



URBAN COLLEGE *of Boston*

URBAN COLLEGE OF BOSTON STUDENT HANDBOOK 2021-2022

The information in this Handbook is accurate as of August 2021 and contains information relating to the 2021-2022 academic year. Urban College reserves the right to make corrections and changes affecting policies, fees, curricula, or any other matters contained in this and subsequent issues of the Student Handbook or in any of its other publications.

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History

Founded as the Urban College Program by Action for Boston Community Development (ABCD) in 1967, Urban College of Boston (UCB) subsequently received its charter in 1993, its 501(c)(3) status in 1998, and full accreditation from the New England Association of Schools and Colleges (NEASC) – now the New England Commission of Higher Education (NECHE) – in 2001. In 2017, UCB moved to its current campus, located on the first and second floors of the China Trade Center.

In 2020, NECHE gave UCB approval to offer online courses to supplement its in-person course offerings after the COVID-19 pandemic. Throughout its history, UCB has been dedicated to supporting students in attaining their higher education aspirations and equipping graduates with the skills necessary to succeed in their chosen careers. Collaborating with a network of committed partners across Massachusetts.

Urban College offers courses at the main Boston campus, at its additional instruction location at The BASE in Roxbury, and at partner sites throughout Eastern Massachusetts. The ability to offer online courses will extend the College's reach and add greater geographic diversity to the vibrant Urban College community. UCB's services are available to all members of the UCB community – whether they attend in person, online, or in a hybrid manner.

Mission

Urban College of Boston opens new pathways to opportunity through individualized, supportive, and multilingual education that prepares a diverse community of learners to pursue career advancement and transform their lives.

Vision

Everyone who aspires to attend college has the opportunity, resources, and support they need to achieve their higher education goals.

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Non-Discrimination Statement

Accommodations for Students with Disabilities

It is the policy of Urban College to afford qualified students with disabilities an equal opportunity to participate in, and thus benefit from, all programs, services, and activities of the college. This includes, but is not limited to, providing appropriate academic accommodations and services for persons with disabilities as defined in Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990 (ADA); and applicable federal and state nondiscrimination laws.

A student with a disability is not required to disclose his/her disability to the college unless the student wishes the college to provide a reasonable accommodation. Students with disabilities desiring special accommodations should contact the Director of Student Affairs.

Director of Student Affairs
2 Boylston St.
2nd Floor
Boston, MA
Phone: 617-449-7380

Civil Rights Compliance

Urban College, in compliance with Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990; and other applicable federal and state civil rights laws, does not discriminate on the basis of race, sex, color, age, religion, sexual orientation, political affiliation, national origin, marital status, veteran status, or disability in any of its policies, practices, or procedures. This includes, but is not limited to, admission, employment, financial aid, and educational services.

Sexual Harassment Policy

Urban College prohibits sexual harassment of students, faculty, or staff. Sexual harassment is defined as unwelcome sexual advances; requests for sexual favors; or other physical conduct, verbal, non-verbal, or written communication of a sexual nature when the conduct of such is sufficiently severe, persistent, or pervasive that it denies or limits a student's ability to participate in or benefit from the education program or that it creates a hostile or abusive educational environment.

Sexual harassment violates Urban College policy as well as state and federal law. Any incidents of sexual harassment should be reported to the Office of Student Affairs so that prompt and effective actions can be taken. Students may contact the office by email at titleix@urbancollege.edu or by phone at 617-449-7380.

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It is unlawful to retaliate or discriminate in any way against any person who has expressed concern or made any complaint regarding sexual harassment, and Urban College of Boston will not retaliate or discriminate against any person who expresses concern or files a complaint alleging sexual harassment or discrimination.

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 un-affiliated student

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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.

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Students Rights & Responsibilities

Student Rights & Responsibilities

Each student is guaranteed the privilege of exercising his/her rights within the College and Federal policies without fear of reprisal. Such rights include the following:

- Students are free to pursue their educational goals, both inside and outside the classroom.
- Academic evaluation of student performance shall be fair and clear; it shall not be arbitrary.
- Free inquiry, expression, and assembly are guaranteed to all students, provided their actions do not interfere with the rights of others or violate established college policies.
- Members of the UCB community have the right to expect safety, protection of property, and the continuity of the educational process.
- Students have the responsibility to respect and comply with the College's policies and procedures.
- Students must comply with local, state, and federal law.
- Students are responsible to act in a manner that promotes an atmosphere of learning and free expression.
- The responsibility to respect the human rights of every individual in the College community.

The Family Educational Rights and Privacy Act (FERPA)

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

For a complete listing of these rights and other privacy policies, please refer to the [College Catalogue](#) which can be found through the College's website.

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Students Disciplinary and Grievance Procedures

Code of Student 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. Conduct subject to disciplinary action includes, but is not limited to, the following:

Unprofessional Conduct

- a. Dishonesty, including, but not limited to, forgery, knowingly furnishing false information to the college, and alteration and/or use of college documents, financial instruments, or identification cards with intent to defraud.
- b. Dishonesty involving academic integrity, including, but not limited to, cheating or plagiarism, will be addressed under the Academic Honesty Policy in the [College Catalogue](#).
- c. Disrespect of or insubordination to college personnel.
- d. Use of oral or written profanity.
- e. Sexual harassment of other students, faculty, or staff.

Misuse of College Property

- a. Littering, destroying, or damaging property of the college or property under its jurisdiction.
- b. Violation of the college computer facilities and network use policy.

Alcohol and Drug Violations

- a. Use of alcoholic beverages, including the purchase, consumption, possession, or sale of such items, except where specifically authorized in the policies and guidelines of the College.
- b. Possession, use, sale, or distribution of any type of drugs for illegal purposes.
- c. Appearing at any College premises while intoxicated or while under the influence of an illegal substance.
- d. Violation of the college Non-Smoking policy.
- e. Criminal Activity and Violent or Dangerous Behavior.

Criminal Activity and Violent or Dangerous Behavior

- a. Violation of any local, state, or federal law.
- b. Possession on college property of weapons, such as knives, firearms, or any dangerous chemical or explosive elements or their component parts.

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- c. Threatening of any member of the UCB community

Sanctions

The following sanctions may be imposed, separately or in conjunction with other sanctions:

- a. A written statement to a student that he/she is violating or has violated College policies and may be subject to more severe disciplinary action.
- b. Required reimbursement for damage to or misappropriation of property. This may take the form of appropriate services or other compensation.
- c. Interim Suspension: If, in the opinion of the Chief Student Services Office (CSSO) or designee, the presence of a student poses a serious threat to others, the CSSO or designee may suspend the student immediately. If the student requests an appeal of the decision, a hearing shall be held at the earliest reasonable time.
- d. Termination of student status with the college for an indefinite, or permanent, period of time.
- e. Withdrawal without refund. A student may be administratively withdrawn from the current or future semesters at the College and the course withdrawal refund policies described in the catalog will be followed.

Financial Aid Grievances

Students with concerns about financial aid issues should first contact the Business Office to discuss any concerns that they have. Many issues can be resolved via a conversation. In the event that the student is not satisfied after contacting the Campus Business Office then the student should follow the *Non-Academic or Financial Aid Grievance* Procedures as outlined in the [College Catalogue](#).

Business Office
2 Boylston St.
2nd Floor
Boston, MA 02116
617-449-7030

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Grade Appeals

A grade may be appealed if a student believes that the grading procedures 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. For a complete list of steps, please refer to the College Catalogue.

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.

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Policies and Procedures

Alcohol and Drug 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.

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.

UCB will continue to distribute materials to students and provide educational workshops/training as a means of prevention. Student Affairs personnel can provide referrals to other agencies and organizations for individuals experiencing or affected by persons with substance abuse issues.

Drug-Free 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. Urban College of Boston uses multiple strategies to provide comprehensive education regarding alcohol and other drugs.

Legal Sanctions for Unlawful Possession of Alcohol and Drugs

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

Drug Related Crimes and Federal Financial 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.

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Health Risk of Alcohol and Drug Use

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>.

Treatment Resources for Alcohol and Drug Addiction

As required under the Drug-Free Schools and Communities Act of 1989, 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. Student Affairs personnel can provide referrals to other agencies and organizations for individuals experiencing or affected by persons with substance abuse issues.

FREE ALCOHOL, DRUG, AND OTHER REHAB RESOURCES

Whittier Street Health Center

1290 Tremont Street

Boston, MA – 2120

(617) 427-1000

Fenway Community Health Center Substance Abuse Treatment Program

142 Berkeley Street

Boston, MA – 02116

(617) 247-7555

Boston Children’s Hospital Services

300 Longwood Avenue

Boston, MA 02115

(617) 355-2727

After Care Services Inc.

2 Lexington Street

Boston, MA - 02128

(617) 569-4561

Boston Rescue Mission OP Counselling

39 Kingston Street

Boston, MA - 02111

(617) 482-8819

Bay Cove Human Services

66 Canal Street

Boston, MA 02114

(617) 371-3030

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Children on Campus

To maintain an environment conducive to learning, children under the age of 14 are not permitted on campus.

Technology Use Policy

Access to the College's computer systems and networks, including email, imposes certain responsibilities and obligations and is granted subject to college policies, and local, state, and federal laws. Acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individual rights to privacy.

All use of college network and computer resources, including e-mail accounts, may be monitored by the College at any time without notice.

Only current applicants, enrolled students, faculty, staff, and authorized alumni are eligible to access the college's networks and computers. Individuals may be requested to present student identification or other University authorization.

The college's network and computers may only be used for the educational-related objectives of the College and not for any other purposes. Unauthorized uses include, but are not limited to, the following:

- Use of the College's network and computer resources to gain unauthorized access to the accounts of other student(s), faculty, or staff or unauthorized access to computers and networks located outside of college.
- Use of the College's network and computer resources, including e-mail, to view, download or distribute obscene, offensive, threatening, harassing, intimidating or otherwise inappropriate material.
- Installing, or attempting to install, on any College network and computer resource, viruses, spyware (including password sniffing software), "Trojan horse" programs or other similarly destructive programs.
- Use of the College network and computer resources to operate file sharing programs, including downloading of copyrighted materials.

Non-Smoking Policy

Urban College of Boston (UCB) commits to being a smoke-free and tobacco-free campus to support the health and well-being of the College's students, faculty, staff, and visitors. Per the Tenant Handbook provided by Colliers International New England, LLC (which manages the China Trade Center – 2 Boylston Street, Boston, MA 02116 – that houses UCB), "China Trade Center is a smoke-free building. Smoking is not permitted in any area of the building. As a smoke free environment, smoking is not permitted within 50 feet of any entranceway into the building." In addition to maintaining a smoke-free environment, UCB also bans the use of any tobacco products on all

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property owned, controlled, or leased by the college, as well as any tobacco- related advertising or sponsorship. The policy applies to products including – but not limited to – cigarettes, cigars, e-cigarettes, vape pens, hookah, and smokeless tobacco.

Security Policy

Student safety is of the utmost importance at Urban College and we all must work together to maintain a safe and secure campus community. Students should maintain awareness of campus safety, and immediately report issues and circumstances that may reduce safety and security for our students.

Preparing the Annual Disclosure of Crime Statistics

UCB prepares 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/Data/Sites/1/the-urban-college-of-boston-annual-security-report-2020_amended.pdf. 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.

Reporting a Crime & Other Emergencies

Members of the community, including visitors, students, faculty and staff are encouraged to report all crimes and emergencies in a timely manner. The reporting of a crime may occur even if the victim is not able or elects to do so. A crime is considered “reported” when it is brought to the attention of a Campus Security Authority (CSA) or law enforcement by a victim, a witness, another third party, or by the offender. The report must be made to the local public law enforcement entity, on-campus and off-campus, and Campus Security Authorities (CSA). Suspicious activities or individual seen within the campus vicinity should also be reported to the pertaining authorities. Crimes should be reported for the purpose of making timely warning reports to the community and for inclusion in the annual statistical disclosure.

Accurate Prompt Reporting

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to UCB staff in a timely manner. To report a crime or an emergency on the UCB campus, call 9-1-1. To report a non-emergency security or public safety-related matter, call 617-449- 7070. When a potentially dangerous threat to the UCB community arises, timely reports or warnings will be issued through e-mail announcements, the posting of notices at buildings containing UCB classrooms, in-class announcements, or other appropriate means.

To report a crime

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Anyone can report a crime or emergency 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:

Crimes and Emergency Reporting: Contact Information

Report emergencies or suspicious activities	Dial 9-11
College President	Dial 617-449-7037
Chief Academic Officer	Dial 617-449-7068
Director of Student Affairs	Dial 617-449-7380
Chief Student Services Officer	Dial 617-449-7041
Learning Resource Center staff	Dial 617-449-7044
Financial Aid Office	Dial 617-449-7428
Business Office	Dial 617-449-7430
Enrollment staff	Dial 617-449-7070
Boston Municipal Police	Dial 617-338-9134

Other Ways to Report a Crime

Online	Link: Here
Email	Michael.taylor@urbancollege.edu

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, the Director of Student Affairs, Maryela Fiscal, Email: Maryela.Fiscal@urbancollege.edu. For Title IX purposes, the Title IX Coordinator will keep information confidential to the full extent permitted by law.

Response to a Reported Crime

The Boston Police Department 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 Law Enforcement

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. The Boston Municipal Protective Services are special licensed police officer with full arrest and

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

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.

Procedures to Follow for Victims of 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

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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.

Report the Incident

In addition to contacting local law enforcement, you may also file a complaint with the college. A college complaint (Sexual Misconduct Complaint) may be submitted by contacting the Title IX Coordinator at 617-449-7380 or titleix@urbancollege.edu. Ultimately, it is the student's choice whether or not to make a report and to decline to notify any of the above-listed entities.

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.

Disciplinary Actions

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.

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

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- 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

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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.

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.

Programs & Prevention

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

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www.transitionhouse.org

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

Casa Myrna Vazquez

www.casamyrna.org

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College Services and Resources

Academic Planning and Advisement

Students and their academic advisors should meet regularly to review and discuss students' academic progress. Professional and personal 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 their assigned academic advisor 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, and provide referrals to other agencies and organizations. Staff will also assist students in developing peer support groups for academic, professional, and social networking.

Learning Resources Center (LRC)

The Learning Resource Center (LRC) offers a range of academic support including one-on-one tutoring, group study sessions, and academic workshops for UCB students. The LRC is staffed by the LRC Coordinator and a team of Learning Support Associates (LSAs). LSAs provide services in English, Spanish, and Mandarin.

Arrangements for tutoring are made via the LRC email address (urbancollegetutors@gmail.com), calling 617.449.7044, or through the LRC's WCONLINE scheduling website.

Accessibility and Accommodations

The Student Affairs team at Urban College of Boston provides services to students who qualify as having a disability under the Americans with Disabilities Act (ADA). The Student Affairs team is responsible for accommodations in accordance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and applicable state law. The ADA defines disability as: "A physical or mental impairment that substantially limits a major life activity; a record of such an impairment; or being regarded as having such an impairment."

The services provided to registered students with disabilities may include, but are not limited to:

- Providing advocacy support for students with documented disabilities.
- Coordinating services for students with disabilities, which includes verifying eligibility for academic accommodations based on documentation.
- Providing assistance to members of the campus community in responding to disability-related issues and concerns.
- Working with the larger campus community to overcome architectural, attitudinal, and administrative barriers.

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- Educating and training students on assistive technology resources.
- Coordinating peer note-taking services.
- Providing exam accommodations.
- Assisting students with academic strategies.
- Assisting with the diagnostic evaluation referral process

Urban College of Boston is committed to the success of its students. This includes providing equal access to all members of the student body. The Accommodation and Accessibility Process document provides step by step instructions to address student inquiries and requests for accommodations and includes accessibility resources.

If a student is interested in requesting an accommodation, they are encouraged to contact the Director of Student Affairs to get the process started.

P: 617-449-7380

Career Planning and Development

Career planning and development is fully integrated into academic programs and includes academic and professional assessment at entry, career-related course work, required and optional 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 on the UCB website and through the UCB newsletter.

Computer Facilities

Urban College of Boston has a Learning Resource Center with twelve computer workstations and two 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 library and other research materials through the Internet. Students are encouraged to call ahead at 617-449-7044 or they may stop by the LRC to check on availability of computers. Computers are generally available on a first-come, first-served basis.

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. Those interested in more information about the UCB Alumni Association may contact the Chief Advancement Officer.

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Library & Information Resources

Urban College of Boston is committed to ensuring that all students gain the information literacy skills they need to be successful students and engaged citizens.), 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/mlin_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 of materials.

Emerson College

As the result of our inter-library loan agreement with neighboring Emerson College, UCB students and staff can borrow materials from Emerson College.

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 to gain access to BRLS online services, including ProQuest, EBSCO, Gale Group, OCLC, NewsBank, NetLibrary, and many more electronic resources.

Identification Cards

UCB will issue identification cards to all students upon their enrollment. All students are required to complete the process to have a card issued and carry it with them whenever they come to campus. Students may be asked to produce their identification card by UCB and building staff.

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College Directory

Name/Title	Department	Phone Number / Email
Michael Taylor, President	OFFICE OF THE PRESIDENT	617-449-7037
Clea Andreadis, Chief Academic Officer	ACADEMIC AFFAIRS	617-449-7068
José Colón-Rivas, Academic Program Coordinator	ADVISING & PROGRAM LEADERSHIP	617-449-7069
Fiona Almeida, Clinical Research Program Coordinator	ADVISING & PROGRAM LEADERSHIP	Fiona.Almeida@urbancollege.edu
Jennifer Grehan, English Program Coordinator	ADVISING & PROGRAM LEADERSHIP	jennifer.grehan@urbancollege.edu
Stevie Billow, Learning Resource Center Coordinator	LEARNING RESOURCE CENTER	Stevie.Billow@urbancollege.edu
Erika Decklar, Learning Support Associate	LEARNING RESOURCE CENTER	erika.decklar@urbancollege.edu
Sarah Horn, Learning Support Associate	LEARNING RESOURCE CENTER	sarah.horn@urbancollege.edu
Margaret Rosemond, Logistics Coordinator	ADVANCEMENT	margaret.rosemond@urbancollege.edu
Ellie Wolf, Learning Support Associate	LEARNING RESOURCE CENTER	Ellie.wolf@urbancollege.edu
Paul Wong, Learning Support Associate	LEARNING RESOURCE CENTER	Paul.Wong@urbancollege.edu
Caitlin Callahan, Chief Advancement Officer	ADVANCEMENT	617-449-7038
Chief Student Services Officer	STUDENT SERVICES	617-449-7041
Director of Student Affairs	ADMISSIONS & STUDENT AFFAIRS	617-449-7380
Vivian Ortiz, Manager of Admissions	ADMISSIONS & STUDENT AFFAIRS	617-449-7043
Alexander Wolniak, Registrar	ENROLLMENT & INFORMATION TECHNOLOGY SERVICES	617-449-7039

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Miguel De Los Santos, Technology Specialist	ENROLLMENT & INFORMATION TECHNOLOGY SERVICES	Miguel.DeLosSantos@urbancollege.edu
Erik Robles, LMS System Administrator	ENROLLMENT & INFORMATION TECHNOLOGY SERVICES	Erik.Robles@urbancollege.edu
Enrollment Coordinator	ENROLLMENT & INFORMATION TECHNOLOGY SERVICES	617-449-7070
David M. Vera, Manager of Financial Aid	FINANCIAL AID	617-449-7428
Carla Desisto, Assistant Manager of Financial Aid	FINANCIAL AID	617-449-7429
Karen Lucas, Director of Operations and Finance	OPERATIONS & FINANCE	617-449-7430
Mimoza Vreka, Chief Financial Officer	OPERATIONS & FINANCE	617-449-7038

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