

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/>).

ACADEMIC SUPPORT CENTER

The Academic Support Center provides free tutoring to MWCC students seeking assistance with their coursework. In-person 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 walk-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. 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 in-person as well and a schedule is published each semester.

Online tutoring is available to all registered MWCC students through Thinking Storm, where students can live chat with tutors and upload papers for review. Students can access Thinking Storm via Blackboard.

Information about campus locations, available services, tutor schedules, policies, and hours of operation can be found at the MWCC Academic Support Center (<https://mwcc.edu/academics/library-academic-support-center/>).

ALTERNATE METHODS OF EARNING COLLEGE CREDIT

To graduate, students must earn a minimum of 30 credits at MWCC for completion of an associate degree. 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 and Student Affairs) may be transferred into MWCC, including courses from other colleges, CLEP, DSST, AP exams, and armed services (with some exceptions), and Career Vocational Technical Education (CVTE) Linkage. 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 assessment of prior learning, police academy, armed services or CVTE Linkage 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 [Humanities Elective]
Chinese Language and Culture (https://apstudent.collegeboard.org/apcourse/ap-chinese-language-and-culture/)	3	3	
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 (<https://mwcc.edu/?s=academic+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. For information about registration and fees, a complete list of approved exams available at MWCC, and minimum score requirements, visit the Testing Services website (<http://mwcc.edu/academics/testing/clep/>).

DANTES Subject Standardized Tests (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 (<https://mwcc.edu/academics/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. For more information about registration and fees, a complete listing of DSST titles available at MWCC, and minimum score requirements, visit the Testing Services website. (<https://mwcc.edu/academics/testing/>)

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 or to capstone courses.

Seal of Biliteracy

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 or academic advisor.

Credit for Recognized Credentials

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

A student who holds a valid, current credential in any of these areas should contact an academic advisor to begin the process. 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.

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 (<https://mwcc.edu/academics/k-12/programs/articulation/>).

CHAPTER 74 TECHNICAL HIGH SCHOOLS

STATEWIDE TRANSFER ARTICULATION AGREEMENTS

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.

For more information on the Chapter 74 Statewide Transfer Agreements visit <https://masscc.org/technical-high-schools-transfer-agreements/>.

Students must have a "B" (3.0) grade point average in their vocational courses and a 2.0("C") overall average, in order to receive college credit once they enroll at MWCC. In order to qualify, students must enroll within two years of graduating from high school.

For information on specific agreements between MWCC and surrounding high schools, please visit <https://mwcc.edu/academics/k-12/programs/articulation/>

For questions, please contact: Linda Velez Scullane, Ext. 9857 or Veronica Guay, Ext. 9533

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, Devens, 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.

Web Courses

Web courses are designed for self-motivated, independent learners. They contain the same student learning outcomes as traditional courses and tend to require more reading and writing. Students maintain a consistent pace in submitting assignments, spend a minimum of 9 hours each week studying and participating in online activities, and complete all coursework by the end of the semester. Web courses use Blackboard as their learning management system to create a learning space for students, and students in web courses will need consistent access to a computer and the Internet. They will also need to be able to communicate effectively in writing and through email.

Hybrid Courses

Hybrid courses combine traditional course components and online learning experiences and activities. They contain the same student learning outcomes as traditional courses. They are designed for highly motivated students with good writing skills who require the flexibility of online study but also desire some in-person classroom instruction. Hybrid classes meet on campus in the classroom 50 percent of the time with the remainder of instruction conducted through Blackboard as the learning management system. Students in hybrid courses will need consistent access to a computer and the Internet. They will also need to be able to communicate effectively in writing and through email. Students should anticipate spending a minimum of 6 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, Physical Therapist Assistant, Dental Hygiene, Dental Assisting, Medical Laboratory Technology, 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 his or her 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, including Medical Assisting) 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 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 **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 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:

- GPA 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 Research Seminar course:
 - Honors students enroll in the Research Seminar course, HUM 283 Honors Research Seminar: Environmental Ethics (Formerly Honors Colloquium), after completing Honors ENG 102 College Writing II and one of the two required honors courses. Exclusively for Honors Program students, the research seminar is interdisciplinary in nature, thematic, and designed and team-taught by MWCC faculty. The course theme changes every other year.

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

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 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, 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 for 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.
- 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 (<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 with consideration 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 (https://library.mwcc.edu/ld.php?content_id=25313863) form. The completed form should be submitted to the Assistant Dean of Library Services and Technologies, who will acknowledge receipt of the form via letter. The Vice President of Academic and Student 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 Services and Technologies, 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 Library Services and Technologies 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 Library Services and Technologies.

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, and details on testing at each MWCC campus, please visit the MWCC Testing Services webpage (<https://mwcc.edu/academics/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.

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/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 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://mwcc.edu/wp-content/uploads/2021/02/Community-College-Transfer-Principles-FINAL-10-23-18.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 he/she is 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. The credits from these courses will be transferred into a degree program where applicable and awarded credit as TP (Transfer Pass).

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 his/her 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 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 and Student Affairs, who can be reached at 978-630-9208.

