authenticity, and bias.

A capstone course is a graduation requirement for most programs. A student must complete at least 45 credits in his/her program before enrolling in a capstone course. Additionally, a particular program's curriculum may require an exit examination, a portfolio, or another required method of assessment.

LIBRARY

The LaChance Library and Academic Support Center is located at the Gardner campus. The main library houses approximately 40,000 books and also provides access to more than 80 online subscription databases that contain articles from scholarly and academic journals, magazines, newspapers, reference books and eBooks. There is also an online collection of streaming audio and video available to current students. The Library's website (<http://www.mwcc.edu/lib>) serves as a portal for all information sources and extensive research guides for many subject areas and courses. The three levels of the library offer space for silent study, in addition to group work. On the lower level, there are study rooms that students may reserve for two hours at a time, up to one week in advance. In addition to services at the Gardner campus, the library provides research assistance at the Leominster, Devens and Burbank campuses by appointment.

LIBRARY POLICIES AND PROCEDURES

Basic Borrowing Privileges

- A library card, either a current student ID imprinted with a barcode or a paper MWCC Library card with a barcode sticker, is required to check out materials.
- Items are typically checked out for 28 days and can be renewed if no other user is waiting for them.
- Students may have a maximum of 20 items checked out at one time.
- Journals may not be checked out of the library. (Exceptions may be made for in-house projects.)
- Loan periods for reserve materials vary by the specific materials.

Reserve Materials

Instructors may place materials (books articles, videos, etc.) on reserve for their students. These materials are kept behind the Circulation Desk and are checked out to students with a valid library card. The checkout period for items on reserve is determined by the faculty member who assigns the readings. Most items on reserve may be used in the library only and may be checked out for two hours.

End-of-Semester Due Dates

All library materials must be returned to the library by the last scheduled day of classes. Students who do not return the items to the library, or do not make arrangements to extend the due date, will have their student records blocked via a Banner hold. Class registrations may be held up and grades will not be available for student review while the hold is in place. Once the items are returned, and the late fees resolved, the hold will be lifted.

Overdue and Lost Items Policy

Overdue fines for materials checked out to students accrue at \$.05 per day, with a maximum fine of \$2.00 per item. One exception to this policy is materials from the reserve collection, which accrue fines of \$.25 per day, with a maximum of \$2.00 per item. The first overdue notice is generated two weeks after the due date, and a final notice is generated four weeks after the due date, with the final notice being a bill for the cost of replacement. The bill states the replacement cost for each item as is indicated on the record for the item; if no cost is indicated on the record for an item, the default replacement cost is \$28.00 per item.

Students who receive bills for library materials will have their student records blocked via a Banner hold. Class registrations may be held up and grades will not be available for student review while the hold is in place. Once the items are returned, and the late fees resolved, the hold will be lifted.

Selection Policy

The resources acquired for the MWCC Library are selected to meet the teaching, research, and service missions of the college community. The library adheres to the principles of intellectual freedom as outlined in the Library Bill of Rights (<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill>) of the American Library Association. It is the responsibility of the library to ensure that different points of view are represented in the collection.

The Library Bill of Rights of the American Library Association states the following: “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation” (Article 1); and “Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval” (Article 2). The library also endorses the American Library Association’s Freedom to Read Statement (<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>), which promotes access to materials expressing all points of view. Inclusion of any resource does not mean that the Library advocates or endorses the ideas or statements found in that resource.

Challenged Resources

Students, faculty, staff, and community patrons of the library may challenge resources in the MWCC Library. A challenge to a resource in the MWCC Library must be based on the failure of that resource to fall within the library’s selection and collection development policies, including the commitment to intellectual freedom. Challenged material will not be removed automatically from the collection, but will be reviewed in light of the objections raised. When material or resources are challenged, the Library may take one of the following actions: removal of a resource because it is inappropriate, the addition of a resource to balance the collection by providing alternative views, a combination of the above, or no action at all. Those persons wishing to challenge a resource in the MWCC Library will be asked to complete a Request for Reconsideration of Library Materials (<http://mwcc.edu/lib/files/2012/01/ReconsiderationForm.pdf>) form. The completed form should be submitted to the Assistant Dean of Library and Academic Support Services, who will acknowledge receipt of the form via letter. The Vice President of Academic Affairs will then consider the request, with the assistance of the librarian responsible for collection development in the subject area of the resource. The recommendation of the Vice President will be sent to the Assistant Dean of Library and Academic Support Services, who will make the final decision and notify the person making the challenge in writing of that decision and any action to be taken. Any appeals shall go to the President of the college.

Confidentiality Policy

MWCC Library adheres to the ALA (American Library Association) Code of Ethics (<http://www.ala.org/advocacy/proethics/codeofethics/codeethics>), which includes the following statement: “We protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.” The MWCC Library also follows the Massachusetts General Law Chapter 78 (<http://mblc.state.ma.us/mblc/laws/laws.php>), section 7, which states “that part of the records of a public library which reveals the identity and intellectual pursuits of a person using such library shall not be a public record.” MWCC Library staff strives to protect the confidentiality of each library user’s records. No staff member shall, at any time, disclose any personally identifiable library user records including, but not limited to, circulation records, patron registration records, patron e-mail and computer records, interlibrary loan requests, or reference requests, to any person other than the library users themselves unless:

1. The library user has given informed consent (in writing) for another individual to obtain that information; or
2. An authorized person (MWCC staff member) requires that information for retrieval of overdue library materials or compensation for damaged or lost library materials; or
3. A law enforcement official makes the request. See below for “Information about the USA PATRIOT Act of 2001.” Library staff is instructed to respond to requests from law enforcement in a very specific manner.

About the USA PATRIOT Act of 2001

The USA PATRIOT Act (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act) expands federal law enforcement’s ability to find out about telephone and electronic communications and to obtain “tangible things,” such as documents and records. Library circulation records, interlibrary loan requests, use of public computers for the Internet, e-mail or chat are records that could be subpoenaed. MWCC Library staff has a prescribed response to requests for information about library users. To learn more about the PATRIOT Act, visit the American Library Association (<http://www.ala.org/advocacy/advleg/federallegislation/theusapatriotact>) web page for more information about how the PATRIOT Act affects libraries.

SERVICE LEARNING

Service learning is a teaching and learning strategy designed by faculty to contextualize classroom learning, while at the same time providing much needed volunteer services to our community partners. Service learning offers students the opportunity to develop and refine 21st century job readiness skills, such as critical and creative thinking; collaboration; communication; interpersonal skills; and it also reinforces the theoretical learning occurring in the classroom in a way that provides “real world” context. Service learning differs from general volunteerism, because the service experience is closely tied to the learning objectives of the course and because students receive partial course credit for their efforts. Students who complete 20+ hours of service learning are awarded a commemorative pin and students who complete 40+ hours of service learning are awarded a service medallion to wear at graduation. Finally, students who perform 100 + hours of service are recognized by a certificate of congratulations from President Vander Hooven. Service learning is accrued over the student’s entire course of study at MWCC and is recorded on the student’s transcript. Service learning is required in some courses, and optional in others; it is entirely up to the individual faculty member as to whether service learning is an option in any given course. Service learning must be done as part of a credit-bearing course, completed within the confines of the academic semester and weighed within a student’s grade in some capacity. Most courses with service learning are tagged in the registration system as either “SLR”, which is service learning required or “SLO”, which is service learning optional. An academic advisor can assist in finding courses with the option that is right for an individual student. Once a student has identified and obtained approval for a service opportunity, and has submitted all required documentation, the student is responsible for reporting all hours completed; faculty and advisors are responsible for verifying hours reported by each student.

For more information about service learning (<http://mwcc.edu/democracy/students/service-learning>), please visit The Senator Stephen M. Brewer Center for Civic Learning and Community Engagement (the Brewer Center) or visit the website (<http://mwcc.edu/democracy>).

Community Service and Volunteerism

As the catalyst that can spark lifelong commitment to the community, service and volunteerism are at the core of the civic engagement movement within the college. In collaboration with the MWCC Student Life Office and many other community partners, a diverse range of service opportunities are offered for community-minded individuals and groups each year. The Brewer Center assists in connecting interested individuals or groups with nonprofits in the region looking for support or volunteerism. Projects take place both on and off campus. Approved volunteerism will be noted on a student’s academic transcript. For more information, visit the student page of the Brewer Center’s website (<http://mwcc.edu/democracy/students>).

TESTING

Testing Services at MWCC provides students, faculty, and community members with a securely monitored testing environment. Tests administered include the ACCUPLACER tests, Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS), College Level Examination Program (CLEP) tests, DSST, tests with disability services accommodations, academic tests for MWCC classes, proctored testing for students attending other institutions, Pearson VUE tests, the High School Equivalency Test (HiSET), and General Education Development (GED) tests.

For information about testing services at MWCC, please visit the MWCC Testing Services webpage (<http://mwcc.edu/testing>).

The MWCC Testing Center on the Gardner campus is a National College Testing Association (NCTA) Certified Test Center. Our services are in compliance with the Professional Standards and Guidelines of NCTA. To contact the Testing Center, call 978-630-9244 or 978-630-9220.

For information on testing at the Devens campus, call 978-630-9569.

For information on testing at the Leominster campus, call 978-630-9812.

TRANSFER INFORMATION

Transfer advising is offered for students who want to continue their education beyond MWCC. The Assistant Director of Articulation and Curriculum Pathways works with many four-year institutions developing transfer agreements that ease the transition for transferring students. MWCC participates in MassTransfer programs such as the Commonwealth Commitment and A2B programs with Massachusetts state universities and the University of Massachusetts campuses. Additionally, the college has many transfer agreements with private and public colleges established to ensure a smooth transfer process. Annually, students transfer to more than 60 different colleges and universities across the United States. Learn how you can save time and money by graduating from MWCC. Visit the transfer services web page (<http://transfer.mwcc.edu>) or call 978-630-9109 to schedule an appointment with a transfer advisor. Transfer advising is located in the Advising Center on the Gardner campus, but is available by appointment on the Leominster campus.

3 + 1 Bachelor Degree Completion Program

Earn up to 90 credits at MWCC and then transfer to a specific four-year college or university and earn your baccalaureate degree. In many cases, students can complete the entire 120+ credit bachelor degree without leaving MWCC. To participate in the 3 + 1 program, specialized advising is required. Contact the Advising Center at 978-630-9109 to schedule an appointment with the transfer advisor.

3 *Plus ONE* Partners:

- Bellevue University
- Charter Oak State College
- Elms College
- Massachusetts College of Pharmacy and Health Sciences
- Nichols College
- Regis College

Visit the *3 Plus ONE* website for more information.

MassTransfer

MassTransfer is a collaboration between the Commonwealth's community colleges, state universities and the University of Massachusetts. System-wide resources and policies allow for students to transfer seamlessly, stay on track, and minimize the time it takes to earn a bachelor's degree.

General Education Foundation

MassTransfer provides any student in the Massachusetts public higher education system who completes the General Education Foundation (<http://www.mass.edu/mastransfer/gened/home.asp>) with the benefit of satisfying the general education/distribution/core requirements at any other public higher education institution (with the receiving institution able to add no more than six additional credits or two courses). Transfer GPA is a 2.00 minimum.

GENERAL EDUCATION FOUNDATION

		Credits
ENG 101	College Writing I	3
ENG 102	College Writing II	3
Behavioral and Social Sciences		9
Humanities and Fine Arts		9
Natural and Physical Sciences		7
Mathematics		3
(Total credits)		34

A2B Degree (Associate to Bachelor's)

Beginning your college career at a community college is a smart choice. MassTransfer seeks to reward community college students who complete associate degrees at Massachusetts community colleges before they enroll in linked bachelor's programs at Massachusetts state universities or University of Massachusetts campuses. Not only does MassTransfer guarantee full transfer of a minimum of 60 credits but, depending on final GPA and/or prerequisite coursework, students who complete A2B Degrees (<http://www.mass.edu/masstransfer/a2b/home.asp>) (Associate to Bachelor's) may also receive guaranteed admission and tuition discounts. Transfer GPA is a 2.50 minimum.

A2B Degree plus Commonwealth Commitment

A2B Degree students who attend full-time and earn a 3.00 GPA or higher also have the opportunity to participate in the Commonwealth Commitment (<http://www.mass.edu/masstransfer/macomcom/home.asp>). The Commonwealth Commitment (available in "A2B Mapped" majors only) further rewards students with a freeze on tuition and fees for all four years and 10% end-of-semester rebates. Transfer GPA is a 2.50 minimum.

For more information about MassTransfer programs, please contact the Advising Center at 978-630-9109 or email advisor@mwcc.mass.edu.

Massachusetts Department of Higher Education-Early Childhood and Elementary Education Compacts

The Early Childhood and Elementary Education Compacts apply to students transferring from participating community colleges upon graduation to participating state universities and UMass campuses offering Early Childhood or Elementary Education licensure at the baccalaureate level. Please check the MassTransfer website (<http://www.mass.edu/masstransfer>) for eligible programs.

TRANSFER OF CREDIT TO MWCC

Mount Wachusett Community College's transfer policy is consistent with the Massachusetts Community College Transfer Principles (http://mwcc.edu/wp-content/blogs.dir/1/files/2017/06/14_AAC-17-29-Community-College-Transfer-Principles.pdf).

Students seeking to transfer credits to MWCC should submit an official transcript from each institution for which he/she is seeking the transfer of credits. Upon receipt of the transcript(s), the college will verify the accreditation of the institution(s); and if comparable regional accreditation exists, the college will review the courses to determine comparability with MWCC courses.

Where an equivalent course exists, credit will be granted for that course with a non-weighted QPA grade being awarded (e.g. TA, TB, TC, etc.). Where no equivalent course exists, but it is determined that the course is eligible for transfer based on college-level work and the applicability toward the student's declared degree or certificate program, the course will be awarded transfer credit in the field of study most closely aligned to the course.

The minimum course grade required for credits to transfer to MWCC is C-. Certain programs of study may have higher grade point average requirements for designated courses in their program. Students should consult their degree requirements for specific program differences.

Non-graded course work will not be transferred (e.g. pass/fail courses). Courses taken more than ten years prior are subject to approval.

If a student changes a program, the college will re-evaluate transcripts to provide up-to-date information.

The maximum number of allowable transfer credits is 50% of the credits required for degree completion in the enrolled program (45 credits with permission of the department chair, the division dean, and Vice President of Academic Affairs).

Determinations of transfer credit will be made within a reasonable period of time after the receipt of the official transcript and all required additional documentation. Notice to the student will be given at the time of the completed evaluation.

Students must receive a grade for a course undertaken at MWCC to qualify to receive an official transcript from MWCC.

Credits earned at non-accredited institutions or institutions with accreditation different from MWCC will receive the following review processes:

- The student should submit official transcript(s) from the institution(s) for which he/she is seeking transfer credit.
- The college follows the American Council on Education's (ACE) published recommendations on the transfer of non-accredited institutional credit, including military and credit for training programs. These guidelines are published at the ACE website. (<http://www.acenet.edu/news-room/Pages/Transfer-Guide-Understanding-Your-Military-Transcript-and-ACE-Credit-Recommendations.aspx>)

For credits earned from international institutions, the college will follow the guidelines established by National Association of Credential Evaluation Services (NACES (<http://www.naces.org>)). Students requesting evaluation of transcripts from institutions outside the U.S. must obtain a "course by course" evaluation from a credential evaluation service that is a current member of NACES. Evaluation of such transcripts might also require additional information from the source institution's academic catalog.

The college may, at its discretion, form articulation agreements with non-regionally accredited institutions or organizations that will dictate the transfer of credit for students transferring between them.

In compliance with the most current Massachusetts Quinn Bill revisions, the college may only accept certain credits for criminal justice students and/or courses. This may restrict the college's general policy for the granting of credit for life experience or military credits in this case.

Any student who feels as though an error or omission has occurred in the evaluation of his/her transfer credit may appeal the situation to the transfer ombudsperson whose responsibility is to ensure institutional compliance with transfer policies and procedures. The transfer ombudsperson is the Vice President of Academic Affairs, who can be reached at 978-630-9208. The Transfer Credit Evaluation Team has been established as a standing subcommittee of the MWCC Academic Council with additional representation from MWCC Advising.

