Academics

The Division of Academic Affairs is responsible for providing comprehensive, high-quality educational opportunities that are responsive to community needs and meet the intellectual, personal and professional needs of a diverse student body. The College provides a full range of degree and certificate programs that respond to the transfer, career, and lifelong learning educational needs of the citizens of Northern Worcester County. Further, many of our courses are offered online which provides a student the opportunity to complete a degree at his/her convenience.

Academic Calendar

The 2013-2014 academic calendar is available online: http://www.mwcc.edu/academic/academic-calendar/

Academic Support Center

MWCC is committed to the academic success of every student. The Academic Support Center provides free tutorial and other services to students seeking assistance with their coursework. Math and writing tutoring is available on a drop-in basis; other subjects require appointments. The center is open Monday through Thursday, 8:00 a.m. to 7:00 p.m. and Friday, 8:00 a.m. to 4:00 p.m. Please call 978-630-9333 for information about drop-in math and writing tutoring hours. Math, writing, and subject tutoring is also available at our satellite campuses. Please check the center for the summer and intersession schedules.

The center matches students with qualified tutors in most academic subjects for one-to-one tutoring or small weekly study groups.

The writing center helps students learn and apply the basic principles of effective composition for writing projects in all classes.

The math tutors provide assistance in mathematics from arithmetic to calculus and statistics as well as assistance with the mathematical concepts in courses in the natural and social sciences and business.

Accommodations are provided for students with documented disabilities who require a lower-distraction room, extended time for tests, audio recorders for classroom use, note-taker assistance, and scribe service.

The adaptive lab provides accommodations such as texts in audio format, conversion of texts and classroom materials to Braille or large print, and extended testing services for students with documented disabilities. The adaptive lab specialist assists students with the use of adaptive equipment and provides ongoing instruction in the use of adaptive technology.

Online tutoring is available to all registered MWCC students through eTutoring. Professional tutors provide tutoring in math, writing, accounting, statistics, biology, chemistry, nursing, and anatomy and physiology. Students can access eTutoring via iConnect.

Alternate Course Delivery

MWCC distance courses are flexible to meet students’ needs. Distance courses may use the Internet, textbooks, supplemental readings, CDs, or email as a way of interaction between the instructor and the students.

Independent Study

Independent study courses will be granted only under extraordinary circumstances. If there is another course required in a student’s program, and it is offered, or if there is a course that can be substituted, the student should take that course and should not request an independent study. Independent study requests will not be granted simply because a course is canceled or not scheduled. Students enrolled in an associate degree program must have completed a minimum of 45 credits with a 2.0 QPA or higher, and students enrolled in a certificate program must have completed a minimum of 12 credits with a 2.0 QPA or higher to participate in an independent study. Other courses not available for independent study are Nursing, Physical Therapist Assistant, Dental Hygiene, Dental Assisting, Clinical Lab Science, and laboratory courses. The content of an independent study course will be the same as a traditional course. At the end of the course, the student must be proficient in the course content and be at the same level as a student from a traditional course.

Independent study request forms are available in the Division of Lifelong Learning and Workforce Development. The request form must be signed by the dean of the division, the vice president of academic affairs, and the vice president of lifelong learning and workforce development before the course is considered approved. An official letter will be sent to the student stating that his/her request is approved or denied. Students should not begin work with the instructor until they receive their official notice.

International Education Opportunity

Tomorrow’s workforce must function in an increasingly interdependent global economy. That is why, in increasing numbers, students are choosing to make study abroad a part of their academic experience. MWCC is a member of the College Consortium for International Studies (CCIS), one of the oldest and largest international education consortia, linking more than 170 fully-accredited US colleges and universities in a partnership dedicated to
advancing international/intercultural perspectives in higher education. Through its member colleges and universities, the CCIS sponsors more than 35 study abroad programs around the globe each year, for a semester, an academic year, or a summer.

Students enrolled at MWCC may elect to spend part of their academic career at one of the following locations and receive credit from the college. Programs of study are located in Australia, China, Costa Rica, Ecuador, France, India, Ireland, Israel, Japan, Mexico, Russia, and other countries. Interested students should contact the coordinator of international studies.

Internships & Cooperative Education

A number of academic disciplines provide the opportunity for students to engage in an internship, many of which are community-based in nature. Service-based internships are an opportunity for students to enhance their academic knowledge with practical hands-on experience in their chosen field, while also making an impact in the community. In addition, students are able to forge connections and network within the community prior to graduation. In certain disciplines, students may earn 3 academic credits by completing a minimum of 120 hours of service in addition to classroom-based training over a semester. In other disciplines, students may earn 4 credits by completing a total of 150 hours of service in addition to classroom/training over a semester. Work performance is assessed by the student’s site supervisor who submits a performance evaluation at the end of the semester. Grades are determined, in part, by the student’s progress in completing measurable objectives written in conjunction with the student’s site supervisor. Students are required to attend an orientation and a series of seminars, designed to enhance their educational work experience by addressing a variety of professional issues. MWCC reserves the right to issue a failing grade to any student who does not successfully complete any component of his or her internship experience.

Internships are integrated directly into the curriculum of a course; cooperatives are used as an elective. In order to qualify to take part in an internship, a student must have completed all core curriculum courses and have the permission of the instructor. In order to qualify for a co-op, a student must have completed 21 college-level credits and have a minimum 2.5 GPA.

All internship students are expected to participate in their placement search and, when placed, conduct themselves in a professional manner and comply with host site policies, as well as state and federal laws. For more information, call 978-630-9219 or visit mwcc.edu/democracy and click on ‘Students.’

Mass Colleges Online

MWCC participates in the Massachusetts community colleges e-learning network, Mass Colleges Online. This collaboration makes other community college quality online learning courses offerings available to MWCC students with the ease of registering for an MWCC course. These courses complement MWCC distance learning offerings to make it easier for a student to complete his/her program of study. Computer with Internet access is required. Some courses require specialized software.

Online Courses

MWCC’s online courses provide students with the opportunity to continue their education via the Internet. The center of this “anytime, anyplace” learning mode is each course’s interactive website permitting the instructor and students to collaborate online. These Internet courses allow students to receive and submit assignments, take self-corrected quizzes and exams, participate in class discussions, and explore supplementary Internet resources on the student’s time schedule. Although most web courses do not require on-campus visits, they do require self-discipline and dedication to complete the course requirements during the semester. Computer with Internet access is required. Some courses require specialized software.

Self-paced Modular and Distance Courses

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

Alternate Methods of Earning College Credit

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

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 AP program are required.
**Armed Services**

Active duty military personnel are eligible to receive up to 45 transfer credits toward some associate degrees. No military credit may apply to the Criminal Justice program. An official copy of “AARTS”, “SMART”, or Community College of the Air Force transcript is required. “Certificates of completion” are only used if the official papers were previously evaluated and the student is requesting additional credit for recently completed military training. Numeric codes that signify the student’s military occupation are used in determining the award of transfer credit. The Air Force often provides official transcripts from the Community College of the Air Force.

**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 post-secondary 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.

**Challenge Exams**

Students may earn credit by obtaining a grade of C (73) or better on a Challenge Examination in a particular subject area. The examination is equivalent in scope and content to the final examination for the selected subject. Financial aid and other forms of tuition waivers are not available to cover the cost of the exam. For more information, and for a complete listing of all Challenge Exams available at MWCC, contact testing services at 978-630-9244.

**College Level Examination Program (CLEP)**

The College-Level Examination Program (CLEP) is a series of examinations that allow the student to demonstrate his/her knowledge in a wide range of subjects. CLEP can help students earn the college credits needed to reach their career and educational goals more quickly. Students can choose from 34 subject examinations. Examinations are administered via the computer.

The examinations are approximately 90 minutes long and are administered at the Gardner Campus in the testing services office. The examinations are offered by appointment. No prerequisites are required to attempt a CLEP exam, nor are there age restrictions or degree requirements (high school or post-secondary, etc.). To be awarded credit for CLEP at any college, you must meet the specific minimum scores set by that institution. Students see their results immediately after completion of the exam, with the exception of English Composition; because essays are part of the English Composition exam, students receive results in four weeks. Final results are not valid until the student receives by mail an official report from CLEP. The minimum scores set by MWCC are available through the testing services office. Financial aid and other forms of tuition waivers are not available for CLEPs. For more information, and for a complete listing of all CLEPs available at MWCC, contact testing services at 978-630-9244.

**Defense Activity for Non-traditional Education Support—(DANTES)**

MWCC has been designated to participate in the Department of Defense’s DANTES distance learning program. As a DANTES member college, MWCC offers degrees in Business Administration, Criminal Justice, General Studies, and Human Services. Eligible military personnel include all active-duty members, members of a reserve component, or the National Guard. Military service members worldwide are able to access these degrees and certificate programs through the Internet and complete their education regardless of where they are stationed. DANTES Subject Standardized Tests (DSST), offered at the Gardner Campus through testing services, provide opportunity for students to earn college credit by demonstrating, through successful completion of a test, knowledge comparable to that learned in a college course. Some of the subject areas include: business, physical science, humanities, social science, and applied technology. Examinations are 90 minutes long and administered by computer through testing services at the Gardner Campus. Registration is required two weeks in advance. Students may apply the credit to their program at MWCC provided a comparable course exists and the minimum score is met. For more information, call 978-630-9244.

**Life Experience Credit**

Credits may be earned, in some programs, for college-level learning acquired through work or informal educational experiences. No life experience credit may apply to the Criminal Justice program. Members of the faculty, in consultation with the appropriate division dean, establish the criteria for evaluation, which may include, but not be limited to, the following: relevant work experience, letters of recommendation, a detailed resume, and a three- to five-page paper. Students must register for the Portfolio Development Course and can receive a maximum of 9 credits. Students are charged for additional credits if they are earned. The cost is not covered by financial aid or other forms of tuition waivers. The credits earned through life experience may not transfer directly to other colleges or universities.

**Civic and Community Engagement**

MWCC fosters increased civic and community responsibility among its students, faculty, staff, and the greater community. Various programs, supported by many campus departments and divisions, provide opportunities to “make a difference” in the college community and beyond.

Programming is generally provided through targeted grant initiatives and many of the events and activities are housed within or supported by the Center for Civic Learning & Community Engagement, such as:
Service Learning

Service learning projects are designed by faculty and are opportunities for students to benefit from hands-on learning while volunteering much needed assistance in our communities. Service learning differs from general volunteerism because the service experience is closely tied to the learning objectives of the course and because students receive partial course credit for their efforts. Students who complete more than 20 hours of service learning are awarded a commemorative pin and students who complete more than 40 hours of service learning are awarded a service medallion to wear at graduation. All service learning performed is accrued over the student’s entire course of study at MWCC and is recorded on the student’s transcript. For more information, speak to your instructor or visit mwcc.edu/democracy and click on ‘Students.’

United Way Youth Venture

United Way Youth Venture of North Central Massachusetts is a unique collaborative partnership between the United Way of North Central Massachusetts, Mount Wachusett Community College, and Ashoka’s Youth Venture with the goal of reaching not just the gifted and talented, but all youth in our community. United Way Youth Venture invests in young people ages 12-20 to launch a community-benefiting club, organization or business – a Venture. Youth are encouraged to identify a problem in their community and fix it by pairing it with a passion of their own – allowing them to see that community service is not a chore. Each team of emerging leaders is provided with up to $1,000 in seed funding for their Venture through a competitive process. Participants and community partners are provided continual guidance and support as they turn ideas into reality. The program currently partners with more than 19 schools and community-based organizations in North Central Massachusetts and has more than 1,500 participants annually. This program serves as the national model for United Way Youth Venture and has been replicated in nearly 20 communities across the country. For more information about how to start a Venture or to volunteer to support youth in the program, call 978-630-9201 or visit mwcc.edu/uwyv

Students SOS Office

Students Serving Our Students (SOS) is a service offered at MWCC to help students succeed. There are many barriers students encounter that affect their ability to succeed in college, including health problems, financial concerns, childcare challenges, and the basic needs for food and or shelter. Volunteer student mentors in SOS are specifically trained to refer our students to community resources that will ensure they are able to be successful in their personal and professional endeavors.

The Democracy Commitment

MWCC is a founding signatory institution of a national initiative designed to engage students, faculty, and staff in civic learning and the democratic process. Through various means, participants explore the issues, personalities and community impact of campaigns, elections and the passage of laws. In addition, the program serves as an introduction to understanding points of access in our community and the region as a whole. The purpose of the program is to provide every graduate of MWCC with an education in democracy and an understanding of how to access and initiate change. For more information, call 978-630-9595 or visit mwcc.edu/democracy

What’s Next? Speaker Series

Born out of a plan to bring notable experts in the field of social change under a single theme, hundreds have attended the What’s Next? Speaker Series – public forums that introduce students, residents, community leaders, and decision-makers in North Central Massachusetts to innovative thinkers and doers from around the country and world. The goal of the series is to show change is possible, spark creative problem-solving, and inspire action. All sessions are free and open to the public.
Community Service and Volunteerism

As the catalyst that sparks greater community involvement, service and volunteerism are at the core of the civic engagement movement within the college. In collaboration with Student Life and other organizations and groups both on and off campus, service opportunities are offered for community-minded individuals and groups each year. The Center assists in connecting interested individuals or groups with nonprofits in the region looking for support or volunteerism. What better way to make a difference in people’s lives than to give of your time and talent? For more information, visit mwcc.edu/democracy and click on ‘Students.’

Library

The LaChance Library is a critical component of the educational experience at MWCC. The library supports teaching and learning excellence, student development and success, and civic engagement by providing students, faculty, staff, and the extended community with outstanding service and comprehensive access to a broad range of authoritative, up-to-date learning resources in a variety of formats. Staff provides instruction in effective ways to seek and evaluate information through a comprehensive library instruction program. The library offers activities and programs that enrich the quality of individual and community life.

Students, both on and off campus, are encouraged to use the library collections, which are specifically designed to aid in course assignments and personal interests. The library holds over 45,000 volumes and subscribes to a variety of print journals and newspapers. Many more e-books, full-text journals, magazines, and newspapers are available online. Additionally, the library has collections of DVDs and streaming videos. DVD players, VCRs, and two photocopiers are available for use. Literary Reference Center, LexisNexis, Academic Search Premier, CINAHL with full-text, Science Online, and the Boston Globe are only a few of the more than 100 online databases available both on-campus and via remote access. The LaChance Library is a member of the Central/Western Massachusetts Automated Resource Sharing consortium (C/WMARS). The C/WMARS online catalog provides electronic access to the holdings of the LaChance Library as well as over 140 area libraries within central and western Massachusetts. LaChance Library is a member of the Massachusetts Library System (MLS), which coordinates frequent deliveries of interlibrary loans to member libraries.

The LaChance Library is also a member of the Academic and Research Collaborative (ARC) of Central Massachusetts. ARC is a coalition of Worcester area academic, public, and special libraries working together to facilitate the sharing of resources and services for the benefit of their collective users. As members, MWCC faculty, staff, and students may request an ARC borrowing card, which grants the user the privilege of going directly to the participating library and checking out materials. ARC cards are available at the circulation desk, at the LaChance Library.

Two open computer labs, on the library’s lower level, provide access to Microsoft Word, PowerPoint, Excel, and many other course-related software applications, as well as the Internet. Documents may be printed on the networked printers, downloaded to a USB flash drive or emailed. A lab assistant is available during most hours. Three video preview study rooms are also located on the lower level. The adaptive computer lab, located on the lower level, provides a variety of assistive technology services to help students with disabilities achieve academic success. The adaptive computer lab is open to all registered students who are referred by the office for students with disabilities, room 141 A.

The library’s website, http://library.mwcc.edu, serves as a 24/7 gateway to the library’s catalog, online databases, and other important library information. Through online access to a wide variety of information resources, distance learning students can use the library’s collections. Additionally, reference assistance is available via a toll free number, email, and instant messenger to assist on and off campus learners. During the academic year, the library is open Monday through Thursday, 7:30 a.m. to 7:30 p.m., and Friday, 7:30 a.m. to 4:00 p.m. The library is open during college vacation periods. It is closed on holidays, weekends, and evenings during intersessions. For more information, call the circulation desk at 978-630-9125, or visit the library webpage: http://library.mwcc.edu. A valid MWCC ID or library card must be presented each time a patron wishes to charge out materials or access reserve items in the library. For students, faculty, and staff, the library barcode number or ID number is the key to accessing databases from off-campus. MWCC students are also eligible to borrow library materials from other Massachusetts public higher education libraries. Assisting students is the primary responsibility of the library staff. The staff provides course-related, as well as individualized and general interest instruction in information literacy skills to students and the community in the Library Instruction and Research Lab (LIRL). Special services, such as reference assistance and interlibrary loan, are also available.

Challenged Materials Selection Policy

The resources acquired for the LaChance Library are selected to meet the teaching, research, and service missions of the college and the community. The library adheres to the principles of intellectual freedom as outlined in the Library Bill of Rights 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 Freedom to Read statement, provided by the American Library Association, which promotes access to materials expressing all points of view. Both the Library Bill of Rights and the Freedom to Read statement are available for viewing online www.ala.org (http://www.ala.org). Appearance of any resource does not mean that the library advocates or endorses the ideas or statements found in that resource.

Students, faculty, staff, and community patrons of the library may challenge resources in the LaChance Library. A challenge to a resource in the LaChance Library must be based on the failure of that resource to fall within the library’s selection and collection development policies, including the
commitment to intellectual freedom. Challenged material will not be removed automatically from the collection, but will be reviewed in the light of the objections raised. When material or resources are challenged, the library may take one of the following actions: removal of a resource because it is inappropriate, the addition of a resource to balance the collection by providing alternative views, a combination of the above, or no action at all.

Those persons wishing to challenge a resource in the LaChance Library will be asked to complete a Request for Reconsideration of Library Materials form, available online, via the library's webpage. The completed form should be submitted to the dean of library and academic support services, who will acknowledge receipt of the form via letter. The vice president of academic affairs will then consider the request, with the assistance of the librarian responsible for collection development in the subject area of the resource. The recommendation of the vice president will be sent to the dean of library and academic support services, who will make the final decision, and notify the person making the challenge in writing of that decision and any action to be taken. Any appeals shall go to the president of the college.

Copyright Policy

To view the MWCC Copyright Policy, visit the library website, http://subjectguides.mwcc.edu/copyright

LaChance Library Patron Confidentiality Policy

The LaChance Library adheres to the ALA (American Library Association) Code of Ethics, 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 LaChance Library also follows the Massachusetts General Law Chapter 78, 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." LaChance Library staff strives to protect the confidentiality of patron records. No staff member shall, at any time, disclose any personally identifiable patron or library user records including, but not limited to, circulation records, patron registration records, patron email and computer records, interlibrary loan requests, or reference requests, to any person other than the patron themselves unless:

• the patron has given informed consent (in writing) for another individual to obtain that information;

• an authorized person (MWCC staff member) requires that information for retrieval of overdue library materials or compensation for damaged or lost library materials; or,

• a law enforcement official makes the request. See below for "Information about the USA PATRIOT Act of 2001." Library staff is instructed to respond to requests from law enforcement in a very specific manner.

The following is a description of library records and the processes by which the library protects patron information:

Catalog Search Records: These records refer to the searches of the collection a patron may conduct on the online public access computers. Once a search is conducted, the software deletes all records of the search.

Circulation Records: Library material is circulated via the Evergreen Circulation System. The circulation software retains records of materials currently checked out, automatically erasing a reader's borrowing record once a book is returned and all fines are paid. This software allows a patron the ability to retain a history of all items checked out by that patron. It is a record that is maintained within the patron's personal library account and cannot be viewed by library staff.

Computer Use Records: Patrons may use any of the computers in either open lab in the library. When the patron shuts off a computer, the software erases all history of their research and activity.

Interlibrary Loan Records: Patrons may borrow items not owned by the LaChance Library from other libraries through system-wide holds or Interlibrary Loan (ILL). Once the materials are returned and all appropriate fines and/or fees are paid, the record is destroyed.

Reference Interviews: A reference interview occurs when a patron looking for information approaches a library staff member and the staff questions or interviews the patron in order to narrow down the specific information needed. No print record of the interview is retained. If a patron name and number is taken by phone, and patron information is recorded, as soon as the requested information is delivered, the paper record is destroyed. Requests for information via email shall be deleted once the transaction is completed.

Information about the USA PATRIOT Act of 2001

The USA PATRIOT Act (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act) expands federal law enforcement's ability to find out about telephone and electronic communications and to obtain "tangible things," such as documents and records. Library circulation records, interlibrary loan requests, use of public computers for the Internet, email, or chat are records that could be subpoenaed. LaChance Library staff has a prescribed response to requests for patron information.

Overdue Materials Policy

Approximately two weeks after an item is overdue, an overdue email is sent. If the item is still not returned, a final letter, which is a bill to replace the book, will be mailed two weeks after the initial overdue notice is sent. Overdue fines are $5 per day per item for most items, and reserve item fines may be 25¢ per hour. Patrons with overdue items may not check out additional items. Once an overdue reaches the billing stage, a block is placed on the student's record in the records office. Please note that students with blocked records will not be allowed to register for courses at MWCC; additionally...
grades, transcripts, and diplomas will be withheld and no information from the student’s academic folder will be available to potential employers or other institutions of higher education. Once the library materials are returned, or the replacement cost is paid, the student’s record will be unblocked.

Transfer Information
Transfer advising is offered for students who want to continue their education beyond MWCC. The transfer advisor works with many four-year institutions developing transfer agreements that ease the transition for transferring students. MWCC participates in MassTransfer with Massachusetts public colleges and universities. Additionally, the college has many transfer agreements with private and public colleges established to ensure a smooth transfer process. Annually, students transfer to more than 60 different colleges and universities across the United States. Learn how you can save time and money by graduating from MWCC. Visit the transfer services web page: http://transfer.mwcc.edu/, or call 978-630–9109 to schedule an appointment with the transfer advisor. The transfer advisor is located in the advising center on the Gardner Campus and is available by appointment in Leominster.

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

3 Plus ONE Partners:
- Bellevue University
- Charter Oak State College
- Elms College
- Massachusetts College of Pharmacy and Health Sciences
- Mount Ida College
- Nichols College
- Regis College
- Saint Joseph’s College of Maine

Visit the 3 Plus ONE website at www.mwcc.edu/3PlusOne

MassTransfer

Students who plan to transfer to a Massachusetts state university or Umass campus may be eligible to transfer under the MassTransfer agreement which provides transfer advantages to those who qualify.

Transfer of Credit

Students who meet the following criteria will be guaranteed that a minimum of 60 credits will transfer to a Massachusetts state college or university.

Complete an associate degree with a minimum of 60 credit hours exclusive of foundation coursework.

Achieve a cumulative QPA of not less than 2.0 (in a 4.0 system) at the community college awarding the degree.

Complete the following minimum general education 34-credit transfer block exclusive of foundation coursework:

<table>
<thead>
<tr>
<th>Course &amp; Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 &amp; ENG 102 English Composition I</td>
<td>6</td>
</tr>
<tr>
<td>Behavioral and Social Science</td>
<td>9</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>9</td>
</tr>
<tr>
<td>Natural or Physical Science</td>
<td>7</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits</td>
<td>34</td>
</tr>
</tbody>
</table>

The 34 credits in general education, specified above, will be applied toward the fulfillment of the receiving institution’s general education requirements. A minimum of 26 additional credits will be accepted as transfer credits by the receiving institution.

Guaranteed Acceptance

Students who meet the above-mentioned criteria AND who graduate from MWCC with a QPA of 2.5 or higher in MassTransfer-eligible programs will be guaranteed acceptance to the appropriate university/college/school/major.
Tuition Reduction

Students who meet all of the above-mentioned requirements AND graduate from MWCC with a QPA of 3.0 or higher will be guaranteed an in-state minimum tuition (not fees) reduction of 33 percent for the first year at the college or university. If the student maintains a 3.0 QPA for the first year at the four-year institution, he/she will receive an in-state tuition reduction for the second year of attendance. Students transferring into continuing education programs are ineligible for the tuition reduction. The credits of students who transfer but do not meet the conditions of MassTransfer will be evaluated on a course-by-course basis at the four-year college or university.

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

The Early Childhood and Elementary Education Compacts apply to students transferring from participating community colleges upon graduation to participating state universities and Umass campuses offering Early Childhood or Elementary Education licensure at the baccalaureate level.

Transfer of Credit to MWCC

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

Where an equivalent course exists, credit will be granted for that course with a non-weighted QPA grade being awarded (e.g. TA, TB, TC, etc.). Where no equivalent course exists, but it is determined that the course is eligible for transfer based on college-level work and the applicability toward the student’s declared degree or certificate program, the course will be awarded transfer credit in the field of study most closely aligned to the course. The minimum course grade/qualitative point average required for credits to transfer to MWCC is C/2.0. Certain programs of study may have higher grade point average requirements for designated courses in their program. Students should consult their degree requirements for specific program differences.

Non-graded course work will not be transferred (e.g. pass/fail courses). Courses taken more than ten years prior are subject to approval. If a student changes a program, the college will re-evaluate transcripts to provide up-to-date information. The maximum number of allowable transfer credits is 50% of the credits required for degree completion in the enrolled program.

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.

Credits earned at non-accredited institutions or institutions with accreditations 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 institutions including military and credit for training programs.

These guidelines are published at http://www.acenet.edu/AM/Template.cfm?Section=CCRS

For credits earned from international institutions, the college will follow the guidelines established by National Association of Credit Evaluation Services (NACES).

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

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

Any student who feels as though an error or omission has occurred in the evaluation of his/her transfer credit may appeal the situation to the transfer ombudsperson whose responsibility is to ensure institutional compliance with transfer policies and procedures. The transfer ombudsperson is the vice president of academic affairs and she/he can be reached at 978-630-9288. The Transfer Credit Evaluation Team has been established as a standing subcommittee of the MWCC Academic Council with additional representation from the MWCC advising center. The group will meet once per semester when any significant transfer issue arises that requires their input.