



ment, and CEU/CEH programs in such areas as arts and crafts, business skills, career enhancement, computer skills, desktop publishing, film/theatre, allied health, languages, photography, physical activities, special interests, test preparation, and travel.

Programs are offered at the Salem, Melrose and Gloucester campuses and require a fee for participation. Brochures are available at the office or by mail.

The Center for Professional Services

The Center for Professional Services provides custom-designed, contractual services for a variety of private, public and nonprofit organizations. Using the broad range of human and physical resources at the College, the Center offers educational and training solutions designed to meet the unique performance needs of contracted organizations. Professional services can be arranged to design and deliver courses, seminars, workshops, staff training/development, technical assistance, health and fitness programs, marketing services and more in a convenient, flexible format. Designed to meet the changing economic needs of our region, the Center for Professional Services is a progressive model for private and public sector collaboration.

POLICIES

The academic regulations of the College apply to all undergraduate students, regardless of student status, program, or College session. Each matriculated student is entitled to a copy of the College catalog and must retain it and be familiar with its contents.

A student must conform to his or her chosen curricula, as set forth in the edition of the College catalog in effect at the time of the student's matriculation and which applies to the class with which he or she normally will be graduating. Each student is responsible for successfully completing all required course work and credits hours within his/her curriculum before final clearance for graduation can be given by the Registrar.

Information on undergraduate degree programs and requirements can be found in the section on Undergraduate Programs.

COURSE INFORMATION

Auditing Courses

Students may audit courses of their choice, provided permission of the instructor has been obtained. No credit is granted for an audited course, and these courses do not appear on the student's official transcript.

Course Load

Full-time students should enroll each semester for a minimum of 15 semester hours of credits and may enroll for a maximum of 18 semester hours of credits (excluding Sports, Fitness and Leisure Studies activities courses or Music Performance courses that carry .5 or 1 credits). Exceptions to these limits, which can be made only during the Add/Drop period, must be approved by the student's major department and by the Registrar. Students are reminded that to remain a full-time student, they may not drop below 12 semester hours of credits. Extenuating circumstances will be addressed by the Academic Affairs Office only after the completion of the regular registration process.

Part-time students may register for a minimum of 1 and a maximum of 11 credits hours in a given semester. Exceptions to these limits may be made only during the Add/Drop Period.

Day College Part-Time Students

Transfer from full-time to part-time status. Students enrolled in the College as full-time students may request a change to part-time status by filing a Change of Status Form with the Registrar's Office. Deadlines for applications are posted each semester. Such requests must be approved by the Registrar's Office. (Students enrolled as part-time and desiring full-time sta-

tus follow a similar procedure).

Part-time students may register for a minimum of 1 and a maximum of 11 credits hours in a given semester. Exceptions to these limits may be made by the Academic Affairs office in appropriate circumstances.

Part-time students who wish to attend college events such as theatre productions or athletic events which charge ticket fees shall be eligible for the student rate upon presentation of his/her valid ID card. Part-time students may utilize the college Preschool Program, Food Services facilities, and Health Services at the regularly charged rates.

Financial Aid. Part-time students may be eligible for financial aid. Contact the Financial Aid Office.

Academic Policies. In general, the academic policies and regulations which apply to full-time students also apply to part-time students, and most academic policies have been reviewed to take part-time students into account.

Curriculum

In general, academic programs at the College are available to part-time students. Please note that several programs require careful scheduling of courses by part-time students. Please consult your academic advisor or the Chairperson of your major department.

Unit of Credits

The basic unit of credits is the semester hour, which is the equivalent of one fifty-minute lecture period per week for one semester.

Quarter Courses

A selected number of courses are offered on a quarterly (or half-semester) basis and are made available in order to meet special schedule or program arrangements. Unless otherwise indicated on the semester master schedule, quarter courses carry the normal semester hours of credits, with class meetings doubled throughout the weeks of the quarter.

Limitations on Courses Which Can Be Taken by Juniors and Seniors

Seniors and Juniors may register for the following courses only after Freshmen and Sophomore registration has been completed:

1. Physical Education Activities.
2. Personal & Community Health/Health and Wellness.
3. Speech Communication.
4. English Composition I & II.
5. World Civilization I & II.
6. College Algebra.

Exceptions will be allowed for Transfer Students.

Add/Drop Period

Every semester, immediately preceding the ADD/DROP period, each student will receive a form containing a copy of the student's schedule of classes for that semester. Every course and section for which the student has been officially registered will be listed on this form. The student is expected to review this form carefully, check it for completeness and accuracy, and make any necessary changes during ADD/DROP period.

During the ADD/DROP period as listed in the Academic Calendar and Master Schedule each semester, a student's program may be changed by adding and/or dropping courses to meet individual requirements. Students who wish to initiate drop actions after the initial drop period must go to the Registrar's Office. Whenever possible, changes will be effected at the time they are requested. (See withdrawal from courses.)

Selection or Change of Concentration

A student may wish, or may be required, to select a concentration within the major. See Undergraduate Programs for a list of Academic Majors and available concentrations within each major.



The concentration is selected in consultation with the student's academic advisor. The chosen concentration is declared on a Selection of Concentration form available from the major department or the Academic Advising Center. When the form has been filled out, the student must obtain the signature of the major department chairperson and then submit the form to the Registrar's Office. This must be done no later than the end of the first semester of the Junior year. The concentration will be recorded on the student's transcript. A student wishing to change a concentration should follow the same procedure and use the same form.

Majors

Most students are admitted to the College in a particular major. If, however, a student is admitted without a major as an undeclared student, the student must declare a major by the end of the Freshman year or by the end of the 1st semester on campus in the case of a Transfer student.

Forms for declaring a major are available at the Academic Advising Center located in the Administration Building. The form must be filed no later than October 1 to be effective for the following Spring Semester, and no later than February 1 to be effective for the following Fall Semester.

If a major is offered jointly by two or more departments, the Chairpersons of the sponsoring departments will select one of their number as coordinator for the major.

If a student is not admitted with a declared major, the choice of major must be approved first by the Chairperson of the department offering the major or by the coordinator of the major (or by the Bachelor of General Studies Steering Committee for BGS requests). The student's potential for success and interest in the major program and their past academic performance will be considered.

Students will be informed by mail of the approval or disapproval of their request for a particular major. If the request is disapproved, and the student still desires to be considered for that particular major in a subsequent semester, another form must be filed. In such cases, the student is advised to consult with the concerned academic department regarding the criteria for eventual approval.

No more than 55 credits in a student's major field may be counted toward graduation; exceptions to this regulation may be made for certain programs, but not for individual students.

Students enrolled in a Bachelor of Science in Business Administration degree program may not take more than 55 credits in the School of Business.

Change of Major

In order to change a major, a student must request such change on a Change of Major form available at the Academic Advising Center. This form must be filed no later than October 1 to be effective for the following Spring semester, and February 1 to be effective for the following Fall semester. The process is the same as for declaring a major (see above).

Double Major

A student may declare two majors in different subjects and have both listed on the transcript, provided that the student meets all official requirements of both major programs. Individual courses may be used simultaneously to meet the various requirements of the specific majors but may be counted only once for credits purpose.

In B.A. programs, a second major may stand in lieu of the requirements for a minor.

A student with a double major will receive only one degree. If the student completes one B.A. major and all other B.A. requirements and one B.S. major and B.S. requirements, the student may select which degree he or she wishes to receive.

The process of approving a second major for a student is the same as that used in the change of major. However, a different form indicating 1st major and 2nd major is used and may be obtained at the Academic Advising Center in the Administration Building.

Minors

Each student in a B.A. program is required to complete a minor, consisting of 15-18 credits hours of course work in a subject area or in an interdisciplinary program. An exception to this credits range applies to the minor in Secondary Education, which consists of 27 credits in specified Education courses and meets state certification requirements. Students should consult their academic advisors or the chairpersons of their major departments for recommendations on appropriate minors. A list of currently available academic minors appears in the Undergraduate Programs section.

If a minor is offered jointly by two or more departments, the chairpersons of the sponsoring departments will select one of their number as Coordinator for the minor.

Most B.S. programs do not require a minor, although many do require support courses in one or more related areas of study.

Courses used to fulfill core requirements may be used as part of a minor if the department(s) offering the minor so stipulates. It should be emphasized, however, that this double function does not imply double credits: although a course may satisfy a core requirement and also be applied to a minor. The credits are counted only once toward graduation.

Courses counting toward the minor may not be in the same discipline in which the student is majoring. Students enrolled in a Bachelor of Science in Business Administration program may not take a minor within the School of Business.

The content of a minor is determined by the department(s) offering the minor.

For additional information, consult the appropriate departmental section of the Catalog.

Selection or Change of Minors

A student must select a minor by the end of the sophomore year. (Transfer students at the junior level or beyond must select their minors before the end of their first semester at the college.)

To select a minor or minors, a student must obtain and fill out a special Minor Selection Form available in the major department and at the Academic Advising Center. The student shall then discuss the selection of a minor with the major Department Chairperson or academic advisor and fill out the informational part of the form. The signature by the major Department Chairperson indicates the suitability of the desired minor as part of the degree program. If a minor is not a requirement of a degree program, the signature of the major Department Chairperson is not required, but is desirable.

The student then obtains the signature of the Chairperson of the minor department, or of the Coordinator of the minor, which indicates the acceptance of the student into the minor. The content of the minor program is determined by the Chairperson of the department offering the minor and should be discussed with the student when admission to the minor is requested.

Once the Minor Selection Form is completed, it must be turned in to the Registrar's Office which will return signed copies of the form to the student, and to the minor and major departments.

A student may petition to change a minor or to add a subsequent minor at any time. The appropriate sections of the Minor Selection Form must be filled out and the above procedures must be followed.

Selection of Options

A student may wish, or may be required, to select an option within



the major. The option is selected in consultation with the student's academic advisor. Selection of an option is an internal departmental matter. There is no form to be filed with the Registrar's Office, and the option is not listed on the student's transcript.

Individualized Study Program

The College offers an Individualized Study Program under which students majoring in participating areas may design their own major programs, leading either to a B.A. degree or to a B.S. degree.

An Individualized Study Program may be either departmental, or interdepartmental, or interdisciplinary in nature. An ISP is departmental if the student's major program falls within one department (e.g., History or Chemistry). An ISP is interdepartmental if the student's major program falls within two or three departments in the same academic division (e.g., a Biology Major with an ISP in Biochemistry with course work in Biology, Chemistry, and Mathematics, all within the division of Natural Sciences/Mathematics; an English Major with an ISP in Drama with course work in Theatre/Speech and English, both within the Division of Humanities). An ISP is interdisciplinary if the student's major program cuts across the academic divisions (e.g., a Geography Major with an ISP in Urban Studies with course work in English, Geography, Biology, et cetera).

Each department may decide for itself whether or not it wishes to offer students the Individualized Study Program as an option for a departmental major.

To work for a B.A. degree, a student must include a minimum of 30 credits in the major department, or their equivalent in ISP. Students pursuing an ISP must meet all other degree requirements. For a B.S. degree a student must include a minimum of 42 credits in the major department.

To take part in the Individualized Study Program, a student, with the faculty advisor, should develop a prospectus of the proposed program. The prospectus should include:

1. The purpose of the program.
2. The nature of the program.
3. The degree sought.
4. Formal courses to be taken.
5. Any other kinds of educational experiences for which course credits is sought, consistent with approved College policies.

The prospectus must then be submitted for approval to the major department. Once it approves a program, the department must assign a faculty advisor to oversee the program.

ISP Majors must receive approval before a student begins the Junior year. ISP Majors for students transferring in at the Junior level must receive approval before the end of the student's first semester at the College.

Copies of all approved and accepted ISP Majors will be sent by each department to the Academic Affairs Office for informational purposes.

Substantial changes in an approved ISP Major (i.e., changes in degree sought, changes in more than three courses, changes in other kinds of educational experiences for which credits is sought) must be approved by the major department prior to the implementation of such changes.

Students who successfully complete an ISP will receive the B.A. or B.S. degree with a notation on their transcript such as the following:

MAJOR: POLITICAL SCIENCE (Individualized Study Program in International Studies.)

ACADEMIC STATUS

Leave of Absence

- A leave of absence is a period during which a student hav-

ing been formally admitted to the college maintains matriculated status, but is entitled to none of the services of the College provided by the payment of tuition or fees. An application for a leave of absence may be filed at anytime during the academic year for the following semester. A leave of absence may begin during a semester, provided the completed application for leave is filed with the Registrar before the withdrawal deadline; in this case the entire semester is counted toward the leave.

- No refund of tuition or fees will be given except as provided by other existing regulations.
- The total leave allowed a student during his or her career at Salem is two semesters which need not be taken consecutively.
- A student desiring a leave of absence should complete a Leave of Absence form available in the Academic Advising Center.
- A date of return will be agreed upon in advance and stated on the Leave of Absence form. A student who fails to return on the agreed date will be considered to have withdrawn from the College, in which case, a formal application for readmission must be filed.
- A student who is returning to the College after a leave of absence must give notice to the Registrar's Office no later than the following dates. Students on leave, who wish to return in the Spring semester must notify the Registrar's Office in writing no later than December 1 of the preceding Fall semester. Students who wish to return in the Fall semester must notify the Registrar's Office in writing no later than the preceding July 1.
- A leave of absence will be granted to any students complying with College regulations. However, such leave of absence will be revoked by the College if the student incurs an academic dismissal subsequent to the granting of the leave.
- Students on leave are fully responsible for notifying the Registrar's Office of their intent to return on or before the specified notification dates. No reminders will be sent to the student.

Withdrawal from the College

A student may officially withdraw from the College at anytime by completing the special Withdrawal Form available at the Academic Advising Center. Withdrawal from the College implies withdrawal from all courses, and the regulations concerning grades set forth in the paragraph on Withdrawal from Courses are applicable.

Unauthorized withdrawal will result in a grade of F* in all courses.

Withdrawal from Courses

To withdraw from a course which the student does not intend to complete, the student must file an appropriate Student Action Form with the Registrar's Office. If a student withdraws from a course after the ADD/DROP period and before the withdrawal deadline, as published in the Academic Calendar, a grade of W will be assigned by the Registrar's Office. If a student withdraws after the withdrawal deadline, a grade of F* will be assigned by the Registrar's Office unless extenuating circumstances warrant further consideration (See Administrative Grades).

In cases of unauthorized withdrawal, where a student ceases to fulfill the requirements of the course and yet does not withdraw according to the procedure just outlined, a grade of F* will be assigned.

Requests for withdrawal after the announced deadline or which result in course loads below twelve (12) credits hours for full-time students must be reviewed by the Academic Affairs Office.



GRADES

Grading System

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0
F* (See Administrative Grades)			
W (See Administrative Grades)			

Administrative Grades

In addition to the academic grades listed previously, two grades may be assigned administratively: W (Withdrawal) and F* (Administrative F) grades are used in connection with withdrawal from courses (see Withdrawal from Courses). The W grade carries no grade-point value, whereas the F* grade carries a point value of 0 and is used in exactly the same way as an academic F grade in calculating the grade-point average. Note: NG (No Grade) changes to an F*.

NG (No grade) is an additional administrative "grade" **which changes to an F*** after the sixth week of the following semester if the student does not immediately contact the instructor of the course to rectify the circumstances which led to the NG. An F* will be treated as an F in computing the student's grade point average (GPA).

Minimum Writing Standards

The college policy on minimum writing standards applies to all course work.

No expository writing assignment submitted for a course will receive a grade of "C" or above unless it has the following:

1. A clear and readily identifiable thesis statement.
2. A clear and coherent overall structure.
3. Paragraphs with topic sentences and adequate, specified development.
4. Standard but varied sentence structure and expression.
5. Standard usage, punctuation, and spelling.
6. Accurate documentation when necessary.

Note: These standards may be amended by the instructor to meet the specific needs of assignments (such as in science, mathematics, or professional courses) that have more specialized writing requirements.

Students having difficulty in written assignments may seek help from the Writing Center (MH 223) or may be referred to the Center by their instructors.

Change of Grade

Once a course grade (other than Incomplete) has been assigned, it can be changed only by the instructor who originally assigned it. A change will be made only when the instructor considers it justified by the student's performance in the appropriate course work. *All requests for grade changes must be submitted to the Academic Affairs Office no later than one year following the semester for which the original grade was issued. Exceptions to this policy will be permitted only when there are clear and compelling extenuating circumstances.*

Change of grade forms must be signed by the instructor of the course and subsequently by the Department Chairperson and the School Dean, who will file the form with the Registrar's Office.

Failing Grades

F grades stand as part of a student's permanent record. However, a course in which a failing grade has been received can be repeated. Failed courses should be repeated and passed, especially in the case of course prerequisites. If prerequisite requirements are not satisfied, students are not permitted to take advance work in that subject area.

Incomplete Grades

The grade of incomplete (I) is a temporary grade, which may be assigned to a student only if:

1. A substantial portion (usually at least 80%) of the course work has been completed.
2. The instructor is satisfied that circumstances beyond the student's control prevented the student from completing the required course.
3. The student has requested an I grade, and specific arrangements for completion of the course work have been made with the instructor prior to the assignment of final grades in the course.

A student will receive credits for a course graded I only if the course work is completed by the end of the sixth week of the following semester. If the student fails to make up the course work within this prescribed period of time, the I grade will automatically become an F grade. Exceptions to the prescribed deadline may be granted by the instructor only in cases where protracted illness or critical personal problems prevent the student from completing the work. Such extensions must be filed with the Registrar's Office.

An I grade recorded on a grade report is a temporary grade and does not affect the student's grade-point average until such time as it is converted to a permanent grade. The initiative for making up the incomplete work within the prescribed time period lies with the student. The instructor who assigned the I grade shall make available to the student suitable opportunities for completing the unfinished course work, and shall file an appropriate Grade Change form when the work has been done. A corrected grade report will be issued to the student at the appropriate time.

Pass/Fail Credits

Students may elect to take one course for pass/fail credits during each of the junior and senior years under the following conditions:

- Such a course may not be undertaken to satisfy major, minor, distribution, or basic skills requirements.
- A Pass grade will earn credits toward graduation but is not used in computing the GPA.
- A Fail grade, however, will not earn credits toward graduation but will be used in computing the GPA.

A student must obtain permission to undertake such course work from both his/her instructor and the Chairperson of the department in which the course is to be taken.

The option to be graded on a pass/fail basis must be made within the first two weeks of classes. Thereafter, it may not be rescinded and no letter grade which carries a quality-point value may be awarded for that course.

The Supervised Student Teaching requirement will be graded on a pass/fail basis and the grade will be accompanied by a detailed written description together with a profile of the accomplishments of each student. A Pass grade, in this instance, earns credits toward graduation but is not used in computing the GPA. A Fail grade, however, will not earn credits toward graduation and will be used in computing the GPA.

Students involved with satisfying the Physical Education requirement can elect to be graded on a pass/fail basis or on a standard basis. A Pass grade will earn credits toward graduation but will not be used in calculating the GPA. A Fail grade, however, will not earn credits toward graduation but will be used in computing the GPA.

Repeated Courses

A student may repeat a course at his or her discretion. Once a course is repeated, only the higher grade earned is used to cal-



culate the GPA. Department policies may require a student to repeat a major course if a grade is obtained that is less than the required minimum.

Requests for Outside Courses

When schedule conflicts or other reasons prevent a student from enrolling in a particular course at Salem State College, an appropriate course offered at another institution may sometimes be accepted as a substitute. Permission to take such a course must be obtained on an Outside Course Request form available at the Registrar's Office. The form must be signed by the Department Chairperson of the subject area and must be filed with Registrar's Office prior to enrolling in the outside course. Failure to file this form may result in non-transferability of course credits.

Note that neither the grade nor the credits earned in a course at another institution are used in developing the student's grade point average at Salem State College. (See also NECCUM cross registration)

Internal Transfers

Students desiring to transfer from the full-time day college to the Evening Division may request such transfer in written form to the Registrar's Office, indicating the desired entrance period for transfer. Such requests will not be considered unless the student has cleared all fiscal obligations to the day college. The Academic Affairs office will inform the student in writing of approval or disapproval of the request for transfer.

Students matriculated in Evening Division may apply for consideration for Internal Transfer to the Day College through the Registrar's Office. *Deadlines for transfer application are February 1 for Fall and October 1 for Spring.*

INTERNSHIPS, DIRECTED STUDY, & OTHER FIELD EXPERIENCES

While it is difficult to make a clear-cut distinction between the internship and the directed study, the following statements indicate the characteristics that each would possess:

Internships

1. Academic credits for directed study should be on the basis of three hours of work per week for one academic credits awarded.
2. A student is limited to a maximum of 12 hours of credits for internships, and a maximum of six hours of credits for directed study during the undergraduate program. Departments may establish lower maximums for their courses.
3. A written statement should be developed for each internship and directed study which specifies
 - a. the responsibilities and duties of the student, the faculty supervisor, and the site supervisor;
 - b. the activities which the participating agency will provide for the student; and
 - c. the standards by which the student will be graded (reports, conferences, visitations, etc.).

It may be in the form of a departmentally standardized "contract", or a more informal approach may be used, but such statement should be worked out prior to the experience in order to prevent misunderstanding on the part of anyone involved in the **internship**.

The internship involves the student in activities of practical or vocational nature in which he or she is required to perform specified services for an off-campus agency, company, etc., in exchange for the opportunity to gain relevant learning experience in a job environment. Although the supervision of the intern is the joint responsibility of a facul-

ty member and of a representative of the facility where the student is working, the grade is determined by the faculty member. For the purposes of this policy special problems in Biology, Chemistry/Physics, Geological Science, and Physical Geography will be considered internships.

Directed Study

1. The directed study involves a research or other type of project in which the emphasis is on knowledge as an end in itself with less consideration given to its practical application. The student works under the direction of a faculty member and while the student may use off-campus facilities (libraries, museums, government agencies, etc.) as sources of information, he or she does not provide any services to the facility.
2. A student is limited to a maximum of 6 hours of credit for directed study during their undergraduate program. Departments may establish lower maximums for their courses.
3. A written statement should be developed for each directed study which specifies
 - a. the responsibilities and duties of the student, the faculty supervisor, and the site supervisor;
 - b. the activities which the participating agency will provide for the student; and
 - c. the standards by which the student will be graded (reports, conferences, visitations, etc.).

It may be in the form of a departmentally standardized "contract", or a more informal approach may be used, but such statement should be worked out prior to the experience in order to prevent misunderstanding on the part of anyone involved in the **directed study**.

The directed study involves the student in activities of practical or vocational nature in which he or she is required to perform specified services for an off-campus agency, company, etc., in exchange for the opportunity to gain relevant learning experience in a job environment. Although the supervision of the intern is the joint responsibility of a faculty member and of a representative of the facility where the student is working, the grade is determined by the faculty member. For the purposes of this policy special problems in Biology, Chemistry/Physics, Geological Science, and Physical Geography will be considered directed study.

Other Field Experiences:

It should be noted that the above policy statement applies only to Internships and Directed Study and not to Cooperative Educations or other specialized experiences, e.g. GLS 470 Field Geology. In addition, certain specialized programs such as Nursing, Social Work, Education and Occupational Therapy will have specific accreditation standards.

If a department, because of the unusual nature of a particular course feels it cannot conform to the above standards, it may petition the Curriculum Committee, to recommend that an exception be made.

Life Experience Credits

Salem State College recognizes that prior learning outside the regular academic setting can be a valid part of one's educational experience. Therefore, several ways have been developed through which a student can validate mastery of specific academic subjects and can use this knowledge to petition for academic credits. The following mechanisms to validate prior learning can result in academic credits:

1. CLEP — College Level Examination Program Subject and General Examination. College Level Examination Program



(CLEP) is a national program, sponsored by the College Entrance Examination Board, of credits-by-examination that offers the opportunity to obtain recognition for college level achievement. This examination program is a means of measuring learning developed by means of formal or informal study. If the results of the examinations are acceptable to Salem State, academic credits may be awarded. (See Credits by Examination).

To find out more about the College's CLEP credits policy, write or call the Academic Advising Center, 542-7049. Although Salem State College is not a Test Center, CLEP tests are administered at North Shore Community College, and at several institutions in Greater Boston.

Additional options include:

2. Exemption from English Requirements by SAT Score and Written Composition Test to Supplement the CLEP Scores.
3. A speech exemption test for the speech requirement.
4. Exemption Test for the Health and Wellness Requirements.
5. Foreign Language Tests used with the CLEP Test.
6. Challenge examinations for Anatomy and Physiology, Chemistry and Microbiology for Registered Nurses seeking credits in those areas.
7. Life Experience Credits — Life experience credits (up to 30 credits) may be granted to students who demonstrate prior knowledge of or competency in specific subject areas. This prior learning must be equivalent to the knowledge and content related to specific courses offered at the College. In order to be eligible for Life Experience Credits, students must first verify that they will satisfy the requirement to complete a minimum of 30 graded course credits at Salem State College by the time they graduate. For further information, please contact the Academic Advising Center at (978) 542-7049.

General Policies Governing Life Experience Credits

- A. Credits may be granted once only for validated learning from a life experience.
- B. Directed Study and Internships for which academic credits has been granted cannot be used as life experience credits.
- C. Learning acquired from life experience must be of college level quality that is verified.
- D. The award of credits and the amount awarded for validated learning for a prior life experience will be determined by appropriate academic department.
- E. Academic credits may be granted only for verified prior learning, not for experience alone.
- F. The maximum numbers of Life Experience credits a student may be awarded from Salem State College is 30.
- G. Credits granted for life experience learning may fulfill requirements for distribution, major, minor, concentration, or elective courses, as determined by the appropriate academic departments.

The Washington Center Internship Program

Salem State College offers an exciting opportunity for students to spend a semester as an intern in Washington, D.C. through the Washington Center. The Washington Center is the largest independent, nonprofit educational institution enabling students to earn college credits for internships and academic seminars. Through the Center's programs students live in our nation's capital, work in a government agency related to their career goals and interests, attend the Presidential Lecture Series and the Congressional Breakfast Series, and participate in an academic seminar.

The Commonwealth of Massachusetts has entered into an agreement with the Washington Center to provide scholarship

funding to students. The University of Massachusetts and the state colleges have been provided with nine full tuition waivers per campus to resident students enrolled in the Washington Center Internship Program. In addition, the Washington Center and the Massachusetts Board of Higher education provide scholarships totaling \$4000. Students will be responsible for Washington Center fees currently equal to \$4,034 for the semester.

Students can receive 12-15 credits hours for their semester of attendance at the Washington Center for successful completion of a 35-hours-per-week internship, attendance at the Washington Forum Lecture Series, the Presidential Lecture Series, and the Congressional Breakfast Series, three hours per week of academic classes, and submittal of a portfolio. The portfolio includes a learning objective statement, an analytical writing sample, an informational interview, a lecture analysis, a recognition of citizenship responsibilities, a resume, and a final "internship defense."

To be eligible to participate in this program you must be a resident of Massachusetts enrolled in a degree program at Salem State College and meet the following requirements:

- a. You must be enrolled in an eligible degree program as determined by Salem State College; and
- b. have obtained a minimum 3.0 cumulative grade point average; and
- c. meet other eligibility criteria as established by Salem State College and the Washington Center.

Additional information regarding the Washington Center and its programs is available from Christine Sullivan, Director, Career Services.

Dean's List

Matriculated undergraduate students carrying 12 credits or more (6-11 for part-time day or evening students*) who attain a grade point average of 3.0 and receive no incomplete grades or missing grades in any given semester will be placed on the Dean's List for that semester.

*Other restrictions apply

Degrees with Honors

Students with excellent overall academic records will be awarded their degrees with honors. To qualify for honors, a student must have completed a minimum of four semesters of work at Salem State College and must have attained a grade point average in the indicated range.

Summa Cum Laude (highest honors): Overall cumulative grade point average of 3.750 - 4.000.

Magna Cum Laude (high honors): Overall cumulative grade point average of 3.500 - 3.749.

Cum Laude (honors): Overall cumulative grade point average of 3.000 - 3.499.

These honors **will** appear on the student's diploma and are recorded on the student's transcript.

Transfer Students

A student who transfers to Salem State College must complete successfully a minimum of 30 credits hours at the College in order to receive the baccalaureate degree from the College. All curriculum requirements within the major must be met. Department Chairpersons will review all transfer credits applications and will have final approval of all transfer credits awarded.

The cumulative grade-point average for transfer students will be determined solely on the basis of courses completed at Salem or through NECCUM. Also, the cumulative grade-point average used to determine graduation with honors will be based on a minimum of two academic years of credits earned at the College. Transfer students who have had the equivalent of two or more years of full-time study elsewhere will be required to conform to the regular requirements of the College.



Departmental Honors

The term "departmental honors" signifies both a superior knowledge of the subject area and a substantial creative achievement outside of the normal pattern of courses. In order to be eligible for departmental honors a student must have a grade point average of at least 3.5 in the major field, and must successfully complete an honors project demonstrating creative achievement. Examples of honors projects might include research papers, lectures, essays, poetry, performances, compositions, or artwork. Each project proposal must be approved by a committee appointed by the major department. Each project must be supervised by a member of the faculty, and the completed project must be evaluated by a committee from the department. If the completed project is acceptable to the committee, the committee may recommend "honors," "high honors," "highest honors." Where appropriate, academic credits for honors projects will be given through the regular procedure for directed study within the major department. Additional regulations concerning departmental honors may be formulated within each department. These honors do not appear on the student's diploma but are recorded on the student's transcript.

Grade-Point Average Requirement for Awarding of Degree

Candidates for a Bachelor's Degree must attain a final cumulative grade-point average of at least 2.000 as well as a minimum grade point average of 2.000 in their major field of study, before the degree will be awarded. A cumulative grade-point average is calculated for each student at the end of each semester. It is based solely on credits earned and grade points received at Salem State College and at Northeast Consortium Colleges and Universities via the cross registration system.

The number of grade points which a student receives in a course is determined by multiplying the number of semester hours of credits in that course by the point value of the grade assigned (see chart above). For example, a three credits course with a grade of A has a value of $3 \times 4.0 = 12.0$ grade points. The cumulative grade-point average is then calculated by dividing the total number of grade points earned to date by the total number of accumulated grade point credits.

Academic Dismissal

Students who have completed fewer than 40 semester hours of credits and whose cumulative grade point average is less than 1.60 for two consecutive semesters will be academically dismissed from the College as will all others who have completed forty or more, but fewer than 90 credits whose cumulative grade point average is less than 1.80 for two consecutive semesters. Students who have completed 90 or more credits with an overall cumulative grade point average of less than 2.00 will be academically dismissed. These students will be notified of their dismissal by the Vice President, Academic Affairs. Students who are academically dismissed will not be readmitted for the following semester, unless so recommended by the Selective Retention Committee. Dismissed students will be eligible for possible readmission for subsequent semesters. Students will be encouraged to repeat a failed course or courses at Salem State College through the Evening Division to demonstrate their commitment to continue at the College and to improve their academic standing.

Academic Dismissal will be noted on the transcript.

Academic Probation

At the end of each semester, students who have completed fewer than 40 semester hours of credits and whose cumulative grade point average is less than 1.60 will be placed on Academic Probation as will all others who have completed forty or more, but fewer than 90 credits and whose cumulative grade point average is less than 1.80. Students on academic probation may not enroll for more than 12 credits hours and are required to meet with their faculty advisor and to participate in academic support activities

as prescribed by the Academic Advising Center. Prescribed activities may include, but are not limited to, study skills workshops, tutorial support, and exploration of educational goals.

Students on Academic Probation are prohibited from participating in major extracurricular activities which require a significant amount of time, including but not limited to the Student Government Association, intercollegiate and intramural athletics, WMWM, the Program Council, academic student organizations, special interest groups, and the LOG.

Students readmitted after an academic dismissal will be readmitted on Academic Probation (see Readmission After Academic Dismissal).

Academic Probation will be noted on the transcript.

Academic Warning

At the end of each semester, students who have completed fewer than 40 semester hours of credits and whose cumulative grade point average is greater than or equal to 1.60 but less than 1.80 will be placed on Academic Warning, as will all others who have completed forty or more, but fewer than 90 credits and whose cumulative grade point average is greater than or equal to 1.80 but less than 2.0.

Students who are placed on Academic Warning are to meet with their faculty advisor to discuss their academic problems and to plan a course of corrective action and are highly encouraged to meet with a member of the staff of the Academic Advising Center to obtain particular assistance in making use of the College's many academic support services. These services include, but are not limited to, tutorial support, supplementary instruction, and instructional labs in Accounting, Mathematics, Writing, Reading and Study Skills Workshops.

Students on Academic Warning are prohibited from participating in major extracurricular activities which include a significant amount of time, including but not limited to, the Student Government Association, intercollegiate and intramural athletics, WMWM, the Program Council, academic student organizations, special interest groups, and the LOG.

Academic Warning will be noted on the transcript.

Selective Retention Committee

All academically dismissed students have the right to appeal their dismissal to the Selective Retention Committee. Dismissed students are encouraged to utilize the appeals procedures if they feel their academic deficiencies are the result of extenuating circumstances or due to computational errors which resulted in their cumulative GPA being below the required minimum.

Letters of appeal supporting the student's case for readmission the following semester should be sent to the Selective Retention Committee, in care of the Registrar's Office on or before the date specified in the student's dismissal letter. The Selective Retention Committee will convene before the beginning of the following semester to consider all student appeals. The Committee will recommend for each appeal either that: 1. The dismissal terms be upheld; 2. The student be readmitted the following semester on Academic Probation; or, 3. The student be reinstated if the dismissal was due to a non-debatable computational error in their GPA. The Academic Affairs Office will notify students of the results of appeals in time to allow readmitted students to register for the following semester.

The Selective Retention Committee will provide information pertinent to the dismissed student's case for readmittance to the Academic Advising Center for use in advising the student.

Students readmitted through Selective Retention will be deregistered for the next semester until they meet with a member of the Academic Advising Center staff to make realistic adjustments to their schedules. Readmitted students will be allowed to continue in their major.



Readmission After Academic Dismissal

Students dismissed from the College for academic deficiencies may apply for readmission through the Office of Admissions (see Admissions Information) or through an appeal to the Selective Retention Committee (see Selective Retention Procedures). Students readmitted by the Admissions Office after academic dismissal or by recommendation of the Selective Retention Committee, will be readmitted on Academic Probation and will be required to attain a temporary minimum cumulative grade point average of 2.0 at the end of their first two semesters following readmission. This temporary average will be used for the purpose of determining continuing enrollment or possible dismissal. In all instances, however, the regulations on minimum cumulative grade point average will apply in all subsequent semesters (see Academic Dismissal). In addition, such readmitted students will be required to meet with a staff member of the Academic Advising Center to discuss their academic problems and to plan for a course of corrective action.

Readmitted students on Academic Probation may not participate in the College's extracurricular activities (see Academic Probation).

Readmission after Academic Dismissal will be noted on the transcript.

Administrative Dismissal

Students or former students who are identified by the Fiscal Affairs Office as having unpaid debts for tuition, room, board, medical or other college related charges or who have not submitted officially required forms including the Health Service Form will be subject to administrative dismissal.

Students who are administratively dismissed will not receive grade reports for the semester, will not be awarded any degree to which they might otherwise be entitled, will not be permitted to register for any program at any State College for which they might otherwise be eligible and will not be furnished certified copies of any State College Transcript (unless said transcript is needed to obtain benefits related to service in the United States armed forces.) Said students will be permitted, upon written request, to inspect and review uncertified copies of their transcripts.

Students who are administratively dismissed may apply for readmission by submitting the standard application for admission and paying the standard application fee. Students who are administratively dismissed will be considered for readmission only after outstanding debts are satisfied and/or other administrative requirements are completed.

ACADEMIC INTEGRITY REGULATIONS

Academic Dishonesty

Salem State College assumes that all students come to the College with serious educational intent and expects them to be mature, responsible individuals who will exhibit high standards of honesty and personal conduct in their academic life. All forms of academic dishonesty are considered to be serious offenses against the College community. The College will apply sanctions when student conduct interferes with the College's primary responsibility of ensuring its educational objectives.

Definition of Academic Dishonesty. Performing, aiding or inciting any of the actions listed below, in courses or other situations involving academic credits, constitutes an offense subject to disciplinary action.

1. Providing or using unauthorized books, notes or other sources of information during an examination.
2. Submitting another person's work as one's own. This includes, for example, copying another's work during examinations, purchasing term papers, copying papers, reports, copying laboratory or computer results, and presenting material from another course without acknowledgment.

3. Doing work for which another person will receive credits. This includes, for example, allowing one's examination answers, report or laboratory or computer results to be submitted by another person as his or her own work.
4. Falsifying academic documents such as transcripts, registration materials, withdrawal forms or grade reports.
5. Unauthorized reading, removing or copying of any academic document or record maintained by any member of faculty or administration.
6. Using unauthorized assistance in the laboratory, at the computer terminal or in one's field placement.
7. Stealing, copying or destroying another person's computer program or file, or deliberately preventing or depriving another's access to the college computer resources, or impeding the system's performance.
8. Theft or unauthorized removal of books or periodicals from the library or mutilation of such library materials.
9. Falsifying or fabricating data or results from research or fieldwork.

Formal Charge

Any member of the college community may file a Formal Charge of Academic Dishonesty against a student. This must be done in writing within seven (7) calendar days after discovery of the alleged offense and must be submitted to the Vice President, Academic Affairs. Upon receipt of the Formal Charge, the Vice President, Academic Affairs shall inform the student charged and provide him or her with a copy of the Policy on Academic Dishonesty. If the Formal Charge is uncontested, the matter will be handled by the Vice President or designee in accordance with the Sanctions Section.

Hearing Committee Composition

If the Formal Charge is contested, an ad hoc Hearing Committee shall be formed and convened by the Vice President, Academic Affairs, or designee. The Hearing Committee shall consist of three (3) faculty members appointed by the Salem Chapter of the MSCA/MTA/NEA, two (2) students appointed by the Student Government Association, and one (1) administrator appointed by the President of the College.

Procedures

1. The Academic Vice President or designee shall convene the committee and designate a Chairperson. No member of the committee shall convene the meeting.
2. All members of the Hearing Committee must be present for any proceedings.
3. The members of the Hearing Committee will be required to convene in closed session immediately prior to the hearing to review the report of alleged misconduct, the specific charges to be considered, and all supporting papers and/or evidence.
4. The Hearing will not be videotaped or audio taped. The Hearing will be recorded by a stenographer.
5. The student charged and his or her advisor, if any, will be called before the Hearing Committee, and the designated chairperson will restate the content of the alleged academic dishonesty. The person(s) who originally filed the formal charge of academic dishonesty may be present. Witnesses for either side are excluded from the hearing room at this time.
6. **Opening statements.** The student charged and the person(s) bringing the charges are asked to outline briefly the facts they intend to present during the hearing.
7. **Presentation of witnesses and evidence by person(s) bringing charges.** The person(s) bringing the charges present the evidence and, if applicable, call witnesses to support the charges. The student charged and the Hearing Committee may question the person(s) bringing the



charges and the witnesses as each finishes his or her testimony.

8. **Presentation of witnesses and evidence by the student charged.** The student charged presents his or her evidence and calls witnesses, when applicable, to respond to the charges against him or her. The person(s) bringing the charges and the Hearing Committee may question the student charged and the witnesses as each finishes his or her testimony. Witnesses may be asked to remain or leave the hearing room as required by the Hearing Committee.
9. **Closing statements.** The student charged and the person(s) bringing the charges are asked to summarize their testimony and highlight any specific information they wish the Hearing Committee to consider in its deliberation.
10. **Deliberation by Hearing Committee.** All persons other than the Hearing Committee will leave the hearing room, and the deliberations will begin. If the Hearing Committee needs more information, it may reconvene the hearing within ten days in order to seek necessary clarification.
11. In those instances where more than one student is charged with academic dishonesty relating to the same instance of misconduct, the Hearing Committee may wish to consider the cases at the same time. This action will be taken only with the agreement of the students charged.
12. Voting to uphold the charge of academic dishonesty will be by secret ballot and will require a two-thirds vote of the Hearing Committee.
13. All Hearing Committee members and all individuals present will be bound by confidentiality restrictions.

Procedural Safeguards

1. Students have access to the Formal Charge of Academic Dishonesty, name of accusers and witnesses, and any written evidence or other pertinent papers, which may be used against them. This information will be available in the Office of Academic Affairs.
2. Students have the right to have their cases heard with all reasonable promptness. Under normal circumstances, hearings will be conducted within twenty-one (21) calendar days after the Formal Charge of Academic Dishonesty is received by the Vice President, Academic Affairs.
3. Students will receive written notification of the date, time and place of any hearing at least seven (7) calendar days before the hearing to permit a reasonable amount of time to prepare themselves.
4. At the same time they receive written notice, students will receive a written statement of charges against them, the source of such charges, and the conduct regulations upon which the charges are based.
5. Students have the right to an advisor of their choice. Such an advisor may be present at any hearing and may counsel the student charged.
6. All hearings will be closed to the public and press, and all proceedings will be considered confidential.
7. Students have the right to a Hearing Committee of impartial members, any member(s) of which may be challenged in writing and replaced.
8. Students have the right to make a written request for postponement of a hearing. Such a request must be submitted to the Vice President, Academic Affairs no later than twenty-four hours prior to the date and time of the hearing.
9. The burden of proof will rest with those bringing charges against any student, and students will be presumed innocent until proven guilty.
10. The hearing will proceed, whether or not the accused student or students choose to participate.
11. Written notification of the Hearing Committee's decision will

be mailed within seven (7) calendar days after the conclusion of the hearing.

12. Except where students have waived the right to a formal hearing, students have the right to appeal the decision of the Hearing Committee within seven (7) calendar days of the date of receipt of the written decision. Such appeals shall be made in writing and submitted to the Vice President, Academic Affairs, or designee for adjudication.
13. Official records of disciplinary action will be maintained in the Office of Academic Affairs. They will not be released to individuals outside the College except:
 - a) by the written authorizations of both the student involved and the person(s) bringing the charge; or
 - b) under the conditions specified in the Family Rights and Privacy Act of 1974 and its amendments, or
 - c) if otherwise required by law.
14. All students have the right to continue in their student status until the conclusion of judicial proceedings. However, no degree will be awarded until the matter is resolved.

Sanctions

Sanctions shall be as follows:

1. For the first offense, suspension from the College for a period of one semester.
2. For the second offense, permanent expulsion from the College.

POLICIES RELATED TO STUDENT RIGHTS

Course Information Policy

Prior to the end of the second week of the semester, the instructor will distribute to each student in each course and section a written and dated course syllabus, which must contain at least the following information:

1. The instructor's name, office location, office hours, and extension.
2. The instructor's attendance policy for the course (e.g. no attendance taken, number of absences allowed, any penalty for extensive absence, etc.).
3. A list of texts for the course, indicating which are required and which are optional.
4. The course requirements, including papers, projects, and examinations (with due dates if possible).
5. A statement on whether or not a final examination will be given and, if given, whether it is required or optional.
6. The method by which the student's final grade in the course will be determined.
7. The instructor's policy on work handed in late, makeup examinations, and the like.
8. Any special rules, regulations, or procedures of the course.
9. A statement indicating that each student is responsible for completing all course requirements and for keeping up with all that goes on in the course (whether or not the student is present).
10. The statement "Salem State College is committed to providing equal access to the educational experience for all students in compliance with Section 504 of The Rehabilitation Act and The Americans with Disabilities Act and to providing all reasonable academic accommodations, aids and adjustments. Any student who has a documented disability requiring an accommodation, aid or adjustment should speak with the instructor immediately. Students with Disabilities who have not previously done so should provide documentation to and schedule an appointment with the Office for Students with Disabilities and obtain appropriate services."



Instructors who develop course requirements as the semester goes along will so indicate on the syllabus. Once requirements have been established, students will receive a written and dated copy of them and of the method by which the final grade will be computed. This statement will be distributed prior to the end of the twelfth week of the semester.

If in the professional judgment of the instructor it is necessary to modify course requirements during the semester, students will be given a written and dated copy of the modifications. Such modifications will be consistent with the nature and purpose of the course.

A student who believes that the Course Information Policy has not been followed should bring the matter first to the instructor; second, if necessary, to the Department Chairperson; third, to the School Dean; thereafter, to the Vice President, Academic Affairs; and, ultimately, to the President.

Final Examination Policy

Each course or section of a course offered for academic credits at Salem State College will include a final examination, unless such an examination is inappropriate to the nature of the course. Each department shall formulate specific policies on final examinations, covering at least one of the following:

1. Specification of those courses or sections for which final examinations are to be given, and whether such examinations are to be written or oral.
2. For each of those courses or sections not having a final examination, an explanation of why such an examination is not appropriate.

Each department's final examination policies, updated for the current semester, will be placed on file in the department's office no later than the end of the second week of the semester. A copy of the policy shall also be sent to the Academic Affairs Office.

All final examinations (with the exception of oral or take-home examinations) shall be scheduled by the Registrar's Office, and shall take place during a specific final examination period announced as part of the College calendar. The final examination schedule shall be published by the Registrar's Office and distributed to all faculty (and announced to the student body) no later than the end of the tenth week of the semester.

All final examinations shall be held at the scheduled times and places. A faculty member wishing to reschedule a final examination must have the permission of the department Chairperson and of the Registrar. All conflicts in the final examination schedule shall be resolved by the Registrar in consultation with the Chairpersons of the departments involved.

In no case may a written final examination be administered to a section before the beginning of the scheduled final examination period.

Possession of Final Examinations and Papers/Projects

Students have the right to inspect their own completed final examination papers in a course within one semester following the end of the course. However, the course instructor shall have the right to retain permanent possession of the original examination papers and each student's submitted answers.

Students have the right to the return of the original of any written paper/project upon request, with the provision that a copy be provided to the instructor by the student if the instructor so requires. Under such circumstances, the instructor shall return to the student the written paper/project within one semester following the end of the course. Such request must be made by the student no later than the end of the following semester.

Discrimination Complaint Procedures

Salem State College is committed to providing each student, employee and any other person having dealings with the institution an atmosphere which is free from discrimination, harass-

ment, intimidation and hostility. In order to address these issues, the College has adopted **Discrimination Complaint Procedures**, which are designed to resolve such problems as quickly as possible. The procedures provide both an informal and a formal avenue of resolution and also provide protection for those persons filing complaints.

The issues which are covered include, but are not limited to, sexual harassment, racial intimidation, failure to accommodate or provide recommended academic aids and adjustments for a disability, or different treatment by a supervisor, administrator, staff or faculty member, or student because of race, color, national origin, religion, sex, sexual orientation, age, marital status, veteran status or disability. Such actions are all prohibited by the College and should be addressed by the **Discrimination Complaint Procedures**.

Copies of these procedures are available from the Office of Equal Opportunity and Human Resources located in temporary space behind the Sullivan Building, (978) 542-6106.

Should the student feel that he/she has a problem that might be addressed through these procedures, contact the Office of Equal Opportunity and Human Resources. *All inquiries are confidential. The student's name or situation will not be revealed without his/her permission.*

Students also have a right to file charges of discrimination with the Massachusetts Commission Against Discrimination and/or the U.S. Department of Education, Office for Civil Rights. For assistance in filing, please contact the Office of Equal Opportunity and Human Resources.

POLICY AGAINST SEXUAL HARASSMENT

Introduction

Salem State College prohibits any member of the College Community, male or female, from sexually harassing another employee, student or other person having dealings with the institution. The College is committed to providing a working, living and learning environment that is free from all forms of sexually abusive, harassing or coercive conduct. This policy seeks to protect the rights of all members of the College Community (faculty, librarians, administrators, staff and students) and other persons having dealings with the institution, to be treated with respect and dignity.

Sexual harassment is a form of behavior which fundamentally undermines the integrity of academic and employment relationships. It is of particular concern within educational institutions where all members of the community, including students, faculty, librarians, staff and administrators, are connected by strong bonds of intellectual interdependence and trust. Both the Federal Courts and the Equal Employment Opportunity Commission have ruled that sexual harassment constitutes sex discrimination as defined under Title VII of the Civil Rights Act of 1964. Sexual Harassment has also been judged to be prohibited sex discrimination under Title IX of the Higher Education Amendments of 1972 as amended, and under Chapters 151B and 151C of the Massachusetts General Laws.

Salem State College, in response to the issue of sexual harassment, provides the following definition which applies to any individual of either sex who participates in the College Community as a student, faculty member, librarian, administrator, staff member or other person having dealings with the institution.

Definition

Sexual harassment consists of unwelcome verbal, non-verbal and/or physical behavior of a sexual nature, which has the effect of interfering with a person's academic, employment or other status, or of creating a sexually intimidating, hostile or offensive environment. Sexual harassment incidents can involve a male harasser and a female victim, a female harasser and a male victim, and also same gender harassment.



Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. submission to, or rejection of, such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.
3. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating a sexually intimidating, hostile or offensive employment, educational or living environment.

Examples of sexual harassment may include, but are not limited to;

- verbal harassment or abuse,
- subtle pressure for sexual activity,
- sexual remarks about an individual's or group's clothing, body or sexual activities,
- unnecessary touching, patting or pinching,
- demands for sexual favors accompanied by implied or overt threats or offers concerning one's job, grades, letter of recommendation, etc.,
- physical sexual assault.

Consensual Relationships

Under this policy of Salem State College, consenting romantic and sexual relationships between faculty and student, librarian and student, administrator and student, classified staff member and student or supervisor and employee are deemed unprofessional. Because such relationships interfere with or impair required professional responsibilities and relationships, they are looked upon with disfavor and are strongly discouraged under this policy.

Codes of Ethics for most professional associations forbid professional-client sexual relationships. In this context and for purposes of this policy, the professor-student relationship is properly regarded as one of professional and client. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in giving praise or blame, grades, recommendations for further study and employment, and other benefits or opportunities diminish the student's actual freedom of choice such that relationships thought to be consensual may in fact be the product of implicit coercion. Many elements of the administrator-student, librarian-student, classified staff member-student, and the supervisor-employee relationship are similar to those of the professor-student relationship because of a similar imbalance of power and a similar need for trust. For purposes of this policy, therefore, these relationships are also discouraged and looked upon with disfavor.

Faculty, librarians, administrators, classified staff members and supervisors are warned against the dangers of apparently consensual relationships. A faculty member, librarian, administrator, or classified staff member who enters into a romantic or sexual relationship with a student, or a supervisor who enters into such a relationship with an employee, where a power differential exists, must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to disprove the claim on the grounds of mutual consent. Because that is so, it should be understood that relationships of this kind pose serious professional risks to any who enter into them.

Institutional Measures to Confront Sexual Harassment

Whenever it has been properly determined that sexual harassment has occurred, the College will take prompt and corrective action, including appropriate disciplinary action. In determining whether the alleged conduct constitutes sexual harassment, Salem State College will look at the entire record and the circum-

stances, such as the nature of the sexual conduct and the context in which the alleged incidents occurred and will make a decision on a case-by-case basis. The College is committed to promoting, to the greatest degree possible, an environment free from sexual harassment. To this end, the College will take the following steps:

1. Distribute annually the policy statement against sexual harassment to all segments of the College Community.
2. Conduct educational programs for the College Community regarding the causes, character and consequences of sexual harassment as well as the steps available to stop such practices on the campus.

Institutional Complaint Procedures

Salem State College has established specific internal complaint procedures to help resolve claims and complaints of discrimination on the campus. These procedures will also specifically address claims and complaints of sexual harassment. The College's Discrimination Complaint Procedures will serve as a system of review and resolution for both informal claims and formal complaints of sexual harassment in hiring and employment. Any member of the College Community or any applicant for employment who believes she/he has been a victim of discrimination may initiate an informal claim or formal complaint as outlined in the College's Discrimination Complaint Procedures. Further advice or information may be obtained by contacting the Director of Equal Opportunity and Human Resources.

Disruptive Student in Classroom Policy

Purpose

The purpose of this judicial procedure is to provide the college with a method of due process to be used for relieving students in the classroom and their faculty from disruptive and/or potentially hazardous invasions of their time and learning.

Definition

Disruptive student behavior in the classroom includes and is not limited to the following definitions:

1. Exhibiting excessive behavior, which through its constancy throws the classroom activity in disorder or does not permit others to hear, see or concentrate on classroom presentation and/or activity.
2. Demonstrating an attitude or action which is threatening or hazardous to the safety and welfare of others and/or him/herself in the classroom. This includes aggressive and/or bizarre behavior.
3. Disrupting the classroom with inappropriate verbal tone, volume or content which may be threatening and/or intimidating to the other members in the classroom.

Step I - Informal

1. When a student engages in behavior which disrupts the class session, but poses no apparent hazard and/or danger to other students, faculty, or him/herself, the faculty member should ask the student to stop such behavior.
2. If the type of disruptive behavior described in #1 continues, the faculty member should ask the student to leave the class and to meet with the faculty member at the next mutually convenient scheduled time to discuss the matter informally. The faculty member will submit a written report (Form I) to the department chairperson and the Vice Presidents of Academic Affairs and Student Life, and to the Dean of Graduate or Non-Traditional Programs if appropriate. This begins the formal procedures.

Step II - Formal

- A. Procedure
 1. If the student, after leaving a class upon request, fails to



- report at the mutually agreed office hour appointment to discuss the incident, the faculty member submits a written copy of the incident (Form II) to the chairperson of that department with copies to the Vice Presidents of Academic Affairs and Student Services, and to the Dean of Graduate or Non-Traditional Programs if appropriate.
2. If the student refuses to leave the class, or if the disruptive behavior is such that there is apparent hazard and/or danger to other students, to the faculty, and/or to the disruptive student, the faculty member should dismiss the class for the day. In this situation, the faculty member should not leave before the other students in the class. If appropriate, the faculty member should contact Campus Police to remove the student from the classroom. In no case if there is an apparent hazard and/or danger present should the faculty member leave ahead of the other students in the class. If the faculty member is forced to dismiss the class for the day, the faculty member should report the incident in writing (Form II) to the Department Chairperson, with a copy to the Vice Presidents of Academic Affairs and Student Life and to the Dean of Graduate or Non-Traditional Programs, if appropriate.
 3. Upon receipt of such a report from a faculty member, the Department Chairperson should in writing arrange a meeting among the chairperson, the faculty and the student to attempt to resolve the matter. All parties must receive written notification of the meeting time and place. This meeting should be held as soon as possible after the incident and no later than ten (10) working days from the date of the incident. The student may request postponement in writing. This will be taken into advisement and denial of request of the new date will be issued to the student in writing.
 4. If the student refuses to attend the meeting, the Department Chairperson should immediately notify the student, in writing, that the incident has been referred to a Hearing Panel. A copy of this notification should be sent to the Vice Presidents of Academic Affairs and Student Services, and to the Dean of Graduate or Non-Traditional Programs if appropriate.
 5. The student will be allowed to attend class during the time between the incident and meeting and/or Hearing, unless there is further disturbance or disruption. If a further disruption is caused by this student, the faculty member will report the incident in writing to the Department Chairperson, with copies to the Vice Presidents of Academic Affairs and Student Life and the Dean of Graduate or Non-Traditional Programs if appropriate. The Department Chairperson will immediately notify the student in writing that he/she is suspended from that class pending a Hearing. Copies of this notification will be forwarded to the Vice Presidents of Academic Affairs and Student Services, and to the Dean of Graduate or Non-Traditional Programs if appropriate.
 6. The student has the right to appeal the decision of the Hearing Panel to the Vice President, Academic Affairs. Such an appeal must be requested in writing within ten (10) working days of the student's receipt of the decision by the Hearing Panel. The Vice President, Academic Affairs, will act on the request for appeal and hear the appeal within ten (10) working days from receipt of the written request for appeal of the Hearing Panel's decision.
 7. The student has the right to appeal the decision of the Vice President to the President. Such an appeal must be requested in writing within ten (10) days of the student's receipt of the decision by the Vice President of the denial of appeal or the hearing. The President will hear the appeal within ten (10) days of the written request for appeal of the

Vice President's decision.

8. Only in cases where a sanction affects the student's immediate status at the College (e.g., the student has been dismissed from the College, or has lost financial aid because of dismissal from the course, or will be unable to graduate because of dismissal from the course), may the student appeal the decision of the President to the Board of Trustees. Such an appeal must be requested in writing within ten (10) days of the student's receipt of the decision by the President.
9. Appeals, which will be heard only on the basis of the defendant's request, are limited to:
 - a. Procedural errors.
 - b. Excessive sanctions for offense.
 - c. New Evidence.

B. Format and Regulations

The Hearing Panel will consist of the Department Chairperson, a faculty member (other than the complainant) from that department selected by the Vice President, Academic Affairs or designee and a faculty member of any department selected by the student. In selecting the departmental faculty member, the Vice President or designee should make a reasonable effort to reflect the student's gender, race, and/or sexual orientation. The Department Chairperson will chair the Hearing Panel.

C. The Defendant and the Complainant have the right to:

1. Receive and review a copy of the written charge before the meeting.
2. Present evidence and/or witnesses on their behalf.
3. Cross-examine each other and all witnesses.
4. Have an advisor or legal counsel present (such individuals, however, are there solely to advise their clients and not to address the Hearing Panel or to conduct a prosecution or a defense).
5. Request a temporary recess for a period of not longer than two working days (such requests should be made in writing to the Hearing Panel and should specify the reason or reasons for the request — e.g. the need for additional preparation time, the need to locate witnesses, illness, and the like).

D. The Hearing Panel may take the following actions:

1. Dismiss the charge as unproved or unfounded and reinstate the student to the course.
2. Find the student guilty of disruptive behavior, end the temporary suspension, and reinstate the student to the course.
3. Recommend that the student be dismissed from the course with a grade of W.
4. Recommend that the student be dismissed from the course with a grade of F*.
5. Recommend that the student be dismissed from the College.

Note: Notification to the Student Life Area will enable the Vice President, Student Life to review the charges or indictments, in order to be prepared and available to advise students of procedures/processes and their responsibilities and actions. This does not preclude the right or need for legal counsel.

Student Grievance Procedure on Academic Matters

A student who believes that an academic regulation has not been followed may bring the matter first to the instructor; second, if necessary, to the Department Chairperson; third, to the Dean of the appropriate School; fourth, to the Vice President, Academic Affairs; and ultimately, to the President.



Student Identification Card

Day College Students: The ID card is official identification for the entire enrollment period and must be carried at all times while on campus or when representing Salem State College outside the campus. The card is not transferable and may not be altered in any way other than validation.

It must be presented when requested by a properly authorized and identified college representative. The card (multi-colored background) may be used to withdraw books from the College Library, purchase tickets, or gain admission to College sponsored events and to use college facilities and services. The first ID card is issued free of charge and must be obtained during the student's first semester at SSC. Anytime thereafter, obtaining an ID card will be treated as a replacement. The card must be validated each semester.

ID Replacement Policy

If the ID card is lost or stolen, a replacement may be obtained at the Registrar's Office with proper identification. A fee must be paid to Fiscal Affairs prior to obtaining the replacement.

SUPPORT SERVICES

Staying in College

Staying in college becomes challenging at times for some students who must work or who have personal or financial problems which make it difficult to continue their education. It is important for these students to know that dropping out of college may not be necessary; Salem State College has committed its resources and services to assist students in completing their degree programs.

Many services and programs are available at no charge: The Academic Advising Center, The Learning Center, Writing Center, Mathematics Laboratory, Reading Laboratory, Computer Literacy Laboratory, Alternatives for Individual Development, Student Support Services, Developmental Skills, the Counseling Center, the Office for Students with Disabilities, Center for Adult and Lifelong Learning, and Student Life offer support, advising, counseling, and referrals for students in need of encouragement and assistance.

In addition, Salem State College uses the Freshmen Testing Program to identify students needing services or special placement in Composition or Mathematics. Freshmen should also visit the Counseling Center or Career Services to examine the results of the Strong Interest Inventory which assesses major career potentials. Each student is assigned an Academic Advisor who will work personally with him or her in planning course and program selections.

The College has provided other options for students who feel they cannot continue full-time: leave of absence, part-time day status, and part-time study through the Evening Division. Salem State College wants students to fulfill their academic goals and to earn their degrees — and the College wants to help students to stay in college if they believe that is the right choice for them.

Academic Advising Center

Academic Advising is the foundation upon which a student develops his or her academic program. Through Academic Advising, students identify and explore the educational opportunities available at Salem State College. Meeting regularly with an academic advisor, students plan their programs, complete degree requirements, and benefit from a mentor/mentee relationship with a member of the faculty or of the Academic Advising Center professional staff.

Day College Undergraduate students who have declared a major are assigned a faculty advisor in his or her discipline. Day College Undergraduates who are Undeclared majors are assigned to a faculty advisor through the Interdisciplinary Studies Department. Day College Undergraduate students must sched-

ule an appointment with the faculty academic advisor at least once each semester during the Advising/Registration period to review the major flow sheet or academic program and to select courses for the following semester. These students must obtain the signature of the faculty advisor in order to register for classes.

Continuing Education Undergraduates are advised by the professional advisors of the Academic Advising Center. Continuing Education students can arrange an appointment with a professional advisor as needed, but should do so at least once an academic year.

The advisor/advisee relationship is mutually beneficial and critical to the student's academic success. Through contact with advisees, the advisor develops an understanding of and empathy for student issues and trends. Students who are uncertain of their major, minor, or academic and career goals, should discuss their concerns with their faculty advisor or the Chairperson of their major department and/or with the professional staff of the Career Services Center and the Academic Advising Center.

Students on Academic Warning or Probation, or who have been Academically Dismissed, must meet with a member of the Academic Advising Center professional staff to review their options and to plan courses of study which will improve their academic achievement. Students who plan to take a Leave of Absence or Withdrawal from the College must also meet with a member of the Academic Advising Center professional staff.

Faculty advisors can be contacted through the appropriate academic department where their offices and phone numbers are available. The Academic Advising Center is located on the first floor of the Administration Building. Advisors are available at the Center Monday through Thursday, 9:30 a.m. to 8:00 p.m., and Friday, 9:30 a.m. to 4:00 p.m. Appointments are made by calling (978) 542-7049.

College Bookstore

The College Bookstore is located on Central Campus. In addition to textbooks and supplies needed for courses at Salem State College, the bookstore also has computer software, paperback books, stationery, greeting cards, assorted gifts and various clothing items.

For further information, and hours of operation contact the Bookstore at (978) 741-3808.

Computer Literacy Laboratory

The Computer Literacy Laboratory is housed in the Computer Classroom of the Department of Interdisciplinary Studies (LIB 334). The Laboratory is available for general use by students during posted times. For information, contact the Department of Interdisciplinary Studies at (978) 542-6280.

Computer Science Department – Computer Laboratories

MH203 is a networked laboratory PC/dumb terminal laboratory with access to a DEC Alpha and to Salem Net. It is used primarily by students enrolled in Computer Science courses. Laboratory hours and supervision are through MH 205.

MH205 is a fully networked PC (IBM-compatible) laboratory (no Macintosh units). It is used to support courses taught within the Computer Science Department; PC's are password-restricted to students in CSC courses. MH205 is open 8:00 a.m.-10:00 p.m., Monday-Friday and 9:00 am-3:00 p.m., Saturday during the Fall and Spring semesters; summer hours vary. A supervisor is available whenever the lab is open.

Information Technology

Academic Computing has 5 general-purpose open computer laboratories, Meier Hall 210, Sullivan Building 109C, Harrington Building 100 (South Campus), CC129 (Central Campus), Ellison Campus Center Internet Kiosks. All PC's are networked with