

ACADEMICS

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

ACADEMIC CALENDAR

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

LEARNING SUCCESS CENTER

The MWCC Learning Success Center is a physical and digital space where students are empowered to control their own learning. With assistance from our learning consultants, students can discover new styles and strategies for learning, apply new learning styles and strategies to content, and reflect on how those discoveries and applications expand their ability to learn more.

Learning consultations are free to all students enrolled at MWCC. Face-to-face sessions are held on the Gardner campus in the Learning Commons/LaChance Library, in the Leominster campus Library and Learning Success room L201, and virtually. Writing and mathematics consultations are offered most regularly, but support is also available in-person and online in a variety of subjects including health professions, STEMs, social sciences, and humanities. Drop-in visits are welcome, but to maximize your experience, please register and set an appointment on our scheduling system, WOnline (<https://mwcc.mywconline.com/>).

Registered MWCC students also have access to Thinking Storm, where they can chat live with tutors and upload papers for review. Students can access Thinking Storm via Blackboard Course Tools.

Please visit <https://library.mwcc.edu/lsc> (<https://library.mwcc.edu/lsc/>) for complete service details. Read and discover learning strategies, access to technology tips and freeware, and content on both how to be a student and how to navigate writing, math, and other disciplines. Students seeking employment as learning consultants are welcome to apply.

To speak with an LSC staff person, email lsc@mwcc.mass.edu or call 978-630-9333 during normal business hours, 8:00 am to 4:00 pm Monday through Friday.

CREDIT FOR PRIOR LEARNING (CPL)

MWCC, My Experience Counts (<https://myexperiencecounts.mass.edu/home/>), and the Massachusetts Department of Higher Education give students the opportunity to apply life experience toward certificate or degree completion. This opportunity can save you money and help you complete certificates and degrees faster.

Your workplace experience, training, certifications, volunteerism, and military service may count toward your education. Review the options below and read more about them on the My Experience Counts (<https://myexperiencecounts.mass.edu/home/>) website.

While some of our options only require you to submit appropriate exams scores, others require more substantial work. You can start this process by creating your My Experience Counts (<https://myexperiencecounts.mass.edu/home/>) account and identifying which CPL options you would like to pursue. Please read the options below to learn which ones may require you to create your My Experience Counts (<https://myexperiencecounts.mass.edu/home/>) account.

Please note that where you are required to take an exam or have materials or portfolios evaluated for CPL credit, success is not automatically assumed. Materials must meet MWCC standards and requirements. Exams and portfolio evaluations must be passed for credit to be received.

If you have additional questions about Credit for Prior Learning, please contact Katie Robinson, Assistant Dean of Academic Affairs, at krobinson21@mwcc.mass.edu or 978-630-9477

CREDIT REQUIREMENTS

50% of your Associate Degree or Certificate must be completed in-residency (completing MWCC coursework). Up to 50% may be transferred in or accomplished through CPL options. Speak with an academic advisor in the Advising, Career, & Transfer Office (<https://mwcc.edu/academics/advising/>) (<https://mwcc.edu/academics/advising/>, advisor@mwcc.mass.edu, 978-630-9109) or your program director for a strategy to integrate transfer and CPL credit into your specific degree or certificate program. Students enrolled in the Criminal Justice program might not be eligible for assessment of prior learning, police academy, armed services or CVTE Linkage credits and are limited to six credits total from CLEP and DSST.

CPL OPTIONS AT MWCC

Provided below is a comprehensive list of CPL options available at MWCC. In most cases, you will need to provide information to the Records Office (<https://mwcc.edu/current-students/records/>).

Records Office

Mount Wachusett Community College

444 Green Street

Gardner, MA 01440

Phone: 978-630-9106

Email: records@mwcc.mass.edu

<https://mwcc.edu/current-students/records/>

Advanced Placement (AP) Exams:

These nationally recognized tests, originally created by The College Board, are offered by your high school. Please have your official transcripts from the College Board, with official exam scores, sent to the MWCC Records Office for evaluation.

When you pass the appropriate exam with a score of three or higher, you may receive credit as described in the following table.

AP Score-Credit Equivalencies

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 Concepts in Biology (Non-STEM Major Program)
Biology (https://apstudent.collegeboard.org/apcourse/ap-biology/)	4	4	BIO 118 Biology I (STEM Major Program)
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
Pre-Calculus (https://apstudent.collegeboard.org/apcourse/ap-precalculus/)	3	4	MAT 163 Pre-Calculus
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-world-history/)	3	3	POL 211 Introduction to American Government and Politics
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

LANGUAGE PROFICIENCY EXAMS & SEAL OF BILITERACY:

MWCC language proficiency examinations are covered through AP exams, CLEP, or Portfolio options described in this section. Please refer to those CPL areas for further guidance.

Graduated high school students with the seal of biliteracy or seal of biliteracy with distinction may earn 9-12 college credits upon admission.

- Students with appropriate AP or CLEP test results will receive appropriate credits for the exam plus additional credits up to 9 (for the seal) or up to 12 (with distinction) towards humanities requirements for their program.
- Students without accompanying test-based assessments will receive up to 9 credits (for the seal) or up to 12 credits (with distinction) towards humanities requirements for their program.

For more details about articulation of credit with the seal of biliteracy, students may consult with an enrollment counselor in the Admissions Office (admissions@mwcc.mass.edu (admissions@mwcc.edu), 978-630-9447) or an academic advisor in the Advising, Career, & Transfer Office (advisor@mwcc.mass.edu, 978-630-9109).

Certificate Licensure Evaluation:

If you have a professional certificate or license that aligns with your intended program or certification, the MWCC Records Office may evaluate it to determine if it will count toward one or more courses. Credit may be earned in some programs for students who hold a valid, external licensure or nationally recognized credential. These include the following:

- CNA (Certified Nursing Assistant)
- LPN (Licensed Practical Nurse)
- CDA (Child Development Associate)
- National Fire Academy courses
- EMT-Basic - per NREMT

A copy of the credential must be presented. Credits are applied as transfer credits to the student's degree program, and there is no charge. If you have not already submitted your materials during your application process, please have your records sent to the MWCC Records Office.

Challenge / Departmental Exams:

MWCC Testing Services administers these faculty-developed exams to determine if prerequisites or course requirements are sufficiently achieved to grant course credit. Email testingservices@mwcc.mass.edu and ask for more information.

CLEP (College Level Examination Program):

MWCC Testing Services administers this nationally recognized, standardized test used to grant college credit. First, visit the Advising, Career, and Transfer Office (advisor@mwcc.mass.edu, 978-630-9109) to determine which CLEP tests are appropriate for you. Then email Testing Services (testingservices@mwcc.mass.edu) to learn more about the test itself and schedule your examination. Transfer credit is granted when the college receives an official score report from the College Board.

When you pass the appropriate exam as described below, you may receive credit as described in the following table. Please note that this list is not comprehensive of all available CLEP exams; it contains only those for which MWCC may grant credit if passed.

CLEP Transfer Equivalencies

CLEP Exam Title	Minimum Score	MWCC Equivalent	MWCC Course Title	Credits
Accounting, Financial	50	ACC 101	Principles of Accounting I	3
Algebra, College	50	MAT 162	College Algebra	4
American Literature	50	ENG 213 & ENG 214	American Literature I & II	6
Analyzing and Interpreting Literature	50	ENG 102	College Writing II	3
Biology	50	BIO 109	Biology I	4
Biology	50	BIO ###	Any 3 credit biological science non-lab course	3
Business Law, Introductory	50	BUS 211	Business Law I	3
Calculus	50	MAT 211	Calculus I	4
Chemistry	50	CHE 107	General Chemistry I	4
College Composition	50	ENG 101	College Writing I	3
French Language	50	FRE 107	French I	3
Hist. of the U.S. I: Early Colonization to 1877	50	HIS 201	History of the United States I	3
Hist. of the U.S. II: 1865 to the Present	50	HIS 202	History of the United States II	3
Human Growth and Development	50	PSY 110	Human Growth and Development	3
Information Systems	50	CIS 128	Introduction to Information Systems	3
Macroeconomics, Principles of	50	ECO 101	Macroeconomics	3
Management, Principles of	50	MGT 210	Principles of Management	3
Marketing, Principles of	50	MKT 142	Marketing	3

Mathematics, College	50	MAT 126	Topics in Mathematics	3
Microeconomics, Principles of	50	ECO 102	Microeconomics	3
Precalculus	50	MAT 163	Pre-Calculus	4
Psychology, Introductory	50	PSY 105	Introduction to Psychology	3
Social Sciences and History	50	HIS 106	History Of World Civilization II	3
Sociology, Introductory	50	SOC 103	Introduction to Sociology	3
Spanish Language	50	SPA 109 & SPA 110	Beginning Spanish I, II	6
Spanish Language	63	SPA 209 & SPA 210	Intermediate Spanish I, II	6
Western Civ. I: Ancient Near East to 1648	50	HIS 105	History of World Civilization I	3
Western Civ. II: 1648 to the Present	50	HIS 106	History of World Civilization II	3

DSST (DANTES Subject Standardized Tests):

MWCC Testing Services administers this nationally recognized, standardized test used to grant college credit. First visit the Advising, Career, and Transfer Office (advisor@mwcc.mass.edu, 978-630-9109) to determine which DSST examinations are appropriate for you, then email Testing Services (testingservices@mwcc.mass.edu) to learn more about the test itself and schedule your examination. Transfer credit is granted when the college receives an official score report from DSST.

When you pass the appropriate exam as described below, you may receive credit as described in the following table. Please note that this list is not comprehensive of all available DSST exams; it contains only those for which MWCC may grant credit if passed.

DSST Transfer Equivalencies

DSST Exam Title	Minimum Score	MWCC Equivalent	MWCC Course Title	Credits
MATHEMATICS				
Principles of Statistics	400	MAT 143	Statistics	4
SOCIAL SCIENCE				
Art of the Western World	400	ART 109	Art History I	3
Introduction to Geography	400	GEO 129	World and Cultural Geography	3
Foundations of Education	400	EDU 101	Introduction to Education	3
Lifespan Developmental Psychology	400	PSY 110	Human Growth and Development	3
Substance Abuse	400	SOC 129	Drug Use and Abuse in American Society	3
Introduction to Law Enforcement	400	CJU 245	American Policing	3
Criminal Justice	400	CJU 131	Introduction to Criminal Justice	3
Fundamentals of Counseling	400	HST 140	Counseling Methods and Interviewing Techniques	3
BUSINESS				
Principles of Finance	400	FIN 250	Basic Finance	3
Human Resource Management	400	MGT 235	Human Resources Management	3
TECHNOLOGY				
Fundamentals of Cybersecurity	400	CIS 219	Principles of Information Security	3
Technical Writing	400	ENG 106	Technical Writing	3

HUMANITIES

Introduction to World Religions	400	HUM 240	Comparative Religion	3
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SCIENCES

Principles of Physical Science I	400	PHY 101	Introduction to Physical Science	4
Introduction to Geology	400	EAS 125	Physical Geology of the Earth	4

Internal Articulation:

MWCC may evaluate your materials to determine if non-credit courses or certifications qualify for academic credit. If you have not already submitted documentation during your application process, please have your records sent to the MWCC Records Office for evaluation.

International Baccalaureate Programs (IB):

MWCC may evaluate your international courses or diploma to determine if college credit may be granted. If you have not already submitted documentation during your application process, please have your official records sent to the MWCC Records Office for evaluation.

Local Evaluation:

MWCC may consider your international materials that have been evaluated by a credentialed U.S. evaluation agency. If you have not already submitted documentation during your application process, please have your records sent to the MWCC Records Office for evaluation.

Military Service:

Consistent with the Massachusetts Valor Act signed into law on May 31, 2012, MWCC has established policies to support veteran students in their educational and professional endeavors:

1. MWCC will award academic credit for matriculated students for prior learning based on students' previous military occupation, military training, coursework and experiences as these credits apply to their declared program of study.
2. MWCC will determine the award of academic credit during the admissions process through a preliminary review and a final conclusive and comprehensive credit evaluation upon the submission of official transcripts, official standardized test score reports and other relevant documentation prior to a student's enrollment. The required procedures for determining awarding credit for military occupation, experience, training and coursework shall be clearly described and published to provide transparency to prospective students.

Visit the Department of Defense's Joint Services Transcript (JST) (<https://jst.doded.mil/official.html>) request site to order your official transcript. If you have not already submitted documentation during your application process, please have your JST transcript sent to the MWCC Records Office for evaluation.

Visit the MWCC Veterans (<http://catalog.mwcc.edu/studentresources/veterans/>) page to learn more about our Veteran Services.

Other Exams:

MWCC faculty may consider faculty or externally-developed tests used to grant college credit. If there is an external exam from a professional context that may need to be considered, bring this to the attention of your school Dean, Department Chair, or Program Director.

Other PLA:

MWCC may evaluate other forms of Prior Learning Assessment on a case-by-case basis. If your CPL needs do not fit any of the other categories here, create your My Experience Counts (<https://myexperiencecounts.mass.edu/home/>) account and identify "Other Prior Learning Assessment (PLA)" in the Specialist & Student Chat as the CPL option you wish to pursue.

Portfolio:

MWCC may evaluate electronic portfolios (collections of written, visual, and other media) for college credit. A portfolio submission must clearly align with specific course learning outcomes and include supporting evidence and documentation, meeting college-level expectations. Writing Consultants in the MWCC Learning Success Center will help you develop it, then an appropriate faculty member will evaluate it to determine if it counts toward one or more courses. To start this process, create your My Experience Counts

(<https://myexperiencecounts.mass.edu/home/>) account and identify “Prior Learning Assessment (PLA) Portfolio” in the Specialist & Student Chat as a CPL option you wish to pursue.

Please be advised that portfolio evaluation by a faculty member costs \$160 (non-refundable) and is not a guarantee of a successful evaluation. This bill will be submitted to the Student Accounts Office after your complete portfolio has been uploaded for evaluation.

Technical Preparation:

In 2010, the Massachusetts Community Colleges Executive Office (MCCEO) and the Massachusetts Department of Elementary and Secondary Education (DESE) partnered to form a task force with representation from both Chapter 74 vocational high schools and community colleges to form statewide articulation agreements, where students can receive college credits for work completed while in high school.

You must have a “B” (3.0) grade point average in your vocational courses and a “C” (2.0) overall average in order to receive college credit once enrolled at MWCC. In order to qualify, you must enroll at MWCC within two years of graduating from high school. Exceptions will be considered on a case-by-case basis.

To begin this process, visit the Advising, Career, and Transfer Office (advisor@mwcc.mass.edu, 978-630-9109) to talk with an advisor about which courses and credits may transfer.

For more information on the Chapter 74 Statewide Transfer Agreements, please visit <https://masscc.org/technical-high-schools-transfer-agreements/>. For information on specific agreements between MWCC and surrounding high schools, please visit <https://mwcc.edu/academics/k-12/programs/articulation/>. You may also contact the Academic Affairs office at (978)630-9208 or academicaffairs@mwcc.mass.edu.

PERKINS CAREER AND TECHNICAL EDUCATION

The purpose of the Carl D. Perkins grant is to assist school districts and public two-year colleges in improving secondary and postsecondary-level career and technical education programs. As set forth in Perkins, the main priority is to close the achievement gap for special populations on the Perkins core indicators of performance. <https://www.doe.mass.edu/federalgrants/perkins/>

COMPUTER LABS

The MWCC campuses offer 28 computer labs. Several are designated for specific programs, such as Graphic and Interactive Design. The Gardner and Leominster campuses provide open labs for student use throughout the day. There are more than 50 computers available during Library hours in the LaChance Library on the Gardner Campus. Computers are networked to printers at locations on campus through the PaperCut print management system. Instructions for printing are available in the Library. Printing costs 10 cents per side. Scanning to email is free when using Library printers. Headphones are available for loan at the Circulation Desk on the main level of the Library. Wireless Internet access is available to all users. Students, faculty and staff can choose EDUROAM in their WiFi settings. Guests can choose MWCC WEB LOGIN.

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. Staff members are available to answer questions Monday through Friday from 8AM to 4PM.

COURSE DELIVERY OPTIONS

Traditional Courses

Traditional courses offer students the opportunity to learn in the physical classroom with other students. They require students to attend class in person and on campus. In traditional courses, faculty provide face-to-face instruction to students and communication between and among faculty and students is predominantly in person. These courses often involve active learning and hands-on learning experiences. They may also use technology to advance learning and supplement the classroom experience. Students should anticipate spending a minimum of 6 hours outside of the classroom studying, reading, researching and reviewing course materials.

Online Courses

Online courses enable faculty to deliver instruction through an online Learning management system (LMS) and for students to engage in their learning activities on their own time without having to schedule on-campus classes. Online courses are therefore considered "asynchronous," meaning there typically is no live instruction, but they are not self-paced, independent studies. Instead, students need to be responsible for keeping up with the learning activities and engaging with the instructor and classmates. Online courses contain the same student learning outcomes as traditional courses and tend to require more reading, watching videos, and writing. Students must maintain a consistent pace in completing and submitting assignments, spend a minimum of nine hours each week reading, and participate in online discussion forums and other learning activities. All course work must be completed by the end of the semester. Online courses use the Blackboard LMS to provide a learning space for students; therefore, students in online courses will need reliable access to a computer and the internet. Online courses also typically necessitate an orientation to the LMS, and they rely upon effective communication and collaboration skills.

Hybrid Courses

Hybrid courses combine traditional on-campus class participation (synchronous) and online learning activities (asynchronous). They contain the same student learning outcomes as traditional courses. They are designed for students who require the flexibility of online study but also desire some in-person classroom instruction. Hybrid classes meet on campus in the classroom fewer times per semester compared with a traditional course, with the remainder of instruction conducted through the Blackboard LMS. Students in hybrid courses will need consistent access to a computer and the internet. They will also need to be able to utilize effective online learning strategies. Students should anticipate spending a minimum of six hours outside of the classroom and online instructional time studying, reading, researching and reviewing course materials.

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 solely 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 GPA or higher, and students enrolled in a certificate program must have completed a minimum of 15 credits with a 2.0 GPA 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, Dental Hygiene, capstone 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 Office of Advising, Career and Transfer and must be completed with an academic advisor. The request form must be signed by the advisor, the student and the dean before the course is considered approved. An official e-mail will be sent to the student's MWCC email account stating that their request is approved or denied. The student should not begin work until the semester officially starts and they have received official notification that they have been registered for the course.

Internships, Externships and Cooperative Education ("Co-Op")

A number of academic disciplines, including Human Services and Criminal Justice, provide the opportunity for students to engage in work-based experience. These immersive experiences, which can be paid or unpaid, are opportunities for students to enhance their academic knowledge with practical hands-on experiences in their chosen fields, while also making an impact in our community. In addition, students are able to forge connections and network within the community prior to graduation. Number of credits and hours required vary by academic program.

Internships (called externships by some programs) are integrated directly into the curriculum of a program of study for a degree. Activities included in the experience must be approved by the host site supervisor and the faculty member. Students enrolled may be

required to attend an orientation and to report their hours through GivePulse. Some internships may also include a required classroom component.

Students who do not have an internship embedded within their program of study may earn credits by participating in a cooperative education experience (Co-op). To qualify for cooperative education, a student must have completed at least 21 credits in their degree program, 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. Please note: students enrolled in Automotive Technology are required to take AUT 205: Automotive Cooperative.

MWCC reserves the right to issue a failing grade to any student who does not successfully complete any component of their internship or co-op experience. Students who conduct an internship at a nonprofit organization that meets a community need are eligible for **service recognition at graduation**.

All internship and co-op students are expected to lead their search for a host site, and once placed, conduct themselves in a professional manner and comply with host site policies and all MWCC policies as well as state and federal laws. Guidelines for internships, externships, and co-ops may vary depending on a student's program of study; students should check with an advisor or the Division of Academic Affairs about requirements for their program.

HONORS PROGRAM (NON-DEGREE PROGRAM)

The Commonwealth 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 3.3 or higher high school GPA for incoming students who graduated within three years of their admission to MWCC.

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 based on at least one semester of coursework of six credits or more:

- A 3.3 GPA or higher.
- A 3.0 GPA or higher with a strong MWCC professor recommendation and approval of the Honors Coordinator.

PROGRAM REQUIREMENTS

- Must have a GPA of 3.3 or higher at the time of graduation to earn a Commonwealth Honors Scholar credential and should maintain that GPA throughout all semesters.
- Must maintain GPA: If a student’s GPA dips below a number that becomes unattainable to earn a 3.3 by the time of graduation, the student will be notified and removed from the program.
- Must have a declared degree program by the time of graduation.
- Must successfully complete four honors courses, by achieving a minimum grade of "B" in each course. These courses typically include:
 - Honors ENG 102 College Writing II, an honors-level version of College Writing II.
 - The Honors Research Seminar/Colloquium, HUM 283. The research seminar is an interdisciplinary thematic course, designed and team-taught by MWCC faculty.
 - The remaining two-course requirements may be satisfied by component courses or specifically designated honors courses. See more information below:
 - Honors-designation Courses
 - Each semester, the college will offer honors courses to students.
 - These courses will rotate, and honors students will have priority registration to enroll in these classes to fulfill their degree programs as well as their Commonwealth Honors requirements.
 - Component Courses
 - “Component” courses are courses already required by a student’s degree program. A component course requires an additional assignment of independent research, resulting in a tangible product such as a written paper, service learning, a special project, a speech presentation, a poster presentation, and/or a presentation at the UMASS, Amherst Undergraduate Honors Conference. Component courses result from a written agreement

between a faculty member and the student, approval of the Honors Program Coordinator, and approval of the Division Dean.

- Honors Program requirements may be substituted with the approval of the Honors Program Coordinator or the Division Dean.

LIBRARY

LaChance Library is located at the Gardner campus. The main library houses approximately 30,000 books and also provides access to more than 60 online subscription databases that contain articles from scholarly and academic journals, magazines, newspapers, reference books and eBooks. There are also online collections of streaming audio and video available to current students. The MWCC Library's website (<https://library.mwcc.edu/home/>) 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 and 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 for Leominster campus students multiple days each week.

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.
- MWCC 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.

Reserve Materials

Instructors may place materials (books articles, videos, etc.) on reserve for their students. These materials are held 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 them. 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 or replacement cost 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.

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 or replacement cost 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 (<https://www.ala.org/advocacy/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 with consideration of the objections raised. When material or resources are challenged, the library may take one of the following actions: remove a resource because it is inappropriate, add a resource to balance the collection by providing alternative views, do both actions, or take 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 (https://library.mwcc.edu/ld.php?content_id=25313863) form. The completed form should be submitted to the Assistant Dean of the Learning Commons, who will acknowledge receipt of the form via letter. The Senior 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 the Learning Commons, 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 will 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 strive to protect the confidentiality of each Library user’s records. No staff member will 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. The request is made by a law enforcement official or a court order. The Assistant Dean of the Learning Commons will confer with MWCC legal counsel before determining the proper response to any law enforcement request or served court order. All Library staff will refer any law enforcement inquiries regarding patron confidentiality to the Assistant Dean of the Learning Commons.

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, 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 and details on testing at each MWCC campus, please visit the MWCC Testing Services webpage (<https://mwcc.edu/academics/testing/>). To contact Testing Services, email testingservices@mwcc.mass.edu or call 978-630-9244 or 978-630-9220.

MassTransfer

MassTransfer is a collaboration among 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/masstransfer/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

Bachelor Degree Completion Programs

Earn 60-90 credits at MWCC and then transfer to a specific four-year college or university and earn your bachelor's degree. In some cases, students can complete the entire 120+ credit bachelor's degree without leaving MWCC. To participate in a degree completion program, specialized advising is required. Contact the Office of Advising, Career & Transfer at 978-630-9109 to schedule an appointment with a Transfer Advisor. Visit <https://mwcc.edu/academics/advising/transfer/> for more information.

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 2.0 minimum.

A2B Degree plus Commonwealth Commitment

A2B Degree students who attend full-time (minimum of 12 credits) and earn a 3.00 GPA or higher also have the opportunity to participate in the Commonwealth Commitment (<http://www.mass.edu/masstransfer/macommcom/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 3.0 minimum.

For more information about *MassTransfer* programs, please contact the Office of Advising, Career & Transfer at 978-630-9109 or email advisor@mwcc.mass.edu.

TRANSFER ADVISING SERVICES

Transfer advising is offered for students who want to continue their education beyond MWCC. MWCC participates in *MassTransfer* programs such as the *Commonwealth Commitment* and *A2B Degree* 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 (<https://mwcc.edu/academics/advising/>)

transfer/advising services webpage or call 978-630-9109 to schedule an appointment with a transfer advisor. Transfer advising is located in the Office of Advising, Career & Transfer on the Gardner campus, available by appointment or via phone.

TRANSFER OF CREDIT TO MWCC

Mount Wachusett Community College's transfer policy is consistent with the Massachusetts Community College Transfer Principles (<https://d2s3vqybomum0f.cloudfront.net/sites/default/files/community-college-transfer-principles.pdf>).

MWCC transfers courses that apply to the students program of study. For students not seeking a degree, a review of transcripts will be conducted for the purpose of determining if prior course work meets prerequisites for courses the student would like to enroll in, but courses will not be transferred in. Students seeking to transfer credits to MWCC should submit an official transcript from each institution for which they are seeking the transfer of credits after being applying and being admitted to a degree or certificate program at MWCC. 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 GPA 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) with the exception of competency-based courses from an accredited institution where mastery has been documented. An exception will be made if the transcript indicates that a "Passing" grade equates to a letter grade of C- or better (and the student has earned a grade of C- or better); and such grades will be recorded as "TP" (Transfer Pass). The credits from these courses will be transferred into a degree program where applicable.

Course age limits identified in a program of study or through the admissions process will be observed when determining transfer credits.

If a student changes their program of study, the college will re-evaluate transcripts to provide current 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 and Student 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 they are 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.

Any student who feels as though an error or omission has occurred in the evaluation of their 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 and Student Affairs, who can be reached at 978-630-9208.

REVERSE TRANSFER

Students who have transferred to another regionally accredited institution may be eligible to receive an associate degree through reverse transfer by transferring credits to MWCC. To qualify, former students must have been matriculated into an MWCC degree program, have at least 30 earned credits at MWCC, have a GPA of at least a 2.0, have not previously earned an associate degree, and be in good financial standing. These guidelines apply to students who have transferred to any regionally accredited institution.

Click here (<https://www.mass.edu/masstransfer/tools/reverse.asp#:~:text=Through%20Reverse%20Transfer%2C%20students%20who,complete%20the%20associate%20degree%20requirements>) to review eligibility guidelines and the reverse transfer application for students who have transferred to a Massachusetts state university or UMass campus. Click here (<https://www.mass.edu/bhe/lib/documents/AAC/AAC%2017-08%20Statewide%20Reverse%20Transfer%20Policy.pdf>) to review the full text of the Massachusetts Statewide Reverse Transfer Agreement.

MWCC will not accept reverse transfer credits for students who were enrolled in a selective program. Please contact the Admissions Office regarding readmission requirements if you were enrolled in a selective program. The Admissions Office can be reached at admissions@mwcc.mass.edu or 978-630-9447.

If you are interested in reverse transfer, please complete the form below to have an audit of your academic record completed to determine your eligibility for reverse transfer. A staff member will reach out to you regarding your inquiry.

If you have an iConnect login, please click here (<https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=d5109712-8079-4cf0-8c3a-ac6fd259d6fd&targetURL=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f54e30cb1-1223-4c0a-b561-f5e7841fdd4b>) to complete the inquiry form. If you do not have an iConnect login, please click here (<https://dynamicforms.ngwebsolutions.com/Submit/Start/54e30cb1-1223-4c0a-b561-f5e7841fdd4b/?SSO=N>) to complete the inquiry form.

