



**Student Handbook
2019-2020**

WELCOME

The administration, faculty, and staff welcome you to the Urban College of Boston. The student handbook is designed to inform you of the policies and procedures that are in place at the College.

It is intended to facilitate your learning experience, and to guide you through your educational journey. It is intended for administrators, students, and faculty to receive the best educational experience, to understand the expectations of the College, and to foster cordial relationships between all members of the institution.

Therefore, we encourage you to read the handbook in its entirety, become familiar with its contents, and, if necessary, to seek clarification of any policies and procedures that are included in this handbook.

However, since the Office of Student Services staff members are your active guides, please do not hesitate to contact us about anything in the Student Handbook. We want to ensure that you have a rich and fulfilling learning experience.

To all our returning students: we wish you continued success in your personal and academic endeavors.

To all our new students: Welcome! We look forward to helping you achieve your goals, and we hope you find Urban College of Boston to be both exciting and rewarding.

Have a great year!

**Urban College of Boston
2 Boylston Street, 2nd Fl.
Boston, MA 02116
Main: (617) 449-7070
www.urbancollege.edu
contact@urbancollege.edu**

Urban College of Boston—At a Glance

History and Founding of the College

UCB was established to provide a link to higher education and economic opportunity for members of the Greater Boston community who have traditionally been underserved by higher education. Initially founded by Action for Boston Community Development, Inc. (ABCD) as the Urban College Program, UCB was chartered in 1993 by the Commonwealth of Massachusetts as a co-educational, two-year degree-granting institution.

In 2000, UCB became a fully independent college. The College was awarded full accreditation by the New England Association of Schools and Colleges (NEASC) in October 2001 and was awarded continuing accreditation in November 2006. In 2017, NEASC renewed UCB's accreditation until 2026. NEASC is now the New England Commission of Higher Education (NECHE).

Demographics

The UCB student body represents the rich cultural and ethnic diversity of the city of Boston and surrounding area. Many of our students are non-traditional adult learners who face tremendous challenges in deciding to return to the classroom – including language barriers, single-parent family responsibilities, lower-paying jobs, and housing issues.

Of the nearly 1,400 students enrolled during the 2018-2019 academic year, 65% identified as Hispanic or Latino, 15% as Black or African American, 14% as Asian, 4% as White, and 2% as another race or ethnicity. During the 2018-2019 academic year, 91% of students were women, 74% had been out of high school for at least 10 years, and the average age was 38. Typically, nearly 60% of UCB's students live in Boston.

Equal Opportunity

The Urban College of Boston is an equal opportunity, affirmative action institution committed to a policy of diversity and equal opportunity in all of its operations, employment, educational programs, and related activities. This policy extends to all persons without regard to race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave, veteran status, or national origin.

Accreditation and Non-Profit Tax Status

The College is accredited by the The *New England Commission of Higher Education (NECHE)* and is a 501(c)(3) non-profit organization.

Enrollment, Programs of Study, and Resources

The College enrolls nearly 1,400 students annually and offers Associate of Arts degrees in three areas of study: Early Childhood Education, Human Services Administration, and General Studies. The College also offers numerous Certificates of Achievement, as well as continuing education programs for those registering as Professional Studies students.

Classes are offered Monday-Saturday, including day-time, evening, and accelerated classes. UCB has a student-to-faculty ratio of 16:1.

The Learning Resource Center, including tutoring support, is available to students throughout the academic year.

UCB has excellent transfer partnerships to four-year degree colleges.

For more information, contact us at:

Urban College of Boston
2 Boylston Street, 2nd Floor
Boston, MA 02116
Tel: (617) 449-7070
Fax: (617) 830-3137
www.urbancollege.edu
contact@urbancollege.edu

Tuition and Financial Aid

Tuition is \$296 per credit hour (\$888/three-credit course).

75% of all students receive financial aid.

Pell Grants and scholarships are available.

Location of the College

UCB is conveniently located in downtown Boston, close to the Boston Common, the State House, and the city's vibrant theatre district. The College is easily accessible by public transportation, as it is located across from the Chinatown Orange Line T station and is also easily accessible via the Red, Green, and Silver lines, as well as numerous bus routes.

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FALL 2019

Early Registration (Summer Students Only)	Tuesday, July 23 & Wednesday, July 24
Regular Registration	Monday, August 12 to Thursday, August 15
Labor Day (Office Closed)	Monday, September 2
New Student Orientation.....	Thursday, September 5, 2019 (6-8 PM)
First Day of Classes: M, T, W, Th, F, S	September 9, 10, 11, 12, 13, 14
Five-Weekend Classes (1st Session)	Friday, September 13 - Saturday, October 12
Add Deadline.....	Before 2nd Class Meeting
Drop Deadline (with 100% Refund)	
For Mon-Fri Classes:	Before 4th Class Meeting
For Sat. Classes:	Before 3rd Class Meeting
For Five Weekend:	Before 2nd Weekend
Columbus Day (No Classes & Office Closed)	Monday, October 14
Five-Weekend Classes (2nd Session).....	Friday, October 25 - Saturday, November 23
Veterans Day Observed (Office Closed).....	Monday, November 11
Last Day of Saturday Classes.....	Saturday, November 23
Thanksgiving Recess (No Classes)...	Wednesday, November 27 - Saturday, November 30
Early Registration for Spring Semester (Fall Students Only)....	Mon-Thurs., December 2 - 5
Make-Up Day for Monday Classes.....	Friday, December 13
Last Day of Classes: M, T, W, Th, F	December 16, 17, 18, 19, 20
Grades Due from Faculty.....	December 27

SPRING 2020

Regular Registration	Monday, January 6 to Thursday, January 9, 2020
New Student Orientation.....	Thursday, January 16 (6-8 PM)
Martin Luther King, Jr. Day (Office Closed)	Monday, January 20
First Day of Classes: Tuesday - Friday	January 21 — 24
First Day of Monday Classes.....	January 27
Five-Weekend Classes (1st Session)	Friday, January 31 - Saturday, February 29
First Day of Saturday Classes	February 1
Add Deadline.....	Before 2nd Class Meeting
Drop Deadline (with 100% Refund)	
For Mon-Fri Classes:	Before 4th Class Meeting
For Sat. Classes:	Before 3rd Class Meeting
For Five Weekend:	Before 2nd Weekend
Presidents Day (No Classes & Office Closed).....	Monday, February 17
Five-Weekend Classes (2nd Session).....	Friday, March 13 - Saturday,
April 18 Last Day of Saturday Classes.....	Saturday,
April 18	
Patriot's Day (No Classes & Office Closed).....	Monday, April 20
Spring Break (No Classes).....	April 21 - April 24
Summer 2020 Registration (All Students).....	Monday, April 27 - Thursday, April 30
Last Day of Classes: T-F	May 5 - 8
Last Day of Monday Classes	May 18
Grades Due from Faculty.....	Four Days after the last day of class
Graduation	May 31 (TBD)

SUMMER 2020

Registration (All Students)	Monday, April 27 through Thursday, April 30
Memorial Day (Office Closed)	Monday, May 25
Graduation.....	May 31(TBD)
First Day of Classes (Monday/Wednesday Classes)	Monday, June 8
First Day of Classes (Tuesday/Thursday Classes).....	Tuesday, June 9
Independence Day Observed (Office Closed)	Friday, July 3
Five-Weekend Classes.....	Friday, June 12 - Saturday, July 18
Add/Drop Deadline.....	Before 2 nd Second Class Meeting
Drop Deadline (with 100% Refund).....	Before 4 th Class Meeting
For Five Weekend:.....	Before 2 nd Weekend
Early Registration, Fall 2020 (Summer students only).....	Tues. & Wed., July 21 & 22
Last Day of Class (Monday/Wednesday Classes)	Wednesday, July 27
Last Day of Class (Tuesday/Thursday Classes)	Thursday, July 28
Grades Due from Faculty.....	Five days after the last day of class
Regular Fall Registration.....	Monday, August 17 - Thursday, August 20

INTRODUCTION TO THE COLLEGE

Mission

Urban College of Boston exists to provide opportunity to every student seeking a college degree or professional advancement. The College supports students as they overcome economic, social, and language barriers to achieve academic, personal or professional aspirations.

Vision

Urban College of Boston will be an empowering institution, providing every student full access to the resources and support they need to succeed personally, academically, and professionally. We will enrich the communities and neighborhoods of metropolitan Boston through our unique, rigorous, and compassionate education that goes beyond the classroom and meets our diverse students in the context of their lives.

Values

Urban College of Boston believes that the most lasting way to empower people is through education. We will leverage every resource at our disposal to ensure that our students not only have access to a college education but also have the social, economic, interpersonal, and academic support they need to be successful. We will impact communities by empowering leaders and parents, who build up their families, neighborhoods, and workplaces. We will emulate the perseverance and fortitude exemplified by our students in our own conduct as we partner with them to transform lives and communities through the power of education.

A History of the College

Urban College of Boston (UCB) is an independent, non-profit, 501(c)(3), co-educational, two-year college established to provide opportunity for post-secondary education and professional advancement to those traditionally underserved by higher education. Urban College grants an Associate of Arts degree in three areas of study: Early Childhood Education, Human Services Administration, and General Studies. The College also offers Certificates of Achievement in the three degree topics, as well as continuing education programs for those registering as Professional Studies students.

In 2000, UCB became a fully independent college. The College was awarded full accreditation by the New England Association of Schools and Colleges (NEASC) in October 2001 and was awarded continuing accreditation in November 2006. In 2017, NEASC renewed UCB's accreditation until 2026. NEASC is now the New England Commission of Higher Education (NECHE).

Facilities

Urban College of Boston is located in the China Trade Center at 2 Boylston Street, Boston, MA. This accessible building is situated in the middle of downtown Boston, the Boston Theatre District, and Chinatown, and is one block away from the Boston Common. All administrative offices and student support services (including Enrollment Services, Academic Advising, Financial Aid, Student Services, the Business Office, Development, the Student Lounge, and the Learning Resource Center) are located on the 2nd floor. Classrooms are located on the 1st and 2nd floors.

A security guard is present at each entrance of the China Trade Center at all times. Students are provided with a picture ID, which they may be required to show to the security guard upon entrance to the China Trade Center.

Accreditation

Urban College of Boston received full accreditation in 2001 from the New England Association of Schools and Colleges (NEASC) – now the New England Commission of Higher Education (NECHE) – and is authorized to award Associate of Arts degrees by the Commonwealth of Massachusetts. The College received continuing accreditation in 2006. Urban College had a successful five-year review in 2011. After UCB completed a comprehensive self-study, an accreditation team visited with students, faculty, and staff in April 2017. In September 2017 UCB was awarded reaccreditation through 2026.

Accreditation indicates that the College has been carefully evaluated and found to meet standards agreed upon by qualified educators. An accredited college or university is one that has the necessary resources available to achieve its stated purposed through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the future.

Professional Memberships and Affiliations

American Association for Higher Education	Financial Aid Administrators
American Association of Collegiate Registrars and Admissions Officers	Massachusetts Education Finance Authority
American Association of Community Colleges	New England Association of College Registrars and Admissions Officers
American Council on Education	New England Commission of Higher Education
American Student Assistance, Education and Career Planning Center	New England College Council
Association of Governing Boards of Universities and Colleges	The Career Collaborative
Association of Independent Colleges and Universities of Massachusetts	The Chef's Table Program
Boston Higher Education Partnership	The Museum of Science Community Access Program
Child Care Information Exchange	Tree of Life Coalition Families Creating Together Multigenerational Arts Program
Greater Boston Chamber of Commerce	
Institute of Contemporary Art	
John F. Kennedy Library Presidential and Museum	
Mass 2-1-1	
Massachusetts Association of Student	

POLICIES & PROCEDURES

ADMISSION

Applicants to Urban College of Boston (UCB) should submit a completed application form together with a copy of their high school or GED/HiSET diploma. All new applicants to UCB must pay a non-refundable \$10.00 application fee. New students are required to take placement tests, including the Accuplacer test, which is an English skills level assessment. Students meet with an advisor to select appropriate courses based on the results of the assessment test. The math assessment may be administered during the first week that the math course is offered.

Admission Decisions: Applications are reviewed and decisions made when all admission requirements are met, so admissions decisions are made on an ongoing basis.

Transfer Credits: Students applying for transfer credits must provide all official transcripts of credits earned. UCB accepts up to 45 credits in transfer for applicable courses in which a grade of C (2.0) or better was earned. All remaining credits required for the degree must be awarded by UCB. College transcripts and course descriptions in a language other than English must be translated and notarized for courses to be acceptable for transfer credit consideration. Translation must also indicate the credential earned, the grades received, credits earned, and a description of the course of study.

A High School Diploma or High School Equivalency Credential (GED/HiSET) is required for all matriculated students. Students with a high school diploma, GED, or HiSET in languages other than English must have their diploma, certificate, or transcript translated into English and submit a notarized copy to the Enrollment Services office. The translated copy must indicate that the student satisfactorily completed a course of study that is comparable to a U.S. high school education and a grade must be received in each course of study. Other forms of documentation will be reviewed for consideration.

Students from the Caribbean and British Territories or other countries with a British system of education must present certified copies of one of the following documents:

- General Certificate of Education (GCE) Ordinary or Advanced Level
- Caribbean Examinations Council (CXC)
- School Certificate

Student Health Insurance: Students planning to enroll more than half-time (taking nine or more credits) at UCB are required to have health insurance. This is a legal requirement of the Commonwealth of Massachusetts that applies to UCB. Students should be prepared to sign a waiver and provide proof of insurance in order to register for more than two courses.

THREE WAYS TO ATTEND URBAN COLLEGE OF BOSTON

1. As a Degree Candidate

All students admitted as degree candidates will pursue studies leading to the degree of Associate of Arts in Early Childhood Education, General Studies, or Human Services Administration.

2. As a Certificate Candidate

Students admitted as certificate candidates will choose a designated cluster of courses in an area of their personal or professional interest. Courses successfully completed in a certificate program may be applicable to a degree program in the same or related area of study.

3. As a Professional Studies Student

Admission as a professional studies student permits enrollment in courses of personal or professional interest without the need to satisfy degree or program requirements. Enrollment in courses is on a space-available basis, following registration of degree and certificate program students.

Tuition and Fees

To increase access and opportunity, UCB offers its courses at affordable rates. UCB reduces economic barriers by providing substantial financial support to each student. The Financial Aid section on the next page details various sources of outside funding available to students.

Tuition and fees are expected to be paid in full at registration or, via a payment plan, prior to the last day of class. UCB accepts cash, checks, money orders, credit/debit card, and requests for billing from the student's employer. UCB reserves the right to adjust tuition, fees, or schedules as necessary.

UCB Tuition

\$296.00 per credit / \$888.00 per 3-credit course

FEES

Application Fee: \$10.00 must accompany each application for admission as a Degree, Certificate, or Professional Studies candidate. (One-time only non-refundable fee)

Student Registration Fee: \$10.00 per semester.

Graduation Fee for Degree Students: \$25.00

Transcript Fee: UCB will provide one official transcript at no charge. Each subsequent official transcript is \$2.00.

Returned Checks Fee: \$25.00 charge will be imposed for any check returned to Urban College of Boston because of insufficient funds.

Experiential Credit Fee: \$75.00 per credit hour

Adding a Course

Students may add a course up to the second class meeting. Students may add a Saturday course up to the second class meeting. Students may add a five-week course up to the second class meeting. To add or drop courses, a student must consult with an academic advisor, complete a second Registration form or Add/Drop form, and submit the completed form to the Enrollment Services office. Exceptions made only upon instructor approval.

Dropping a Course

Students have until the fourth class meeting to drop a course and have the tuition charge and course removed from their record. In a five-week course, students have until the third class meeting to drop the course and have the tuition charge and course removed from their record. In a Saturday course, students have until the third class meeting to drop the course and have the tuition charge and course removed from their record. To drop a course, a student must consult with an academic advisor, complete a Withdrawal form, and submit the completed form to the Enrollment Services office. Failure to officially drop a course before the “Drop” deadline may result in a grade of “F” or “W” (withdrawal) and a tuition charge for which the student is responsible.

Withdrawing from a Course

Courses dropped after the fourth class meeting will result in a “W” (withdrawal) on a student’s transcript and the student may be responsible for some or all tuition. Five-week courses dropped after the third class meeting will result in a “W” (withdrawal) on a student’s transcript and the student may be responsible for some or all tuition. Saturday courses dropped after the third class meeting will result in a “W” (withdrawal) on a student’s transcript and the student may be responsible for some or all tuition. To withdraw from a course, a student must consult with an academic advisor, complete a Withdrawal form, and submit the completed form to the Enrollment Services office. Failure to officially drop/withdraw from a course may result in a grade of “F.” Students who withdraw should contact the Business Office to find out if they owe any tuition.

Withdrawal Appeal and Tuition Refund Policy

We understand that sometimes situations arise that are beyond the control of a student and that may warrant exception from certain rules, procedures, or deadlines. When such situations do arise, students may appeal to the College for relief from a process, a deadline, a payment, or a ruling. Appeals are meant to address unusual circumstances such as the death or severe illness of a student or a student’s immediate family member, an accident or serious injury, an unexpected loss of job or home, etc.

If a student feels they have an extenuating circumstance that justifies an exception to the standard withdrawal and tuition policies, the student may appeal to the Withdrawal and Tuition Refund Appeal Committee.

- The appeal process is limited to enrolled courses taken within the current or the one previous semester when the request is made. (Appeals for semesters beyond this limit will not be reviewed.)
- All requests must be submitted in writing to the Withdrawal Appeal Committee

and must include supporting documentation (e.g. copies of registration form, drop/add forms, medical verification) and the Withdrawal Appeal Form.

- The Committee cannot change grades for completed courses. A withdrawal from the course(s), will be approved, if warranted and within the published withdrawal guidelines.
- Medical withdrawals are limited to all, not some, courses within a semester unless it can be documented that the medical issue is directly related to the course being disputed.
- The student must complete their own appeals and can do so in English, Spanish or Mandarin. Appeals made on behalf of a student will not be reviewed.
- Appeals are limited to one per student per semester.

Withdrawal procedures and add/drop refund dates are widely publicized. Therefore, appeals based on lack of awareness of these issues will not be reviewed. The Committee's decisions are final.

Administrative Withdrawal Policy

A student who has missed three or more consecutive classes may be administratively withdrawn from that course. If the administrative withdrawal is before the "Drop" deadline, the course and tuition will be removed from the student's record. If the administrative withdrawal is after the "Drop" deadline, the student will receive a "W" for the course and may be responsible for some or all tuition.

Credit Hour Policy

Urban College follows the Carnegie Unit for credit. Students are expected to spend a minimum of 45 hours of work for each credit. The most common breakdown for one credit is one hour of class instruction and two hours of homework for 15 weeks each semester. A three-credit course demands nine hours each week.

FINANCIAL AID

Urban College of Boston offers federal, state, and college financial aid to help eligible students fund the cost of their attendance at UCB.

To be eligible for federal financial aid a student must:

- Apply by completing the FAFSA 2019-20 form;
- Be enrolled in a Degree or Certificate program (Professional Studies and General Education Certificate students are ineligible to receive financial aid);
- Be a U.S. citizen or permanent resident of the U.S.;
- Have not yet earned a Bachelor's degree;
- Be in good standing on any previous Federal student loan; and
- Make satisfactory academic progress (see page 17)
- *Be registered for Selective Service (if male)*

Financial Aid Application Procedures

Complete the Free Application for Federal Student Aid (FAFSA) for the 2019-20 academic year. You may complete the FAFSA online – www.fafsa.ed.gov. Do not pay to complete this form as it is a free document that the government has created. If the site asks you for payment then you are not using the correct website.

Free online application assistance is available at the ASA Education and Career Center, located at the Boston Public Library, Copley Square.

Urban College School Code is: **031305**

After the initial application is completed, Urban College staff can assist students who encounter difficulty filing the complete financial aid application. Students who need assistance can call the Financial Aid office at 617-449-7428 to schedule an appointment. A copy of your 2017 Federal Income Tax return, if appropriate, plus a copy of the student's high school diploma or GED/HiSET certificate (plus an English translation and signed by a notary public, if appropriate) must be submitted to UCB to qualify for financial aid from the College.

Enrollment Date	Priority Application Deadline Date
September 2019	August 6, 2019
January 2020	December 21, 2019
June 2020	March 08, 2020

Late applications will be considered if funds are available.

Federal Funds

Federal Pell Grants provide funds to eligible students who demonstrate financial need. Amounts range from \$328 to \$6,195 for the fall, spring, and summer semesters of the 2019-20 academic year. Pell Grants do not have to be repaid.

Supplemental Educational Opportunity Grants (SEOG), available to eligible students, are funds that do not have to be repaid. Priority for SEOG is given to Pell Grant recipients. Amounts range from \$200 to \$1,500 for fall and spring semesters.

State Funds

The priority application deadline date for Mass Grant funds is May 1, 2019. Mass Grants are awarded by the Commonwealth of Massachusetts to eligible full-time students. Mass Grants are estimated to range from \$250 to \$800 for the fall and spring semesters and do not have to be repaid.

Massachusetts Part-Time Grants are awarded by Urban College to eligible students who complete at least 6 but fewer than 12 credit hours for the fall and spring terms. They are estimated to range from \$125 to \$400 for fall and spring terms and do not have to be repaid.

Students interested in applying for the state’s Early Educators Scholarship must complete a 2019-20 FAFSA first, and meet all FAFSA requirements. The ECE scholarship application is available (usually from April 1 to June 1) on the Massachusetts state website (www.osfa.mass.edu). Students MUST be enrolled in the Early Childhood Education associate degree program and provide proof of high school graduation or GED/HiSET completion to be eligible.

UCB Scholarships and Awards

Urban College of Boston recognizes outstanding students for their accomplishments through a variety of scholarships and awards, including:

Urban College of Boston Academic Excellence Award

Jill Alexander Award for Excellence

Roberta L. Nourse Memorial Award

Robert M. Coard Scholarship to Endicott College

Coard Family Scholar Award

Tony Williams Memorial Scholarship

Satisfactory Academic Progress Required to Qualify for Financial Aid:

Urban College requires that financial aid recipients maintain satisfactory academic progress in their course of study. To meet the requirements of satisfactory academic progress, students must maintain a minimum cumulative grade point average as follows:

Minimum Grade Point Average: Number of Credits Earned	Cumulative Grade Point Average
1-9	1.50
10-21	1.70
22-45	1.90
46+	2.00

Students must also complete at least 67% of the courses for which they register. These requirements will be monitored at the completion of the third course for which a student registers and for every course attempted thereafter.

Finally, students must successfully complete the credits required for his/her degree within 150% of the standard length of his/her academic major. For example, if a student is working toward an associate degree that requires 60 credits for completion, he/she must complete the degree requirements by the time he/she has attempted 90 credits or the student would lose financial aid eligibility.

A student who is not making satisfactory academic progress can be reinstated to financial aid eligibility by:

Acquiring the minimum credits and the cumulative GPA required for satisfactory academic progress. This action would make the student eligible for financial aid in the semester following the reinstatement; financial aid is not retroactive.

-or-

Appealing to the Academic Review Committee. To make an appeal, a student writes a letter to the Committee asking for a review and explains extenuating circumstances that may have caused the student to be placed on unsatisfactory academic progress standing. The letter and related materials should be addressed to the Chief Academic Officer and can be delivered by hand, email or US mail.

Class Attendance and Withdrawal for Financial Aid Recipients

While it is expected that students will complete the courses for which they register, we recognize that at times this is not possible. If a student stops attending class or withdraws from a class before the 10th class has been held and the student was deemed eligible for a Pell Grant, the amount of the Pell Grant will be prorated in direct proportion to the percent of time the student last attended the class. The student is responsible for payment of any remaining balance due. Further information is available in the Financial Aid Office.

Information regarding all Federal and State scholarship programs is available from the Director of Financial Aid, 617-449-7428. Information on college-specific scholarships is available through Academic Advising.

Academic Policies and Procedures

Registration

Registration for courses occurs several weeks before classes begin. The schedule of courses for each semester is announced in a printed course schedule, distributed to all students, and can also be found on the UCB website (www.urbancollege.edu). In order to register, students must first identify how their tuition will be paid. These options are: self pay, have applied and been approved for financial aid, or have proof of employer intent to make payment. All students must complete the registration form and meet with an advisor. In addition, all new students must take the Accuplacer® to assess their writing level. Results of these assessments will determine placement in classes and programs appropriate for students' demonstrated skill levels.

Orientation

Orientation dates are announced during registration. New students are required to attend orientation. At orientation, students are counseled about the various policies and procedures that are deemed critical to their studies and educational success. There is also an opportunity to meet key administrative staff who will be involved in students' education.

Educational Records and Transcripts

Privacy

Privacy rights regarding access to information are observed in accordance with the Family Educational Rights and Privacy Act, commonly known as the Buckley Amendment.

In accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) (Section 438 of the General Education Provisions Act 20 USC 1232), UCB has adopted the regulations given below to protect the privacy rights of its students. Revisions and clarifications will be published as experience with the law and the institution's policy warrants.

Students are informed of their rights under this act through the College Catalogue and the Student Handbook. In compliance with this federal law, the college has established a policy to protect students from misuse of information in their personal folders and to allow students access to their own folders. The policy is summarized as follows:

Student's Rights: FERPA

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Dean of Enrollment Services/Registrar, written requests that identify the record(s) they wish to inspect. The Director will make arrangements for access and notify the student of the time and place where the record may be inspected.
2. The right to request the amendment of the student's education records that the

student believes is inaccurate.

Student may ask the College to amend a record that they believe is inaccurate. They should write to the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Urban College of Boston to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Grading

Course evaluation and grading procedures are established by each instructor. It is a student's responsibility to become familiar with the course syllabus requirements in each course. Grades are normally issued within two weeks after they are due from faculty.

GRADING SYSTEM		
	Grade	Numerical Value
Excellent	A	4.0
	A-	3.7
Highly Satisfactory	B+	3.3
	B	3.0
	B-	2.7
Acceptable	C+	2.3
	C	2.0
	C-	1.7
Unsatisfactory	D+	1.3
	D	1.0
	D-	0.7
Fail	F	0.0
Pass	P	0.0
Incomplete	I	0.0
Withdrawal	W	0.0

GPA = Sum of the numerical values of grades divided by the total number of course credits earned.

Courses graded pass/fail are not included in the GPA.

Pass/Fail Option

All requests to elect a pass/fail grading option must be made to the Chief Academic Officer. The following policies govern this option:

- Courses in College Writing and Speech Communication taken at UCB may not be taken pass/fail.
- Pass/Fail grades will not be a factor in determining eligibility for the Dean’s List or graduation honors.
- For courses taken as Pass/Fail, letter grades “A through C” are converted to P; letter grades of D and F are converted to F. A pass “P” grade is not counted in the student’s grade point average. A fail “F” grade is counted in the student’s grade point average.
- Pass/Fail grades will not be a factor in determining eligibility for the Dean’s List or graduation honors.

Incomplete Grading Option

An incomplete (I) grade must be requested by the student and/or instructor in writing and approved by the instructor before the scheduled deadline for submission of final grades. An incomplete grade may be granted for medical reasons or other personal emergency situations. An Incomplete Contract Form, available from Enrollment Services, specifying remaining course requirements, must be completed by the student and the instructor and a copy submitted to the Office of Enrollment Services. All remaining assignments and examinations are normally completed no later than the end of the third week of the following semester, or by the date specified by the course instructor.

If course requirements are not completed by the end of the next semester the incomplete grade will change to “F.” It is recommended that all work completed away from the College be either hand-delivered or sent by registered mail to the instructor, with a copy of the work retained by the student.

Release of Grades

It is the policy of Urban College of Boston that no semester grades or transcripts be released to a student by Enrollment Services until all financial accounts are settled with the College. Transcripts will be released only if the student has signed an authorization form (Transcript Request Form).

Grade Changes

In the event of a grading error identified by the instructor, the instructor will complete a Change of Grade Form. This form is available from Enrollment Services.

Grade Appeals

A grade may be appealed if a student believes that the grading procedure outlined in a course syllabus was followed improperly by a faculty member, or if the student believes that unfair or prejudicial grading has occurred. A student must begin the grade appeal process within 30 days of the posting of the grade in question.

The grade appeal process is a series of steps with specific deadlines that must be honored.

Step 1: Before filing a formal appeal, the student must discuss the matter with the faculty member in a sincere effort to resolve the issue. This must occur within 30 days of the posting of the grade in question. If, after the discussion, the student continues to believe that an appeal is justified, the student has 10 business days to request that the appeal move to Step 2.

Step 2: The student must submit a letter of appeal that outlines circumstances and explains the reason(s) for the appeal to the Chief Academic Officer. This must be done within 10 business days of the completion of Step 1.

The Chief Academic Officer will review the letter and documentation from the student and request relevant information from the faculty member. The Chief Academic Officer will then consider all evidence and arrive at a judgment. Note: A grade may be adjusted higher or lower than the original grade depending on the results of the Step 2 process. Decisions made by the Chief Academic Officer will be final.

Mid-Semester Progress Evaluation

On a designated date at mid-semester/term, the faculty will issue progress reports to students whose work has fallen below a “C” average. Students receiving reports must consult with their instructor(s) and/or faculty advisor to make arrangements regarding their academic progress. In addition to mid-semester reports, faculty may, at any time during the semester, notify students of unsatisfactory progress or excessive absence. It is recommended that students who receive unsatisfactory progress reports make an appointment with the Learning Resource Center for assistance.

Repeating Courses

If a course is repeated, the highest grade earned in the course will become the official grade for the course, and the grade included in the cumulative grade point average. When a course is repeated, credit is granted only once. The highest grade for a repeated course is used in computing a student’s grade point average. All attempts to take a course will be recorded on a student’s transcript, whatever the highest grade awarded may be.

Students are strongly encouraged to discuss with their academic advisor/counselor and financial aid officer the effect withdrawing or repeating a course may have on their academic programs and financial aid eligibility.

Attendance

Attendance is expected in all classes. Most courses are structured for group participatory learning; therefore, class attendance is critical. Individual instructors will determine and announce attendance policies. If illness or other emergency prevents attendance, the student must notify the instructor. Failure to attend classes regularly may result in a lowered grade or, in the case of excessive absences, a failing grade.

Class Cancellations and Makeup Classes

Urban College utilizes NECN, WHDH (Channel 7), WCVB (Channel 5), Fox 25, and WCBZ

Channels 7 to be the source of emergency and storm-related weather information. The information will be posted on those stations' websites, as well as on their TV stations. In addition, UCB will provide weather-related updates via email, UCB's website, and UCB's Facebook page.

If an instructor must cancel a class due to illness, they will email the class ahead of time.

If classes are cancelled because of inclement weather or instructor illness, makeup classes will be scheduled at times convenient to students' commitments to work, additional courses, and activities.

Academic Honesty

Students are expected to submit work that is the result of their own effort. Students must avoid ***plagiarism***, defined as the use of the language, ideas, or thoughts of another author and the representation of them as the student's own work. Any form of intentional plagiarism or carelessness in differentiating between what is another person's work and what is the result of a student's effort is subject to disciplinary action on the part of the instructor and/or the Chief Academic Officer, and may result in failure of the course. The instructor, in consultation with the Chief Academic Officer, will determine an appropriate penalty in cases involving plagiarism. More detailed information about plagiarism is available in standard works on writing. Also, giving or receiving help during a quiz or examination will result in disciplinary action by the instructor and/or Chief Academic Officer.

Standards for Satisfactory Progress

Full-time students are expected to complete all requirements for the associate degree within three academic years. Part-time students will normally complete all degree requirements within six academic years. The academic year is defined as two semesters and one summer session. Academic semesters or years need not be taken consecutively. Satisfactory progress is defined in terms of cumulative grade point average. To remain in good academic standing, the student must earn the minimum cumulative grade point averages outlined on page 19 of this catalogue.

If a student falls below these minimum standards, unless extenuating circumstances exist, he or she will be placed on academic probation for one semester and notified by the Chief Academic Officer of this status by mail. At the end of the semester of probation, the student's record will be reviewed by the Academic Review Committee to determine whether adequate progress toward the minimum standards has been made. If progress has been demonstrated, but the requisite standard not yet met, the student may be continued on probation for a second semester. No student will be continued on probation for longer than two consecutive semesters. If progress remains unsatisfactory, the student will be suspended for one academic year or dismissed from the College. However, extremely poor performance may result in suspension or dismissal without probation.

Academic Probation, Suspension, and Dismissal

Students enrolled in degree and certificate programs are expected to demonstrate satisfactory progress toward their educational goals. At the end of each semester, the Academic Review Committee composed of the Chief Academic Officer, the Dean of

Enrollment Services, a Student Services staff member, and two members of the faculty, will review the academic records of students failing to meet the standards of satisfactory progress and students on probation. After examining a student’s academic record, reviewing faculty comments, and considering any extenuating circumstances, the Committee may take action by placing or continuing the student on probation, or suspending or dismissing the student from the College. Students will be notified of the action of the Committee by the Chief Academic Officer.

When students are placed on academic probation, this means they have received a strong warning of the need to improve their performance, attend classes regularly, and avail themselves of the assistance of their advisor and academic support services. Unless improvement is demonstrated in the subsequent semester, students on probation will be liable for suspension or dismissal. Students placed on academic suspension may not register for classes in the next two semesters. When they return to Urban College of Boston they will be on probationary status and their progress reviewed periodically. Students dismissed for academic reasons are formally withdrawn from the College. If they wish to return at a later date they must reapply for admission; however, the College is under no obligation to approve reapplication. A student may appeal the decision of the Committee to the Chief Academic Officer in writing, no later than two weeks after receiving notification of the Committee’s action.

Leave of Absence

Students may take an approved leave of absence for one or more semesters. The request for leave of absence must be made in writing to the Office of Enrollment Services prior to the end of the semester in which the student is currently enrolled. Students who leave UCB will be automatically readmitted for future semesters.

Dean’s List

Students who have demonstrated outstanding achievement are recognized by being named to the Dean’s List. Eligibility for the Dean’s List is established by earning nine credits and multiples thereof, with a grade point average of 3.30 or higher, with no grade of “F.” Dean’s List students are publicly honored and receive a certificate from the Chief Academic Officer via email.

Commencement Honors

Upon graduation, the faculty recognizes the outstanding academic achievement of students who complete their degree program with distinction. To qualify for commencement honors a student must have earned at least 32 credits at Urban College of Boston. Transfer credits will not be considered when determining eligibility for commencement honors.

Grade Point Averages Needed for Graduating with Honors

Highest honors	3.75 GPA
High honors	3.50 GPA
Honors	3.25 GPA

Certificates of Achievement

Certificates of Achievement are presented annually to students who have attained specific milestones in their program of study. Students who have been selected for Outstanding Achievement Awards in individual academic programs are also recognized for their accomplishments.

Partners in Education

Urban College's community partnerships support and enhance the college's programs and curricula. UCB's partners include Child Development, Inc. of Lawrence, Child Care Choices of Boston, American Student Assistance Education and Career Planning Center, the Asian American Civic Association, Boston Chinatown Neighborhood Center, Project Hope, Nurtury, Head Start, MIRA Coalition, Massachusetts Department of Early Education and Care, Greater Boston Readiness Center, Boston Alliance for Early Education, and many others.

Collaborative two-year institutional partners include Bunker Hill and Roxbury Community Colleges. Collaborating four-year colleges and universities include University of Massachusetts-Boston; Cambridge College; Suffolk, Springfield, Boston, Northeastern, and Lesley Universities; and Fisher, Regis, Eastern Nazarene, Endicott, and William James Colleges.

Articulation Agreements between UCB and other Institutions of Higher Education

Articulation agreements facilitate UCB graduates' entrance into baccalaureate degree programs. An articulation agreement describes when and how a student may be able to transfer to a specific baccalaureate degree program and often includes the entrance and program requirements which are unique to the partner institution as well as the expected transfer of courses and credits.

Currently, formal articulation agreements exist between Urban College of Boston and Lesley University, Suffolk University, University of Massachusetts/ Boston, University of Phoenix, and Fisher, Cambridge, Springfield, Eastern Nazarene, William James, and Regis Colleges. For additional information regarding articulation agreements, please contact the Office of the Chief Academic Officer at 617-449-7068.

College Statements, Policies and Disclosures

Student Code of Conduct

Urban College of Boston is committed to promoting student learning in a stable and peaceful environment. Therefore, students are responsible for conducting themselves in a manner that is appropriate and non-threatening to others. Specifically, students should refrain from disruptive behavior, theft, falsification of records, possession of weapons, destruction of property, hazing, physical and verbal abuse, and acts of harassment towards anyone. Students who violate this code of conduct are subject to expulsion, suspension, or other penalties. Additional information is available in the Student Handbook.

Gifts from Students

Students should refrain from offering gifts to members of the college, its administration, and staff. The College recognizes that staff may have gone beyond the expectations of their responsibilities to assist a student. In the event that the student would like to show appreciation, we recommend a note of appreciation or other mention of the employee by the student. This action is necessary to avoid the appearance of preferential treatment of students by staff.

Policies and Disclosures

Urban College of Boston complies with the requirements of:

- Policy on Non-Discrimination and Affirmative Action
- The Family Educational Rights and Privacy Act (FERPA)
- The Jeanne Cleary Disclosures of Campus Security Policy and Campus Crime Statistics Act
- Hazing (Mass. General Laws, Chapter 269, Sections 17, 18, 19)
- Drug-Free Schools and Communities Act Amendments of 1989
- Voter Registration Act (Mass. General Laws, Chapter 51, Sect. 42E)
- Massachusetts Clean Indoor Air (Mass. General Laws, Chapter 270, Sect. 22)
- Student Absences Due to Religious Beliefs (Mass. General Laws, Chapter 151C, Sect. 2A)
- Americans with Disabilities Act of 1990

Student Complaint Policy

Whenever possible, students are encouraged to seek an informal resolution of the matter directly with the faculty or individual(s) involved. Often a complaint can be resolved in this way. The complaint process will be most effective when individuals work through the respective campus channels prior to contacting the Dean of Students.

However, if an informal approach is neither successful nor advisable, the student should use the following procedure:

- A student complaint form should be submitted to the Dean of Students office. It should contain (at a minimum) the date and time of the alleged conflict or action, the reason(s) for the complaint, a summary of the complaint, a list of other persons who may provide information and any appropriate documentation. The student must also include the resolution or outcome he or she is seeking. The complaint must be submitted within ten (10) business

- days of the alleged conflict or action.
- Upon receipt of a completed form, a conference will take place with the student and the Dean of Students. The Dean will notify appropriate persons and request any information or documentation needed to resolve the complaint.
 - The staff member may attempt to resolve the complaint by encouraging discussion between the student(s) and the faculty member/administrator or by taking the appropriate action to resolve complaint.
 - A review of the complaint with the supervisor(s) or others in the line of supervision may be used when deemed appropriate and beneficial to the process.
 - All relative documentation and possible outcomes must be submitted by the student or other appropriate persons within ten (10) business days of the date the complaint is filed.
 - When possible, the final resolution (or a finding of “unresolved”) will be filed in the Dean of Students office within fifteen (15) business days of the date the complaint is filed. If there are circumstances requiring an extension of this deadline, the Dean will notify the parties involved.
 - If the student is not satisfied with the outcome of the complaint, a committee will be appointed to review the information and render a final decision. The committee will consist of representatives appointed by the President. Their decision will be final.

Documentation

A record of all complaints and their resolution will be documented and the records will be kept in the Dean of Students office.

Massachusetts Dept. of Higher Education Student Complaint Information

Student Complaints

The Board of Higher Education attempts to provide an avenue for informal resolution of matters concerning institutions. They cannot require an institution to take any specific action in a matter and cannot provide legal advice.

Complaint Process

The Board of Higher Education receives and refers complaints/inquiries to the specific college for clarification and response. It is the college's Board of Trustees which has responsibilities for establishing and enforcing policies necessary for the management of the institution under its authority.

Public Records

Under most circumstances, the text of the complaint/inquiry will be considered a public record, a copy of which is available to any member of the public upon request. However, identifying information (e.g., name, address, phone number, etc.) will not be disclosed. Furthermore, no part of the complaint/inquiry will be discussed in response to a request that asks specifically for a complaint/inquiry submitted by an individual.

To submit a complaint, complete the complaint form on their website:

<http://www.mass.edu/forstufam/complaints/complaints.asp>

Students Absences Due to Religious Beliefs

Massachusetts General Laws, Chapter 151C, Section 2B, excuses the absence of students for their religious beliefs. Under this law, any college student who cannot attend classes, take an exam, study, or fulfill assignments on a particular day, because of his or her religious beliefs, is excused. The student should be provided with an opportunity to make up the exam(s) or assignment(s), provided, however, the makeup exam or work does not create an unreasonable burden upon the institution. The student may not be charged nor subject to adverse or prejudicial effects for using the provisions of the law (stated below):

Massachusetts General Laws Chapter 375: Be it enacted by the Senate and the House of Representatives in General Court assembled, and by the authority of the same, as follows: (Chapter 151C of the General Laws is hereby amended by inserting after section 2A the following section:

Section 2B: Any student in an educational or vocational institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination or study or work requirement, shall be provided with an opportunity to make up such examination, study, or work requirement, which he may have missed because of such absence on any particular day, provided, however, that such makeup examination or work shall not create an unreasonable burden upon the school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section. A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the list of available courses.

Policy on Discriminations and Sexual Harassment

Urban College of Boston is an equal opportunity/affirmative action institution committed to a policy of diversity and equal opportunity in all of its undertakings, and does not discriminate on the basis of race, color, religion, sex, age, national origin, or handicap status in its educational programs and related activities or hiring practices. The College complies with Title IX of the of the education amendments of 1972, and the regulations of Titles VI and VII of the Civil Rights of 1964, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1973. If students have questions or concerns regarding compliance, the student may address those concerns to the Chief Academic Officer of the College.

Sexual harassment is defined as conduct which is either explicit in nature or which might reasonably be perceived as affecting educational decisions, interfering with a student's educational experience or adversely affecting an employee's working environment. Within this definition are unwelcome sexual advances, requests for sexual favors in exchange for grades or services, and other physical or verbal conduct or written communication of an intimidating, hostile or offensive sexual nature. Violations of this policy by faculty, administrators, staff or students will lead to disciplinary action, including suspension, expulsion, or termination. When a student believes he/she has been discriminated against on the basis of race, color, religion, national origin, age, sex, or handicap, the student shall have recourse to the Student

Grievance Procedure.

Hazing Policy

All Urban College of Boston students are subject to the following act of the Massachusetts Legislature (General Court) which makes hazing a crime. Action will be initiated for alleged violation(s) of this act under applicable sections of the Code of Student Conduct. Students may also be subject to lawsuits by victims of hazing.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows: Chapter 269 of the General Laws is hereby amended by striking out sections 17 to 19, inclusive, and inserting in place thereof the following three sections:

Section 17: Penalty whoever is a principal organizer of participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

Definition: The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18: Duty to Report Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to him/herself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19: Notice Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and

sections seventeen and eighteen to each of its member, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an at-tested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, and that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of postsecondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of postsecondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students.

The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. Approved January 5, 1988.

Harassment/Discrimination Policy

In accord with its mission Urban College of Boston (“The College”) believes that each individual should be treated with respect and dignity and that any form of sexual violence, harassment and/or discrimination is a violation of human dignity. The College condemns sexual violence, harassment and discrimination and maintains a “zero-tolerance” for sexual violence, harassment and/or discrimination. Students, faculty, and staff have the right to work and learn free of sexual violence, harassment and discrimination. The College will take all reasonable efforts to prevent and promptly correct instances of sexual violence, harassment or discrimination. Additionally, students, faculty and staff have the right to a structured process for resolving problems, complaints or grievances relating to the execution of institutional policies. The purpose of this policy is:

- a. To communicate the mechanisms for investigating complaints in a manner that reasonably protects the privacy of individuals involved in situations of alleged sexual violence, harassment and/or discrimination and grievances;
- b. To ensure the provision of equal employment and educational opportunities to faculty, staff, students and applicants for such opportunities without regard to race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, veteran status, and any other groups protected by federal, state or local statutes;
- c. To protect all those involved who report or provide information related to sexual violence, harassment, discrimination, and/or grievances from retaliation of any kind;
- d. To set forth guidance for preventing sexual violence, harassment and/or discrimination;
- e. To take timely corrective action when sexual violence, harassment and/or discrimination is alleged to have occurred;
- f. To ensure that students, faculty and staff have the opportunity to present grievances to the College regarding a certain action(s) perceived to be in violation of institutional policies by a member of the College community; and
- g. To establish a consistent process for resolving complaints of sexual violence, harassment and/or discrimination and grievances in a fair and just manner.

POLICY

It is the policy of the College to provide equal employment and educational opportunities to faculty, staff, students and applicants without regard to race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, veteran status, and any other groups protected by federal, state or local statutes. In addition, it is the policy of the College to comply with applicable state statutes and local ordinances governing nondiscrimination in employment and educational activities. It is also the policy of the College to address grievances that are perceived to be in violation of an institutional policy that are not governed by other specific grievance procedures. Upon notification, the Dean of Enrollment and Registrar who is the designated Title IX Compliance Officer for the College, will determine if an investigation is warranted, enabling the office to investigate and to take corrective action where appropriate.

Acts of sexual violence, harassment and discrimination are considered serious violations of this College policy. Because of the seriousness of these actions, the full range of institutional action, including separation, termination, suspension and expulsion may be imposed.

A member of the College community who believes himself or herself to be victim of sexual violence, harassment and/or discrimination is encouraged to report the information to the Dean of Enrollment.

The College requires all faculty and all staff with supervisory or leadership responsibilities or responsibilities related to student welfare to report any information they learn about discriminatory harassment, sexual harassment, discrimination, or sexual violence to the Dean of Enrollment. The College encourages staff and students to report all instances of sexual violence, harassment and discrimination.

The College will broadly disseminate this policy and distribute a list of resources available to respond to grievances, as well as concerns of sexual violence, harassment and/or discrimination.

SCOPE/ELIGIBILITY

This policy applies to all faculty, staff, and students of the College community. Non-college employees, including vendors, independent contractors, and other outside parties who conduct business with the College through affiliation and other agreements will be expected to comply with this policy as well, as specified by the terms of any contract or agreement between the College and such third party.

Additionally, this policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, benefits, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

This policy also applies to all incidents of alleged sexual violence, harassment and/or discrimination, including those which occur off campus or outside of normal work, class or business hours, where the alleged incident involves a member of the College community and a supervisor, co-worker, faculty member, student, or non-College employee.

DEFINITIONS

Complainant: An individual who is subject to alleged discrimination, harassment, retaliation, or unfair treatment regarding the interpretation or application of an existing College policy.

Respondent: An individual whose alleged conduct is the subject of a complaint.

Discrimination: Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, veteran status, and any other groups protected by federal, state or local statutes. The conduct must be so objectively offensive as to alter the conditions of the individual's employment or educational experience.

Discriminatory Harassment: Detrimental action based on an individual's actual or perceived race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, veteran status, and any other groups protected by federal, state or local statutes that is so severe, persistent or pervasive that it unreasonably interferes with or limits an individual's ability to participate in or benefit from the work or educational environment. Examples of harassment include, but are not limited to, intimidation and humiliation as expressed by communications, threats, acts of violence, hatred, abuse of authority, or ill-will that assault an individual's self-worth. Harassment of a non-sexual nature can include slurs, comments, rumors, jokes, innuendoes, cartoons, pranks and other verbal or physical conduct, frequent, derogatory remarks about women even if the remarks are not sexual in nature and any other conduct or behavior deemed inappropriate by the College.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment where: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic progress, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive educational or workplace environment.

Hostile Environment: Harassment that is sufficiently pervasive as to alter the conditions of employment or the educational environment and create an abusive environment in which to work or study. The person alleging a hostile environment must show a pattern or practice of harassment against him or her; a single incident or isolated incidents generally will not be sufficient. In determining whether a reasonable person in the individual's circumstances would find the work or educational environment to be hostile, the totality of the circumstances must be considered.

Stalking: A pattern of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Sexual Violence: As defined by the United States Department of Education's Office of Civil Rights 2011 Guidance, sexual violence is a severe form of hostile environment sexual harassment that represents conduct involving physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. An individual's inability to consent to sexual activity may arise from use of drugs or alcohol or individual conditions including intellectual or other disability

Dating Violence: Violence by a person who is or has been in a social relationship of a romantic or intimate nature (serious, casual, monogamous or not, short or long-term) with the victim.

Domestic Violence: Violence by a current or former spouse of the victim, by a person with whom the victim shares a child in common, or by a person who is cohabitating with or has cohabitated with the victim.

Retaliatory Harassment: Intentional action taken by an accused individual or allied third party that harms a complainant, witness, reporter or any other individual for filing or participating in a College investigation.

Grievance: An issue of dispute that involves interpretation or application of an existing College policy.

Mandatory Reporter: All faculty and all staff with supervisory or leadership responsibilities or responsibilities related to student welfare are required to report acts of discrimination, discriminatory harassment, sexual harassment, sexual violence, and crimes, and concerning and/or disruptive student behaviors. All additional staff and students are strongly encouraged to report concerning behaviors, discrimination, discriminatory harassment, sexual harassment, sexual violence, and crimes.

Interim measures: The College will take immediate steps to protect the complainant and to ensure the safety and well-being of the complainant and the College community.

PROCEDURES

General:

- i. **Inquiries.** For the purpose of obtaining information about reporting any instance of sexual violence, harassment and/or discrimination, any individual may consult with the Dean of Enrollment.
- ii. **Education.** The College will broadly disseminate this policy and distribute a list of resources available to respond to grievances, as well as concerns of sexual violence and harassment and/or discrimination based on race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, veteran status, and any other groups protected by federal, state or local statutes.
- iii. **Annual Report.** The Dean of Enrollment shall maintain an annual report documenting the number of complaints received pursuant to this policy, the categories of those involved in the allegations, the number of violations found, and examples of sanctions/corrective actions imposed for policy violations.
- iv. **Administrative Review:** In the absence of a formal complaint, the Office of Enrollment has the authority to initiate an administrative review at the request of a department, division, program, or area when in the requested by a manager, supervisor, director, department chair, dean, or when in the judgment of the Office of Enrollment a review is necessary. As necessary the College reserves the right to serve as complainant and to initiate an investigation without a formal complaint.
- v. **Resolution Options Outside of the College.** The College encourages any member of the College community who feels he or she has been subjected to sexual violence, harassment or discrimination to use the complaint procedure outlined in this policy. Additionally, an individual has the right to file a complaint with outside enforcement agencies:

Filing a Complaint with an Outside Agency.

- i. **Retention of Records.** All records of grievance, sexual violence, harassment, discrimination, and discriminatory retaliation reports and investigations will be private and confidential to the greatest extent possible and will not be publicly

disclosed except to the extent required by law. However, no member of the College’s staff or faculty, or any student is promised strict or absolute confidentiality. Additionally, all records will be retained for a minimum of seven years. When the respondent is a student, records will be retained according to the Student Handbook.

- ii. Protective measures. The College will take immediate steps to protect the complainant and to ensure the safety and well-being of the complainant and the campus community. Interim measures depend largely on the incident at issue and are determined by the College on a case by case basis. The intent is to minimize the burden on the complainant.
- iii. Anti-retaliation. The College expressly prohibits any form of retaliatory action against any individual for filing a bona fide complaint under this Policy or for assisting in a complaint investigation.
- iv. False Information: Anyone interviewed as part of an investigation into a possible violation of this policy who intentionally furnishing false information may be subjected to corrective/disciplinary action.
- v. False Reporting. The College encourages anyone who believes that s/he has been the victim of sexual violence, harassment or discrimination to report her/his concerns but will not tolerate intentional false reporting of incidents.
- vi. Incapacitation Due to Alcohol and Drug Use. Incapacitated persons, whether male or female, as a result of alcohol or other drug consumption (voluntary and/or involuntary), or who are unconscious, unaware, asleep or otherwise physically helpless, are considered incapable of giving effective consent because they lack the ability to appreciate the fact that the situation is sexual, and/or cannot rationally and reasonably appreciate the nature and extent (who, what, when, where, why and how) of that situation.
- vii. Complaint Resolution. The investigation of any complaint of sexual violence, harassment, discrimination or grievance will determine if this Policy was violated. Additionally, the investigative report may address other serious issues disclosed during the course of the investigation and make recommendations to the appropriate College department or official for resolution.
- viii. Conflict of Interest. In the formal resolution process, if a member of the investigative team or the appropriate College authority has an actual or perceived conflict of interest, the investigator or appropriate College authority may be asked to excuse himself/herself from the process. The excused individual shall not have access to any of the materials for the case from which the individual is excused. Change in Status. A change in employment or student status of either party involved in a formal investigation does not suspend, terminate or otherwise affect the College’s responsibility to investigate and determine if this Policy was violated.

Informal Resolution

An option available to students, faculty and staff is to seek resolution informally. The College does not require an individual to contact the person directly whose behavior is unwelcome. Mandatory reporters should always contact the Office of Enrollment prior to any attempt to resolve a complaint.

- i. One-on-One Communication:
 - a. If an individual seeking an informal resolution is comfortable dealing

- with the situation without direct involvement of a third party, the individual seeking an informal resolution can communicate directly with the person whose behavior is unwelcome.
- b. It is appropriate to use face-to-face communication only when the individual seeking an informal resolution does not feel threatened, there is no risk of physical harm and the individual seeking an informal resolution believe the other person will be receptive.
 - c. Email/written correspondence is the preferred method of communication. If the individual seeking an informal resolution chooses to communicate face-to-face, s/he should also send an email summarizing the face-to-face interaction. Keep copies of any written communication.
 - d. One-on-One Communication should include
 - A factual description of the incident(s) including a description of the unwelcome behavior, date, time, place, and the names of any witnesses.
 - A description of any consequences that the individual seeking an informal resolution has experienced due to the unwelcome behavior.
 - A request for the unwelcome behavior to cease.
 - e. If the individual seeking an informal resolution does not feel comfortable with the one-on-one communication or if the individual seeking an informal resolution believes that the communication was not successful, the individual should consider other informal or formal procedures.
- ii. Third Party Assistance. If an individual seeking an informal resolution desires the assistance of a third party to attempt to resolve the situation informally, the individual seeking an informal resolution may approach any one of the following resources:
- a. The Office of Enrollment
 - b. The Dean of Students (student)
 - c. Human Resources (faculty and staff)
 - d. The individual seeking an informal resolution's supervisor or the supervisor's supervisor (faculty, staff & student employees)

All faculty, staff and students are strongly encouraged to report any actions or behaviors believed to be in violation of this policy. Allegations of sexual violence, harassment and discrimination that come to the attention of faculty and staff with supervisory or leadership responsibilities or responsibilities related to student welfare must be reported.

If the situation is not able to be resolved informally or if the individual seeking an informal resolution chooses not to engage in an informal resolution, the individual seeking an informal resolution may initiate a formal complaint using the procedures below.

Formal Resolution

In all cases of an allegation of sexual violence, harassment, discrimination, and/or grievance, the individual(s) making such allegation may choose to bypass the informal resolution options and to proceed to a formal resolution. In the event that an informal

resolution of the allegation of sexual violence, harassment, discrimination, and/or grievance is not resolved to the satisfaction of the individual(s) making the allegation, the person(s) alleging such sexual violence, harassment, discrimination, and/or grievance may submit a formal written complaint to The Office of Enrollment.

- i. The written complaint shall set forth in reasonably sufficient detail the nature of the alleged sexual violence, harassment and/or discrimination, the individual(s) against whom the complaint is made, the name(s) of any witnesses, and any available evidence or sources of evidence. See Sexual Violence, Harassment, Discrimination and Grievance Complaint Form.
- ii. Upon receipt of a written complaint, The Office of Enrollment shall first determine if the complaint states facts sufficient to believe that a potential violation of the Sexual Violence, Harassment, Discrimination and Grievance Policy or a potential violation of federal and/or state laws has occurred. The Office of Enrollment will notify the complainant in writing of its decision within five working days.
- iii. If there is the potential of a violation of the Sexual Violence, Harassment, Discrimination and Grievance Policy or federal and state laws, The Office of Enrollment will assign an investigation team from its pool of trained investigators to conduct a prompt, thorough, and impartial investigation.
- iv. The investigation team will objectively gather and consider relevant facts. The investigation team will ensure that statements of the complainant, the respondent, and all witnesses are documented and that the investigation is conducted in a thorough, objective manner and is considerate of all of the parties involved.
- v. Upon assignment to an investigation team, the investigation will normally be concluded within 30 working days. The complainant and respondent will be notified in writing of any reasonable delays.
- vi. The investigation will be private and confidential to the greatest extent possible. However, no member of the College's staff or faculty, or any student is promised strict or absolute confidentiality. The investigation team will submit a written investigative report, including the findings of the investigation and a recommendation for action, based on a preponderance of evidence, to the Dean of Enrollment. In consultation with the appropriate College authority, the Dean of Enrollment will make a decision on the action, if any, to be taken.
 - a. The appropriate College authority in matters involving complaints where the respondent is a student is the Dean of Students.
 - b. The appropriate College authority in matters involving complaints where the respondent is a member of the faculty reporting to him/her is the Vice President of Academic Affairs.
 - c. The appropriate College authority in matters involving complaints where the respondent is a member of the staff is the Dean of Administration and Finance.
 - d. Additionally, the Dean of Enrollment may also consult other College officials in order to make a determination.
- vii. In all cases of formal allegations of harassment, discrimination and/or grievance, a summary of the findings and recommendations shall be available for review by the complainant, the respondent, and to the appropriate College authority.
- viii. The Dean of Enrollment will accept or reject the findings and/or

- recommendations of the investigative report using a preponderance of evidence standard.
- ix. The Dean of Enrollment will communicate the decision to the complainant, to the respondent, and to the appropriate College authority within five (5) working days. The College will take immediate and corrective action if appropriate.

Appeal

- i. The complainant or respondent may appeal the decision made by the Dean of Enrollment for one or more of the following grounds:
 - a. The decision made is arbitrary or capricious,
 - b. If the decision is clearly unsubstantiated by the evidence, or
 - c. If new information is presented that was not available during the course of the investigation.
- ii. The written appeal must be filed within five working days after receiving the written decision with one of the following College authorities:
 - a. The Chief Academic Officer will review all appeals involving complaints where the respondent is a student or a faculty member.
 - b. The Director of Operations and Finance will review all appeals involving complaints where the respondent is a staff member.
 - c. The final determination will be made by the Chief Academic Officer or the Director of Operations and Finance, using a preponderance of evidence standard within five (5) working days upon receiving the written appeal.
- iii. The decision will be communicated to the complainant, respondent, and the Dean of Enrollment and shall be considered final.
- iv. Additionally, individuals may file a civil law suit against the offending party.

External Resources

Individuals who believe they have been subjected to discrimination and harassment may also contact the following resources outside of the College.

Employees and students may bring complaints to:

Massachusetts Department of Higher Education One Ashburton Place
Room 601 Boston, MA 02108
617.994.6000
<http://www.mass.edu/forstudents/complaints/complaintprocess.asp>

United States Equal Employment Opportunity Commission (EEOC) John F. Kennedy
Federal Building Government Center
Room 475 Boston, MA 02203-0506 Tel.: 800.669.4000 www.eeoc.gov/field/boston/

Students may also bring complaints to:

Office for Civil Rights (OCR)
United States Department of Education
8th Floor 5 Post Office Square, Boston, MA 02109-3921 Tel.: 617.289.0111
OCR.Boston@ed.gov

Student's Rights: FERPA

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Dean of Enrollment Services/Registrar, written requests that identify the record(s) they wish to inspect. The Director will make arrangements for access and notify the student of the time and place where the record may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate.

Student may ask the College to amend a record that they believe is inaccurate. They should write to the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the college decides not to amend the record as re-quested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting an-other college official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Urban College of Boston to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

Americans with Disabilities Act

Urban College of Boston complies with the Americans with Disabilities Act of 1990, and all its facilities are accessible to individuals with disabilities. Students with conditions that require special accommodations should make early contact with the course instructor or Vice President of Academic Affairs so that reasonable accommodations can be provided.

MA Clean Indoor Air

(Mass. General Laws, Chapter 270, Section 22)

Urban College of Boston complies with The Massachusetts Smoke-Free Workplace Law that prohibits smoking in all enclosed workplaces, including private school (M.G.L. ch. 270, §22(b)(2)). Students who violate this law will be subject to disciplinary action, under the “Student Code of Conduct” policy.

Unattended Children Policy

We understand that childcare can be an issue for some of our students. However, we are a college and must operate as one. We do not have liability insurance that covers children. Students are never to leave a child unattended while they are in class. Children are not to accompany students to class. Often subject matter covered is inappropriate for young children. Further, instructors should not have to adjust their curriculum because of the presence of children in the classroom.

Drug and Alcohol Policy

UCB strives to achieve a healthy living, learning and working environment. As part of this commitment and pursuant to the Federal Drug Free Workplace Act of 1988 and the Drug Free Schools and Community Act Amendments of 1989, the College also complies with all local, state, and federal regulations pertaining to alcohol and illicit drugs. The unlawful manufacture, dispensing, possession, use or distribution of alcohol or illicit drugs by students or employees on UCB’s property is prohibited.

Violation of this policy will result in actions ranging from mandated participation in drug counselling and rehabilitation programs, to dismissal.

Policy & Rules

Urban College of Boston does not condone the illegal or otherwise irresponsible use of drugs and alcohol. In accordance with federal and state law, the College prohibits the unlawful possession, sale, use or distribution of alcohol on its property. Boston Police Department has the primary authority for the enforcement of state and federal laws pertaining to alcohol and drugs at UCB as well as the respective law enforcement officers at alternative learning sites.

All members of the UCB community are responsible for knowing and acting in accordance with the applicable laws and college policy concerning the purchase, possession, consumption, and sale of alcoholic beverages.

Standards of conduct apply to all on-campus activities and to off-campus activities that are considered to be sponsored by the college, such as field trips and college-sponsored professional meetings attended by employees.

Health Risks

The negative physical and mental effects of the use of alcohol and other drugs are well documented. Use of these drugs may cause blackouts, poisoning and overdose, physical and psychological dependence, damage to vital organs, as well as an inability to learn and remember information and psychological problems. For more information about the health risks associated with the misuse of alcohol and illicit drugs, please visit <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>.

Prevention & Education

Urban College of Boston uses multiple strategies to provide comprehensive education regarding alcohol and other drugs. UCB will continue to distribute materials to students and provide educational workshops/training as a means of prevention.

STUDENTS

Student Responsibilities and Sanctions

UCB remains cognizant of its responsibilities to the civil authorities. Operating within this framework, students who seek information, advice or counseling regarding drugs are urged to contact the Director of Student Services. Complete confidentiality will be maintained. Also, the Student Services staff is prepared to refer students to appropriate professionals (medical, legal, psychiatric, etc.) according to the needs of the individual student. Contact will be held in complete confidence. "A student who ignores opportunities for help and assistance and who willfully violates UCB's regulations and the law faces disciplinary action."

The unlawful manufacture, distribution and possession of controlled substances (illegal drugs and paraphernalia) are prohibited by both state and federal law and are punishable by severe penalties. Urban College of Boston prohibits such conduct. Violation of this standard will be considered a serious offense. Students who violate state or federal laws may be referred to local law enforcement authorities for prosecution. "Any student found possessing, using, selling, or involved in any way with narcotics, psychedelic drugs or chemicals, or dangerous drugs on this campus, unless prescribed by a physician, will be subject to disciplinary action. Additionally, violation of this policy will result in actions ranging from mandated participation in drug counseling and rehabilitation programs, to dismissal. Students who hold part-time jobs within the institution are covered by both student and employee policies.

Drugs and Federal Aid

In addition to these provisions, Higher Education Amendments of 1998 included a new student eligibility provision. It provides that, effective July 1, 2000, a student is ineligible for federal student aid if convicted, under federal or state law, of any offense involving the possession or sale of a Controlled Substance (generally meaning illegal drugs, but not including alcohol or tobacco). The period of ineligibility begins on the date of the conviction and lasts until the end of the statutorily specified period. The student may regain eligibility early by completing a drug rehabilitation program that meets certain statutory and regulatory requirements (including two unannounced drug tests), or if the conviction is overturned.

EMPLOYEES

Employee Drug Free Workplace Policy

Urban College of Boston is a drug-free workplace. The College does not tolerate the unlawful manufacture, dispensing, possession, use, or distribution of illicit drugs and/or alcohol by employees on the College's property, or as part of its activities.

Urban College does not conduct random drug or alcohol testing, but does reserve the right to test for drugs and/or alcohol for cause. Should the College have a reasonable suspicion that an employee is under the influence of illicit drugs or alcohol or if the employee is in an accident causing damage to UCB's property, the employee may be required to submit to drug/alcohol testing and/or mandatory referral into a substance misuse assistance or rehabilitation program. Refusal by an employee to comply with the applicable requirements may be grounds for immediate dismissal from employment.

1. First offense will result in a minimum of conduct and/or probation and referral to substance misuse education.
2. Subsequent offenses will result in more severe sanctions which are to be decided upon by the Chief Academic Officer to allow the flexibility needed in considering the particular circumstances of each individual case.

Employee Sanctions – Alcohol & Drugs

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by employees on UCB/s premises, or while conducting business on behalf of the College, is prohibited. Violations of this prohibition by employees may result in the imposition of sanctions under applicable policies up to and including termination of employment. The severity of the disciplinary action for violations of this policy shall be determined on a case-by-case basis. Additionally, employees may be referred to an appropriate substance misuse assistance or rehabilitation program.

SUMMARY OF LEGAL SANCTIONS FOR ALCOHOL & DRUG ABUSE

The illegal use of drugs and alcohol is a serious crime under local, state, and federal laws. Courts do not lift a prison sentence so that a convicted person may attend college or continue a job. A felony conviction for a drug or alcohol offense can also prevent a person from entering many professions or other areas of employment.

State and Local ordinances in Massachusetts prohibit public consumption of alcohol and impose fines for violation. Massachusetts laws prohibit the sale or delivery of alcoholic beverages to a person under age 21. A fine and/or imprisonment may be imposed. Misrepresenting one's age or falsifying an identification to obtain alcoholic beverages is also punishable by a fine. Fines, revocation of driver's license, possible prison sentence, and mandatory alcohol rehabilitation may be imposed for a conviction of driving under the influence of alcohol.

Penalties in Massachusetts for the illegal use of controlled substances or drugs vary with the type of drug. In general, narcotic, addictive, and drugs with a high potential for abuse have heavier penalties.

Possession of drugs is illegal without valid authorization. Even though penalties for

possession are generally not as severe as those for the manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture, and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served.

It is illegal in Massachusetts to be in a place where heroin is kept and to be "in company" of a person known to possess heroin. Anyone in the presence of heroin at a party or dormitory suite risks a serious drug conviction. The sale and/or possession of "drug paraphernalia" are illegal under Massachusetts law.

A person convicted of drug possession under state or federal law is ineligible for federal student grants up to one year after the first conviction and five years after a second conviction, and permanent loss after a third conviction.

In or within 1000 feet of a college or school, under federal law, distribution of drugs to a person under age 21 is punishable by twice the normal penalty with a mandatory sentence of one year in prison. A third conviction is punishable by mandatory life imprisonment.

Severe prison sentences are set under federal law for the manufacture and distribution of drugs if death or serious injury results for the use of the substance.

REPORTING

Students who need help or support for an addiction may get assistance by contacting the Director of Student Services (617) 449-7044.

Employees who need help or support for an addiction may get assistance by contacting human resources (617) 449-7430.

To report illegal sale, use, or manufacture of drugs or alcohol on campus dial (617) 449-7037 to make an anonymous report.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Urban College of Boston offers prevention educational materials about intervention and support for minimizing and addressing concerns related to alcohol and other drugs. Student Services provide referrals to other agencies and organizations for individuals experiencing or affected by persons with substance abuse issues. Informational brochures on drug and alcohol abuse as well as topics on AIDS transmission and other sexually transmitted diseases are also available to students.

FREE ALCOHOL, DRUG, AND OTHER REHAB RESOURCES

Whittier Street Health Center

1290 Tremont Street
Boston, MA – 2120
(617) 427-1000

After Care Services Inc.

2 Lexington Street
Boston, MA - 02128
(617) 569-4561

Fenway Community Health Center

Boston Rescue Mission

Substance Abuse Treatment Program

142 Berkeley Street
Boston, MA – 02116
(617) 247-7555

Bridge Over Troubled Waters Inc.

47 West Street
Boston, MA – 02111

**Boston Childrens Hospital
Adolescent Substance Abuse Program**

300 Longwood Avenue
Boston, MA – 02115
(617) 355-2727

**Boston Alcohol and Substance
Abuse Programs Inc.**

29 Winter Street
Boston, MA – 02108
(617) 482-5292

Addiction Recovery Management Services MGH

151 Merrimac Street
Boston, MA – 02114
(617) 643-4699

**National Institute
on Drug Abuse (NIDA)**

301-443-1124

OP Counseling

39 Kingston Street
Boston, MA - 02111
(617) 482-8819

**Askia Academy at
Dimock**

34 Dimock Street (617) 423-9575
Boston, MA – 02119
(617) 442-8800

**Bay Cove Human
Services Methadone
Services**

66 Canal Street
Boston, MA - 02114
(617) 371-3030

**Rehabilitation and Health
Inc. East Boston**

52 White Street
Boston, MA - 02128
(617) 569-2089

**Abuse and Mental Health
Services**

877-SAMHSA-7
(877-726-4727)
800-487-4889 (TTY)

**National Institute on
Alcohol Abuse and
Alcoholism**

<https://www.niaaa.nih.gov/>

Safety and Security

Preparing the Annual Disclosure of Crime Statistics

UCB shall prepare an annual report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternative learning sites.

The full report shall be accessible online at <http://www.urbancollege.edu/annual-report.aspx>. An annual email notification is sent to all enrolled students, faculty, and staff that provides the website to access this report. Copies may also be requested from the Office of Enrolment Services. All prospective employees may obtain a copy from Human Resources and the website address will be attached to UCB employment applications.

Members of the UCB community shall use the report as a guide for safe practices on campus.

Crime Statistic Sources

In preparing its annual disclosure of crime statistics, UCB collects crime information reported directly to the Boston Police Department. Campus officials with responsibility for student and campus activities, including deans, student support services, CSAs and Title IX officer are sources of information.

Campus Security Authorities

A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the Clery Act, is designated to receive and report criminal incidents that they may be included and published in the college's Annual Security Report.

The function of a CSA is to report to the police those allegations of Clery crimes that they receive and they conclude were made in good faith. The college provides annual training on appropriately handling and reporting crimes, victim relations and support, and related school policies. The following are designated CSAs.

1. President, 617-449-7037, 2 Boylston Street, 2nd Floor
2. Chief Academic Officer, 617-449-7068, 2 Boylston Street, 2nd Floor
3. Director of Student Services, 617-449-7380, 2 Boylston Street, 2nd Floor
4. Dean of Enrollment Services, 617-449-7041, 2 Boylston Street, 2nd Floor
5. LRC Staff, 617-449-7044, 2 Boylston Street, 2nd Floor
6. Financial Aid Office, 617-449-7428, 2 Boylston Street, 2nd Floor
7. Business Office, 617-449-7430, 2 Boylston Street, 2nd Floor
8. Enrollment Staff, 617-449-7070, 2 Boylston Street, 2nd Floor
9. Boston Municipal Police, 617-338-9134, 2 Boylston Street, 1st Floor

Under Clery a crime is considered "reported" when it is brought to the attention of a CSA or law enforcement by a victim, a witness, another third party, or by the offender. It does not matter whether the individual is involved in the crime, or whether the individuals reporting the crime are associated with the institution. If a CSA receives the crime information and believes it was provided in good faith, the CSA must document it as a crime report. It IS NOT the role of the CSA to determine innocence or guilt, it is their responsibility to REPORT. A CSA should not try to determine authoritatively whether a crime took place. That is the function of law enforcement. The requirement is for the institution to disclose reports of alleged criminal incidents.

Prompt Reporting of an Emergency or Crime

Students, faculty, staff and visitors are encouraged to promptly and accurately report all crimes and public safety-related incidents, including when the victim elects to, or is unable to, make such a report to a CSA and/or to the local police department. Crimes should be reported for the purpose of making timely warning reports to the community and for inclusion in the annual statistical disclosure.

To Report a Crime

To Report by Phone: Anyone can report a crime by contacting the local police by dialing 911 or the President at (617) 449-7037. To report any suspicious activity or

person seen loitering inside buildings with UCB classrooms, or to report non-emergencies, contact a UCB CSA.

1. President, 617-449-7037, 2 Boylston Street, 2nd Floor
2. Chief Academic Officer, 617-449-7068, 2 Boylston Street, 2nd Floor
3. Director of Student Services, 617-449-7380, 2 Boylston Street, 2nd Floor
4. Dean of Enrollment Services, 617-449-7041, 2 Boylston Street, 2nd Floor
5. LRC staff, 617-449-7044, 2 Boylston Street, 2nd Floor
6. Financial Aid Office, 617-449-7428, 2 Boylston Street, 2nd Floor
7. Business Office, 617-449-7430, 2 Boylston Street, 2nd Floor
8. Enrollment staff, 617-449-7070, 2 Boylston Street, 2nd Floor
9. Boston Municipal Police, 617-338-9134, 2 Boylston Street, 1st Floor

To Report Online: [Go to the Safety, Security, and Wellness website and click on the provided Report a Crime link.](#) Include as much information as known.

To Report by Email: Send an email to: michael.taylor@urbancollege.edu. Include as much information as known.

To Report Complaints of Sexual Violence: A victim of sexual violence has the right to file (or not file) an Affirmative Action Discrimination Complaint Form with the College. Contact the College's Title IX Coordinator, which is the Director of Student Services. For Title IX purposes, the Title IX Coordinator will keep information confidential to the full extent permitted by law.

A victim may also choose to file a criminal complaint, with assistance from the building's Municipal Police officers. Reporting the incident to the Title IX Coordinator or Municipal Police does not obligate the victim to file criminal charges.

Exemptions from Campus Security Authority Reporting Responsibilities

When acting in a professional counselor role, an exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes and to protect the counselor-client role. However, even the legally recognized privileges acknowledge some exemptions, and there may be situations in which counselors are in fact under a legal obligation to report a crime. A pastoral or professional counselor loses this exemption if the college includes the individual in its list of persons to whom the institution recommends crimes be reported.

Response to a Reported Crime

The Boston Police Department, or respective law enforcement for alternative learning sites, will work with individuals reporting a crime to obtain information and conduct a thorough investigation. When appropriate, crime suspects may be adjudicated through the criminal justice system and/or college.

Campus Police Authority and Jurisdiction

The Boston Police Department and/or or respective law enforcement for alternative learning sites have full law enforcement authority, including the authority to effect arrests, on campus at UCB and at alternative learning sites. Their jurisdiction includes all property owned or controlled by the college, as all streets within the city of Boston and all alternative learning sites. The main campus has a municipal building officer on site who is a sworn officer of the Boston Police Department. As such, the municipal

building officer has full arrest and investigation authority.

Although there is no formal memorandum of understanding, UCB maintains a healthy working relationships with the Boston Police Department, as well as other local and state law enforcement and emergency response agencies. UCB personnel shall attend regular meetings with local law enforcement to exchange ideas and problems which may be of concern for the UCB community.

Off-Campus Crime

The Boston Police Department has primary jurisdiction for law enforcement services of off-campus criminal activities involving UCB students, faculty, and staff.

Timely Warnings and Notifications

The college shall issue a timely warning and/or notice to students and employees as required for Clery Act crimes that are: (1) reported to CSAs or local police, and (2) determined by the institution to represent a serious or continuing threat to students and employees. The warning will be issued through student, faculty, and staff e-mail. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, UCB administration may also post a notice on the UCB website, providing the college community with more immediate notification. In such instances, a copy of the notice is also posted by the elevators, lobbies, and outside classrooms in each building containing classrooms in session.

Anyone with information warranting a timely warning should report the circumstances to a CSA. The college will distribute an immediate emergency notification warnings to the campus community upon confirmation of a dangerous situation on campus involving an immediate threat to the health or safety of students or staff regardless of whether a crime is involved. Examples may include but are not limited to an active shooter on campus, a riot, a bomb threat, a tornado, a fire, and similar situations involving active and palpable threats.

Those responsible for timely warnings on behalf of the college are the President and Chief Academic Officer or their designee.

1. President, 617-449-7037, 2 Boylston Street, 2nd Floor
2. Chief Academic Officer, 617-449-7068, 2 Boylston Street, 2nd Floor

Access to and Security of Campus Facilities

Access to the building is monitored by the building's Municipal Police officer who is a sworn officer of the Boston Police Department. Students, faculty, and staff are admitted to the building with the UCB issued photo identification card. Students, faculty and staff are required to have their UCB photo identification card in their possession at all times when on campus. Visitors are issued temporary access during normal business hours. The building is equipped with security cameras.

Maintenance of Campus Facilities

Facilities are maintained in a manner designed to minimize the potential for hazardous conditions. Faculty and staff report malfunctioning lights and other unsafe physical conditions to the President. The President or designee contacts the building manager for correction.

Crime Prevention and Security Awareness Programs

UCB shall take a proactive approach to preventing crimes while encouraging students and employees to be responsible for their own security and the security of others. Crime prevention and security awareness programs are offered annually to minimize or eliminate crime whenever possible. The programs are designed to provide vital information to enhance personal safety and safeguard property through education and awareness.

Crime prevention information is distributed in new student orientation and new staff onboarding sessions and throughout the year. Programs information includes, but is not limited to, safety forums, crime prevention, emergency response, and alcohol drug abuse.

Securing Personal Property

Students, faculty, and staff should always secure their personal property and valuables. UCB is not responsible for damage to or theft of personal property. Notify a CSA or the local police of theft.

Alcohol, Illegal Drugs and Substance Abuse Education and Policy

Urban College of Boston annually offers prevention educational materials about intervention and support for minimizing and addressing concerns related to alcohol and other drugs. Student Services provides referrals to other agencies and organizations for individuals experiencing or affected by persons with substance abuse issues. Informational brochures on drug and alcohol abuse as well as topics on AIDS transmission and other sexually transmitted diseases are available to students. More information, including sanctions, is found in the UCB's Alcohol and Drug Policy.

Emergency Assistance

Anyone in need of help for an emergency should call 911 for the Boston Police Department or call a CSA. An emergency is an unforeseen event or condition requiring prompt action. Emergencies at UCB are generally classified as medical emergencies, fire/fire alarm emergencies, public safety emergencies and/or environmental emergencies. Emergency conditions may affect an individual, a small group or the entire college. In cases when they affect the entire College, they may involve the evacuation of the campus. For evacuations, follow the instructions and evacuation maps found in the Urban College of Boston Evacuation Procedure Manual.

Emergency Preparedness

Faculty, staff, and students shall receive annual training for incidents involving fire, tornado, and evacuation procedures. Planned fire drills, evacuation, and shelter in place trainings are conducted at least once each year. Evacuation drills are used as a way to educate students, faculty, and staff on issues specific to the building and prepare for an organized evacuation in case of an emergency. For evacuations, follow the instructions and evacuation maps found in the Urban College of Boston Evacuation Procedure Manual. Guidance for persons with disabilities is available in the Urban College of Boston Evacuation Procedure Manual.

Notification of a Missing Student

If a member of the college community has reason to believe that a student is missing, they should immediately notify the Boston Police Department by calling 911 and notify

the President by calling (617) 449-7037. The Boston Police Department will investigate, generate a missing person report, enter relevant student data into an appropriate database, and involve other law enforcement agencies as necessary.

Should the Boston Police Department confirm that the student is missing, the college will notify the student's emergency contact no later than 24 hours after the student is determined to be missing by the Boston Police Department. If the missing student is under the age of 18 and is not an emancipated individual, the college must notify the student's parent or legal guardian in addition to any other designated contact person within 24 hours of the determination that the student is missing.

In addition to providing an emergency contact, students have the option to confidentially identify an individual to be contacted by the college in the event the student is determined to be missing. A student's missing person contact information will be confidential and will be accessible only by authorized campus officials and law enforcement in the event of a missing person investigation. It may not be disclosed outside of a missing person investigation.

Procedures to follow following Sexual Assault, Domestic Violence, Dating Violence, or Stalking

The College is obligated to investigate all allegations of sexual violence, even if the alleged victim chooses not to file a formal complaint and/or participate in the investigation. Additionally, a complaint filed in another forum, including a criminal or civil complaint, shall not delay the college's investigation of a complaint of sexual violence. The college shall promptly and thoroughly investigate all such allegations in accordance with the Policy on Affirmative Action's Complaint Procedure and shall provide the victim with periodic updates on the status of the investigation. The following procedures should be followed for any sexual assault, domestic violence, dating violence, or stalking.

Ensure Safety

Call the Boston Police Department by dialing 911. It is imperative to ensure your safety and avoid remaining in a dangerous situation.

Seek Medical Care

Seek immediate medical treatment. It is important to receive medical attention, even if you feel you were not physically hurt. The survivor has the right to accept or reject any part of the medical exam. If you were the victim of a sexual assault, sexual assault nurse examiners (SANEs) are specially trained to care for survivors of sexual violence and to perform sexual assault evidence collection kits. The SANE program serves seven hospitals in the greater Boston area:

- Beth Israel Deaconess Medical Center
- Brigham and Women's Hospital
- Boston Medical Center
- Cambridge Hospital
- Children's Hospital
- Massachusetts General Hospital
- Newton-Wellesley Hospital

Preserve Evidence

It is important to preserve evidence in cases of sexual assault, dating violence, domestic violence, or stalking, if possible. Victims should take certain actions promptly to preserve evidence for criminal prosecution and/or to obtain a protective order.

Victim Identification

Personal identifiable information about a victim will be treated as confidential and only shared with persons with a specific need to know and/or who are investigating and/or adjudicating the complaint, delivering resources or support services to the victim or as public safety requires. The College does not publish the names or other identifiable information of victims. In accordance with the Family Educational Rights and Privacy Act, a victim may request that no directory information maintained by the college be released without their prior written consent.

Written Notification

UCB will provide written notification to students and employees who report sexual assault, dating violence, domestic violence, or stalking about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available on and off campus. UCB will further provide written notification to survivors about options requesting changes to academic or working situations, as well as how to request protective measures.

Protections for Victims of Sexual Violence

A person subjected to sexual violence shall:

- Be provided with a copy of the college's Sexual Violence – Victim's Rights and Information Advisory, which shall include information concerning counseling, health, and mental health services, victim advocacy and support, law enforcement assistance, and other services available on and off campus;
- Have the right to pursue, or not pursue, assistance from campus administration officials or campus law enforcement;
- Not be discouraged by college officials from reporting an incident to both on-campus and off-campus authorities;
- Be provided assistance in contacting local law enforcement if requested and have the full and prompt assistance and cooperation of campus personnel should a civil and/or criminal complaint be pursued;
- Be free from any suggestion that they somehow contributed to or had a shared responsibility in the violent act;
- Receive the same level of support at any proceeding before college officials as is permitted to the accused party, including the presence of a personal advisor during any disciplinary proceeding and the right to be notified in a timely manner of the outcome of such proceedings and any appeal right available;
- Receive full and prompt cooperation from college personnel in obtaining and securing evidence (including medical evidence) necessary for any potential criminal proceedings;
- Have access to existing college advising, support services, and to obtain referrals to off-campus counseling and support services if desired;
- Be permitted to attend classes, work and participate in college activities free from unwanted contact or proximity to the respondent insofar as the College is permitted and able;

- Be permitted to request changes to an academic schedule if such changes are requested by the alleged victim and are reasonably available; and
- Be informed of any no-contact or no-trespass orders issued to the respondent by the college and the college’s commitment to honor any court-issued restraining or protective orders, to the extent permitted by law.

Interim Protective Measures

Title IX requires the college to take reasonable steps to ensure equal access to its education programs and activities and protect individuals from Prohibited Conduct, including taking interim protective measures before the final outcome of an investigation. The college shall take these steps promptly once it has notice of an allegation of Prohibited Conduct, including sexual violence. Examples of interim protective measures include, but are not limited to, the following:

- access to counseling services and assistance in scheduling an appointment, on or off campus;
- imposition of an interim suspension or on-campus “no-contact” order;
- rescheduling of exams and assignments;
- providing alternative course completion options;
- changing class schedules, including withdrawing from a course without penalty;
- changing work schedules or job assignments;
- limiting access to certain college facilities or activities pending resolution of the matter;
- voluntary leave of absence;
- providing an escort to ensure safe movement between classes and activities; and/or
- providing academic support services, such as tutoring.

Amnesty

Students may be hesitant to report sexual violence out of concern that they, or witnesses, might be charged with violations of the college’s drug/alcohol policies. While the college does not condone such behavior, it places a priority on addressing allegations of sexual violence. Accordingly, the college may elect not to pursue discipline against a student who, in good faith, reports, witnesses or possesses personal knowledge of an incident of sexual violence.

Sanctions

After a final determination has been made regarding sexual misconduct, domestic violence, dating violence, or stalking policies, UCB is authorized to impose a sanction. In determining the appropriate sanction, UCB shall consider the severity of the violation, the safety of the complainant and the community, and the education or changes needed from the respondent.

Possible sanctions for students include: a disciplinary warning, disciplinary probation, disciplinary suspension, disciplinary expulsion, required participation in educational seminars or programs, domestic violence education or treatment programs, restitution, directed study of a related topic, and no contact orders, as well as criminal prosecution.

Possible sanctions for employees include: a disciplinary warning, disciplinary

probation, suspension from employment, termination of employment, required participation in educational seminars or programs, domestic violence education or treatment programs, restitution, directed study of a related topic, and no contact orders, as well as criminal prosecution.

Retaliation

UCB prohibits retaliation against any person who presents a formal or informal complaint of sexual violence or who testifies or offers evidence connected with a complaint. Retaliation is a violation of this policy whether or not the underlying claim of sexual violence is confirmed.

Resources for Survivors of Sexual Assault, Dating Violence, Domestic Violence, and Stalking

Current contact information on rape crisis centers in Massachusetts can be found at the Commonwealth's Executive Office of Health and Human Services' Website under Consumer Information at <http://www.mass.gov/eohhs/>.

Greater Boston Area

Boston Area Rape Crisis Center, Cambridge, 617-492-7273 Hotline, 617-492-6434 TTY

Northeastern Massachusetts

North Shore Rape Crisis Center, Beverly, 800-922-8772 Hotline, 978-921-8729 TTY
Rape Crisis Services of Greater Lowell, 800-542-5212 Hotline, 978-452-8723 TTY
YWCA of Greater Lawrence, 877-509-9922 SA Hotline, 978-686-8840 TTY

Central Massachusetts

Rape Crisis Center of Central Mass., Worcester, 800-870-5905 Hotline, 508-852-7600 TTY
Rape Crisis Center of Central Mass., Fitchburg, 800-870-5905
Wayside Victim Services, Milford, 800-511-5070 Hotline, 508-478-4205 TTY
Voices Against Violence, Framingham, 800-593-1125 Hotline, 508-626-8686 TTY

Southeastern Massachusetts

A Safe Place, Nantucket, 508-228-2111 Hotline, 508-228-0561 TTY
Independence House, Hyannis, 800-439-6507 Hotline, 508-778-6782 TTY
Women Support Services, Vineyard Haven, 508-696-7233
Greater New Bedford Women Center, New Bedford, 888-839-6636 Hotline, 508-996-1177 TTY
New Hope, Attleboro, 800-323-4673 Hotline/TTY
Stanley Street Women Center, Fall River, 508-675-0087 Hotline, 508-673-3328 TTY
Woman's Place Crisis Center, Brockton, 508-588-8255 SA Hotline, 508-894-2869 TTY

Western Massachusetts

Elizabeth Freeman Center, Pittsfield, 413-443-0089 Hotline, 413-499-2425 TTY
Everywoman Center, Amherst, 413-545-0800 Hotline, 888-337-0800 TTY
NELCWIT, Greenfield, 413-772-0806 Hotline/TTY
YWCA, Springfield, 800-796-8711
YWCA of Western Mass, Westfield, 800-479-6245 Hotline/TTY

Transition House

www.transitionhouse.org

Call 617-661-7203 for emergency shelter and transitional and supported housing

Casa Myrna Vazquez

www.casamyrna.org

Dial 617-521-0100 for this multicultural organization offering a variety of services to individuals affected by domestic violence.

Sex Offender Registry

The Campus Sex Crimes Prevention Act of 2000, which amended the Clery Act, requires the college inform the campus community how to obtain information concerning registered sex offenders in the state. The database can also be found through the official website of the Commonwealth of Massachusetts: [www.mass.gov/eopss/agencies/sorb/]. This Registry information shall not be used to commit a crime or to engage in illegal discrimination or harassment of an offender.

RESOURCES AND DIRECTORIES

Learning Resource Center

The Learning Resource Center (LRC) offers an encompassing range of academic guidance and one-on-one tutoring for UCB students. It is open from 9:00 a.m. to 9:00 p.m., Monday through Friday and Saturdays from 9:00 a.m.-3:00 p.m. Tutorial assistance is also available in Spanish and Chinese. The LRC staff provides academic support along with assistance to improve reading and writing skills, rehearse oral presentations, view research and instructional media that supplement course content, take make-up tests, and search the Internet for reference materials. Trained tutors are available to work with students requiring assistance in particular courses.

Arrangements for tutoring are made with the staff of the Learning Resource Center.

Computer Facilities

Urban College of Boston's LRC has computer workstations and printers for student use as well as a language lab and a separate computer classroom. Students can do research for class assignments and term papers and have access to research materials through the Internet and Gale Databases. Students are encouraged to call ahead at 617-449-7044 or they may stop by the LRC to check availability of computers.

Library & Information Resources

Urban College of Boston is committed to information literacy. In addition to a selection of textbooks and materials related to the curriculum in the Learning Resource Center (LRC), UCB students have access to a full array of print and non-print resources through the College's dedicated suite of Gale Databases, an inter-library loan agreement with neighboring Emerson College, and a wealth of library resources available through the Boston Public Library (BPL).

Gale Databases: With the assistance of the Massachusetts Board of Library Commissioners and the Massachusetts Library System, UCB provides students with over thirty Gale databases covering virtually every academic discipline. Located at http://galesites.com/menu/mli_n_b_urbancb, UCB's customized e-resources page is available from computers in the LRC, as well as to remote users 24/7. The site offers

full-text access to academic and general interest journals; newspapers, including the Boston Globe and New York Times; encyclopedias; e-books; and a wide variety other materials.

Emerson College: As the result of our inter-library loan agreement with neighboring Emerson College, UCB students and staff are able to borrow materials from Emerson College. Direct links are provided through the e-resources page named above, where students can search Emerson College’s holdings, and request books from their collection.

Boston Public Library: UCB students have access to the Boston Regional Library System (BRLS) through the BPL, including its extensive databases for research and knowledge on any and every topic. UCB students use their personal library card (obtainable online) to gain access to BRLS online services, including ProQuest, EBSCO, Gale Group, OCLC, Newsbank, NetLibrary, and many more electronic resources.

Student Services

UCB offers a range of services and activities designed to support, strengthen, and encourage student effort, to assist in overcoming problems that may interfere with student progress, and to enhance a student’s ability to manage and direct his or her own learning and career development over a lifetime. Services are provided by Urban College in cooperation with community organizations to provide assistance in the critical areas of daily life, educational achievement, professional advancement, orientation, advisement and counseling, career planning and development, and cultural enrichment. For more information, please go to <https://urbancollegeofboston.wordpress.com>.

Personal Support

The Office of Student Services serves as a resource to help students meet their personal and academic challenges. Students may contact the Dean of Students, 617-449-7380 for an appointment. Student support services also serves as a referral resource to many community agencies and organizations, which may be of personal, financial, professional, or other assistance. Other services include individual and group counseling, workshops/seminars geared to students’ needs, and career and professional guidance.

Advisement and Guidance

Students and their academic advisors meet regularly to review and discuss students’ goals and objectives. Advisors recommend course selection and sequence, and remain key points of contact and sources of guidance throughout students’ academic career at UCB. Students are expected to schedule an appointment and meet with academic advisors prior to registration. In addition to the ongoing guidance provided by academic advisors, each student has access to staff who are available to offer information on financial aid, assist with internships and field placements. Staff will also assist students in developing peer support groups for academic, professional, and social networking. With their guidance, students will be introduced to the wide range of human service resources available throughout the Greater Boston community.

Outreach/Attendance Monitoring

Students with inconsistent attendance are contacted by academic advisors first and

referred to the Dean of Students if additional services are required to provide appropriate support, personal outreach, and information on academic policies and options. Support and advising are provided as well as referrals to tutoring services and other resources offered by the LRC.

Career Planning and Development

Career planning and development is fully integrated with academic programs and includes academic and professional assessment at entry, career-related course work, required professional development seminars, internships, and field work, and career counseling. Workshops are offered periodically on such topics as resume preparation and interviewing techniques. Professional opportunities are posted regularly in the student services area and via UCB's online blog. Students may contact the Dean of Students for additional information.

College Identification Cards

College IDs are processed by the department of student services. Student can obtain their IDs during orientation. In addition, a regular schedule is set every semester for day and evening hours. College IDs are processed in the Learning Resource Center. Students are expected to show their college ID when they arrive for class. IDs are replaced without cost at the present time.

Cultural Enrichment

Situated in Chinatown, between downtown Boston and the Theatre District, UCB's location provides students with exciting opportunities for multicultural enrichment. Information on art, dance, music, theatre, historical, ethnic, and other events are posted and regularly disseminated to students via blog, Instagram, and Facebook page.

<https://urbancollegeofboston.wordpress.com/>

<https://www.facebook.com/UrbanCollegeBoston/>

Instagram name: urbancollegeboston

Urban College of Boston Alumni Association

The Urban College of Boston Alumni Association was established in the spring of 2004 with a generous grant from Hannah and Moses Malkin. The UCB Alumni Association is open to all degree and certificate recipients. The UCB Alumni Association organizes annual events to promote and provide services for UCB and its alumni. It also seeks to assist in securing gifts to the college and expand annual giving among alumni. Those interested in more information about the UCB Alumni Association may contact the Chief Academic Officer.

Other Support Services

A complete listing of services available from collaborating colleges and universities, and citywide network programs and locations can be obtained in the Office of Academic Affairs or the Office of Student Services. Support includes the following services:

Mass 211

www.mass211.org

Dial 211

Comprehensive free multilingual social services via telephone or via online.

Services are available 24/7.

Asian American Civic Association (617) 426-9492

The AACA offers tools to make a smooth cultural transition, to assimilate into mainstream society, to gain economic and social self-sufficiency, and to become contributing members of the Greater Boston area and community.

Child Care Choices of Boston (CCCB) (617) 348-6677

CCCB is a comprehensive resource, referral, and voucher management service for child care in the Greater Boston area. CCCB offers parent counseling and referrals, an information database, technical assistance, and community education.

Child Development Associate (617) 348-6318

The Child Development Associate (CDA) program is part of a national effort to credential qualified caregivers who work with children from birth to age 5. The CDA Training Program is a comprehensive, competency-based program featuring an Individualized Training Plan that addresses the diverse needs of each CDA intern and provides an important step toward an associate degree.

Citywide Hispanic Center (617) 348-6565

The CHC provides social services to Boston’s Hispanic residents.

Day Care and Extended Day Care (617) 348-6304

Services are provided at seven sites throughout Boston, including a number of Head Start centers.

Elder Affairs (617) 348-6225

Programs focusing on elder empowerment through health education, advocacy, and housing education are available to older residents through ABCD.

Foster Grandparents Program (617) 348-6338

Foster Grandparents is a program in which older residents are employed in child care at schools, hospitals, day care centers, and women’s shelters.

Fuel Assistance, Energy Conservation Programs (617) 348-6012

Programs provide assistance with heating bills and fuel delivery, housing weatherization, heating system repair, and emergency response service.

Head Start (617) 348-6272

This citywide holistic pre-school program for children ages 3-5 and their families encompasses education, development, attention to special needs, health and nutrition, mental health, and social services.

Health Services (617) 348-6251

Collaborative programming offers family planning, medical counseling and contraceptive services, HIV/AIDS prevention education, and education and training for healthcare professionals.

Housing Services (617) 348-6347

Services include resident and property owner counseling, eviction prevention, mediation services, housing search for welfare recipients, homelessness prevention,

and housing counseling for AIDS clients.

PROGRAMS OF STUDY INFORMATION

Urban College of Boston offers three major programs of study leading to the degree of Associate of Arts in Early Childhood Education, General Studies, and Human Services Administration. In addition, UCB offers a variety of certificate programs, which focus on particular areas of professional or personal interest. For a complete list of courses, its descriptions, and degree programs, please refer to the College Catalogue. A copy can be viewed online: <http://www.urbancollege.edu/Data/Sites/1/course-catalogue.pdf>

UCB Resource Directory

UCB Front Office: Phone: (617) 449-7070

Fax: (617) 830-3137

Website: www.urbancollege.edu

Email: contact@urbancollege.edu

Questions About...

Please Check With...

General Information	Office of Enrollment Services, 617-449-7070
See Early Childhood Education, General Studies, or Human Services	
Academic Grants	Dean of Students, 617-449-7380
Academic Advising	Chief Academic Officer 617-449-7068
Admission/Enrollment	Office of Enrollment Services, 617-449-7070
Alumni	Chief Academic Officer, 617-449-7068
Books and Course Supplies	Chief Academic Officer, 617-449-7068
Career Counseling	Dean of Students, 617-449-7380
Change of Address	Office of Enrollment Services, 617-449-7070
Child Care Licensing	MA Dept. of Early Education & Care (617) 988- 6600
Computers	Learning Resource Center, 617-449-7044
Contributions to UCB	Director of Development, 617-449-7038
Early Childhood Education	Division Chair, 617-449-7069
Elder Care	Program Division Chair, 617-449-7068
Financial Aid/Pell Grants	Office of Financial Aid, 617-449-7428
Fundraising	Director of Development, 617-449-7038
General Studies	Division Chair, 617-449-7068
Grievances	Chief Academic Officer, 617-449-7068
Human Services Administration	Division Chair, 617-449-7068
Lost and Found	Learning Resource Center, 617-449-7044

Marketing/Public Information	Office of the President, 617-449-7037
Refunds, Tuition, and Fees	Business Office, 617-449-7430
Registration Information	Office of Enrollment Services, 617-449-7070
Transcripts	Office of Enrollment Services, 617-449-7070
Transfer Credit	Office of Enrollment Services, 617-449-7070
Tutoring Support	Learning Resource Center, 617-449-7044
Volunteer Program	Chief Academic Officer, 617-449-7068
Work-Study Program	Dean of Enrollment, 617-449-7041