

# Regulations, Procedures, and Degree Requirements

## General Academic Regulations

All students should be familiar with the regulations and procedures described below. Please note that none of these regulations or procedures shall preclude the development of more restrictive regulations and procedures by any individual graduate program.

### GRADUATE COURSE NUMBERING SYSTEM

#### Course Levels

500-599: These are graduate courses equivalent in workload and standards to 600-level courses. 500-level numbers are assigned (a) to graduate courses offered by departments that do not grant a graduate degree; examples are 500-level courses in Mathematics, Spanish, and Latin that count toward the Teacher Education Track with Professional Licensure or (in the case of Latin) the Applied Linguistics MA; or (b) as a signal to the Registrar that a course given by a graduate degree-granting unit does not normally count toward that degree. 500-level courses are most characteristically found in interdisciplinary programs and certificate programs. The transferability of these courses into a particular degree program, if not indicated in that program's section of this bulletin, should be checked with the program director.

600-699: Master's or doctoral graduate courses within degree programs.

700-899: Doctoral graduate courses within degree programs.

900-999: Post-terminal degree courses.

5A00-5Z99: Post-baccalaureate courses. These courses may not be transferred into or counted toward any UMass Boston degree program, whether at the graduate or undergraduate level. Rather, they are professional-development courses created in response to particular vocational and training needs within the public and private sectors. Currently, most reside in the Graduate College of Education and carry the prefix PRFDVL, e.g., PRFDVL 5T22.

#### Fixed Numbers

691-694, 791-794, 891-894: Seminars, variable titles

695-696, 795-796, 895-896: Independent Study

697, 797, 897: Special Topics, variable titles

698: Practicum

699: Master's thesis

899: Doctoral dissertation

## **GRADUATE DEGREES AND CERTIFICATES**

The University of Massachusetts Boston offers graduate degree programs at the master's and doctoral levels, certificates of advanced graduate study, and graduate certificates.

- A degree program is a coherent course of study of at least 30 credit hours leading to the master's degree or at least 60 credit hours leading to the doctoral degree. A track is a coherent course of study within a degree program; the track curriculum will consist of at least 30 credit hours for a master's degree or 60 for a doctoral degree, a core portion of which is normally shared by other tracks in the same program. A course of study leading to a degree may further include one or more concentrations of at least nine credits each. Such concentrations are open only to students matriculated in the program.
- A separate course of study of at least 30 credits beyond the master's level may lead to a certificate of advanced graduate study (CAGS).
- A coherent course of study of at least 12 hours, but fewer than 30, leads to a graduate certificate at either the post-bachelor's or the post-master's level. Graduate certificate programs may be either independent or connected to a degree program.

All students wishing to enroll for graduate degrees, tracks within degrees, certificates of advanced graduate study, or graduate certificates must file applications for admission to those programs through the Office of Graduate Admissions. In some cases, students already matriculated in a graduate program may be admitted to an additional certificate program without filing a formal admissions application through Graduate Admissions.

## **ACADEMIC HONESTY POLICY**

It is the express policy of the university that every aspect of graduate academic life, related in whatever fashion to the university, shall be conducted in an absolutely and uncompromisingly honest manner by graduate students. For complete information on university policy in this area, see "Code of Student Conduct" later in this section.

## GRADUATE GRADING POLICY

For graduate students, the university has used a system of letter grades that are equivalent to numerical “quality points,” according to the following table:

<b>Letter Grade</b>	<b>Quality Point Equivalent</b>
A	4.00
A-	3.75
B+	3.25
B	3.00
B-	2.75
C+	2.25
C	2.00
F	0.00

Effective starting in the fall 2008 semester, the grade equivalents have been revised as follows:

<b>Letter Grade</b>	<b>Quality Point Equivalent</b>
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
F	0.00

The quality points for each grade are multiplied by the number of credits for the course, and the totals for all courses are added; this result is the student’s cumulative quality point figure. The cumulative quality point figure is divided by the number of cumulative credit hours carried; this result is the student’s cumulative quality point average. Graduate students may also be given grades of “NA” (Not Attending), “Inc” (Incomplete), “Y” (In Progress), “SAT” (Satisfactory), “AUD” (Audit). Explanations of these grades appear below.

The lowest passing grade for a graduate student is a “C.” Grades lower than “C” which are submitted by faculty will automatically be recorded as “F.” This graduate grading policy also applies to graduate students enrolled in undergraduate courses.

The instructor of a class has full responsibility for grading and is the best judge of student performance; there may, however, be instances in which a graduate student believes that a grade has been assigned unfairly. In such cases, the student should discuss the grade with the instructor. If they are unable to resolve the issue between them, the student should make a written request to the graduate program director asking for a formal meeting among the three parties to explain, discuss, and/or reconsider the grade. Although the graduate program director serves as mediator in this meeting, the faculty member remains the final authority for any grading decision.

### **Pass/Fail Grading Option**

Graduate students may not elect the pass/fail grading option for any graduate or undergraduate course.

### **Not Attending (NA)**

The Not Attending (NA) grade signifies that, although a student registered for a course and appeared on the class roster, the student never attended the class. The NA grade is not a substitute for dropping or withdrawing from a course. A student is still responsible for all tuition and fee charges for courses designated NA on his/her record. The NA grade has no effect on the student's cumulative grade point average.

The NA grade designation may be replaced on a student's record by a "W" (withdrawal), provided that the student submits a withdrawal form to the Office of the Registrar before the withdrawal deadline.

### **Incomplete**

A grade of Incomplete (INC) is not automatically awarded when a student fails to complete a course. Incompletes are given at the discretion of the instructor. They are awarded when satisfactory work has been accomplished in the majority of the course work, but the student is unable to complete course requirements as a result of circumstances beyond his/her control. The student must negotiate with and receive the approval of the course instructor in order to receive a grade of incomplete; a copy of a written agreement between the faculty member and the student specifying the work to be completed and the terms and deadline for completion must be kept on file in the program office.

Please note: The initiative in arranging for the removal of an "Incomplete" rests with the student.

After a one-year period, if a grade is not submitted by the faculty member, a Failure will be recorded, turning the grade on the transcript to an IF. After the end of this period, the student must re-register for the course, pay for it again, and complete all its requirements in order to receive credit and a grade. Please note that individual programs may set more stringent rules on incompletes, and individual faculty members may set more stringent timetables for completion of course requirements than the general one-year deadline.

### **INC/IF Registration Policy**

Any graduate student who has accumulated 4 or more INC or IF grades will be considered not to be making satisfactory progress toward the degree, will be placed on probation, and will normally be barred from registering for additional classes until the INC/IF grades are cleared. Additional registrations may, however, be approved by the graduate program director and Dean of Graduate Studies.

### **“Y” and “SAT” Grades for Practicum (698), Thesis (699), Dissertation (899), and Capstone Credits**

The required number of practicum, thesis, dissertation, and capstone credits varies by program. While in progress, these credits will be graded Y (in progress) for thesis and dissertation credits and, at the discretion of the program, for practicum and capstone credits. Normal tuition rates will apply. Upon satisfactory completion of these projects, these credits will be converted to SAT (satisfactory).

### **Audits**

A graduate student may audit any class on a space-available basis, but may not use an audited course to complete any degree requirement. Registration for audits is not permitted during pre-registration.

To register as an auditor, a student must complete the regular registration or add/drop form (including written permission from the instructor to audit the course), write “AUD” in the course credit column, and submit the form to the One Stop Student Service Center by the end of the add-drop period. Once the course is designated “AUD,” the student cannot receive a grade for it. Students are assessed full tuition and fees (including lab fees) for an audited course. Conditions for the audit are negotiated by the student and the instructor.

### **UNDERGRADUATE COURSES**

In some graduate programs, graduate students may take a maximum of three upper-level (300-400) undergraduate courses from UMass Boston toward their graduate degree, with the prior permission of their graduate program director.

These courses must include additional work in order for graduate students to receive graduate credit. Lower-level (100-200) courses may be taken as prerequisite or preparatory courses but *do not count* toward the graduate degree. *Please note that individual programs may set more stringent requirements regarding undergraduate courses.* For information about such requirements, please refer to individual program descriptions in this publication or the program’s handbook.

### **ACADEMIC AVERAGE FOR GRADUATE DEGREES AND CERTIFICATES**

A student must maintain a cumulative average of at least 3.0 during his/her studies. The computation of the grade point average

will include all graduate and upper-level undergraduate courses (taken as a matriculated student) that are eligible to count toward the student's graduate degree or certificate program. Grades for any courses taken at UMass Boston as a non-matriculated student but later transferred into the program are also included in the calculation of the GPA; grades for courses transferred into the program from other institutions are not calculated into the GPA. Graduate students with a cumulative GPA lower than 3.0 will not be eligible to graduate until they raise their GPA to a 3.0.

### **SATISFACTORY OR REASONABLE PROGRESS, ACADEMIC PROBATION, AND ACADEMIC DISMISSAL**

A student must make satisfactory or reasonable progress toward completion of a degree program within the university's policy on time limits for that degree. A student who is not making satisfactory or reasonable progress is subject to probation and dismissal upon the recommendation of the graduate program director to the Dean of Graduate Studies. A student who in any two semesters, consecutive or otherwise, has semester grade point averages of below 2.8 is subject to academic dismissal for failure to make satisfactory progress, upon recommendation by the program director to the Dean of Graduate Studies.

Graduate students whose cumulative grade point average falls below 3.0 will automatically be placed on academic probation. Both the student and his/her graduate program director will be notified of this probationary status. While on academic probation, a student shall be ineligible to hold office in any recognized student organization or recognized professional association, to represent the university in any sense on or off campus, or to hold a graduate assistantship. Students will be removed from academic probation either when their cumulative grade point average meets or exceeds 3.0 or upon approval of a formal request by the relevant graduate program director to the Dean of Graduate Studies.

A student who in any two semesters, consecutive or otherwise, has been placed on academic probation is subject to academic dismissal upon recommendation of the graduate program director to the Dean of Graduate Studies.

### **STATUTE OF LIMITATIONS POLICY**

Achievement of a master's or doctoral degree or a Certificate of Advanced Graduate Study signifies mastery of one's chosen discipline. Rather than being merely a collection of courses, a graduate degree requires intense commitment to scholarship and practice within a specific period of time. Such focus and coherence is lost if the degree is not completed within a reasonable time period. Therefore, each program requires that students complete their course of study within designated time limits.

Each program has established its own time limit, approved by faculty governance. A student who fails to complete a program within that established time limit is subject to dismissal. Specific information about time limits is available from each program office and in the "Graduate Program Requirements" section of this

bulletin (see pp. 42-43); in exceptional cases, an extension of the time limit may be recommended by the graduate program director and granted by the Dean of Graduate Studies. In such cases, the student must submit a request to the graduate program director with a letter of explanation accompanied by a detailed schedule for completion. A letter from the student's graduate program director concurring with the request must be submitted to the Dean of Graduate Studies with the student's request.

### **CONTINUOUS REGISTRATION**

Each degree-seeking graduate student must maintain continuous registration until the degree sought by the student has been formally awarded. If in any semester, for any reason, the student does not register for course, thesis, or dissertation credits, he/she may maintain continuous registration by paying a program fee of \$175. For further information, see under "Program Fee" in the "Tuition, Fees, and Payments" section of this publication.

### **LEAVE OF ABSENCE POLICY**

A student may obtain a leave of absence up to a maximum of two years by filing a request that must be approved by the graduate program director and the Dean of Graduate Studies. A leave of absence extends the time limit by the length of the leave, but the student must pay the program fee for each semester of the leave (see under "Continuous Registration" and "Tuition and Fees: Program Fee" in this bulletin).

### **TRANSFER CREDIT**

#### **Transfer of Courses and Credits**

Applicants who have completed graduate course work at other accredited institutions may transfer toward the completion of a UMass Boston graduate degree up to 6 credits from such courses in which the applicant received a grade of B or higher.

Applicants who have completed graduate course work at UMass Boston as non-degree students may transfer toward the completion of a UMass Boston graduate degree up to 6 credits from such courses in which the applicant received a grade of B or higher.

These courses may be accepted for transfer provided that they:

- have not been used to fulfill requirements for another degree, and
- were earned no more than seven years before matriculation in the program into which the student wishes to transfer credit. The combined total of credits transferred from other institutions and of credits accumulated at UMass Boston as a non-degree student may not exceed 12 credits.

A University of Massachusetts Boston undergraduate student in the senior year who will earn during this year more credits than needed for the bachelor's degree may register concurrently for graduate credits at the University of Massachusetts Boston, after securing the permission of the graduate program director and of the

graduate course instructor. A maximum of six credits earned in this way may later be accepted for transfer into a UMass Boston graduate degree (subject to approval by the graduate program director and the Dean of Graduate Studies), provided that they are from courses in which the student received a grade of “B” or better, they were earned no more than seven years before matriculation in the program into which the student wishes to transfer credit, and they did not count toward the student’s undergraduate degree. After completing such a course, if the student wishes to transfer the credits to a graduate program, he/she should petition the graduate program director to submit a transfer credit approval form to the Office of the Registrar. Please note: Pass/fail credits may not be transferred.

Accepted students who wish to take non-degree courses in the semester between acceptance and matriculation that will take them over the 6-credit transfer limit may petition their program director to grant them a Pre-Matriculation Transfer Waiver.

Transfer credit is subject to the final approval of the graduate program director and the Dean of Graduate Studies.

## **REGISTRATION PROCEDURES**

Both newly accepted and currently enrolled students must begin the course registration process by conferring with their graduate program directors. New student registration is scheduled by each individual graduate program. Currently enrolled, degree-seeking (matriculated) students register, using the university’s WISER student self-service system, during the advance registration periods beginning in April (for the fall semester) and November (for the spring semester). Students may continue to make changes to their schedule through the first week of classes.

## **FULL-TIME AND PART-TIME STATUS**

For most purposes, full-time graduate study is defined as nine or more credits, part-time as eight or fewer credits, and half-time as six credits. Doctoral candidates engaged in dissertation research may be considered full-time students for some purposes regardless of the number of dissertation credits for which they register, provided their graduate program director certifies that they are working full time on dissertation research. Students seeking financial aid should be certain to obtain detailed information about full-time and part-time status requirements from the Office of Financial Aid Services.

## **MAXIMUM CREDIT LOAD**

A graduate student may register for up to 12 credits during the fall and spring semesters and nine credits during the summer. Any student who wishes to register for more than the maximum credit load must secure written permission from the graduate program director.

## **RETAKEING COURSES**

A student may repeat any course, provided the student has not taken and passed a more advanced course for which it is a prerequisite. The course may be repeated regardless of the grade received, but there may be only one such repetition per course. If a student repeats a course, both grades will appear on the student's transcript, but only the second grade will be computed in the student's cumulative average.

## **COURSE CHANGES AND WITHDRAWALS**

### **Adding or Dropping Courses**

During the registration period a student may add, drop, or change courses without penalty; that is, no entry will be made on the student's permanent record. No courses may be added after this period. Please note: a student wishing to drop all courses he/she is enrolled in during a particular semester must either pay the program fee to remain active in the program, or withdraw from the program.

### **Withdrawing from Courses**

After the registration period, a student may withdraw from a course by using the WISER system or by completing a course withdrawal form before the withdrawal deadline noted for each term in the academic calendar. Withdrawal forms are available from the One Stop Student Service Center and must be submitted to that office by the published deadline. A grade of W will appear on the student's transcript for a course from which the student has withdrawn.

### **Withdrawing from the University**

The effective date of withdrawal from the university is that on which all forms are completed, signed, and returned to the One Stop Student Service Center. The last day students may withdraw is the last day of classes of the semester. Students withdrawing receive a W for each course in which they are enrolled. Failure to complete a withdrawal form will result in the recording of the grade of F (failure) for all courses at the end of the term. To withdraw from the university, a student must do the following:

- a. Consult with the graduate program director.
- b. Receive clearance ok lfrom the appropriate university offices.

### **Refunds and Reductions**

Please note: Students receive a full tuition refund for each course dropped during the registration period. No refunds are given for course withdrawals after the registration period. Students withdrawing from the university may receive partial refunds depending on when the withdrawal takes place. For more information, see "Refunds and Reductions in Tuition and Fees" in the "Tuition, Fees, and Payments" section of this publication.

## **READMISSION**

Graduate degree candidates must maintain continuous registration, either by enrolling for course, capstone, thesis, or dissertation credits or by paying a program fee. Any student who has failed to maintain continuous registration and who wishes to resume his/her pursuit of the degree must apply for readmission and will be subject to the policies and requirements in effect at the time of readmission. The applicant must complete a readmission application form and pay readmission and all back program fees to a maximum of six semesters. Before the applicant may be readmitted, the application must be approved by the appropriate program director. The deadline for readmission applications is one month before the beginning of the semester for which application is being made.

Readmitted students must meet the program requirements that pertain at the time of their readmission. In addition, it is within the program director's discretion to disallow previously taken courses from counting toward the readmitted student's degree program.

Any student wishing readmission should contact the Office of the Registrar for further information. Eligibility for readmission is limited to students who were in good standing at the time of their withdrawal, and who are still in compliance with the statute of limitations policy governing the completion of the degree, as described earlier in this section.

## **ADMINISTRATIVE WITHDRAWAL AND REINSTATEMENT**

A student may be administratively withdrawn from the university if, after due notice, the student fails to satisfy an overdue financial obligation to, or to comply with certain administrative requirements of, the university.

### **RULES AND REGULATIONS GOVERNING ADMINISTRATIVE WITHDRAWAL**

#### **I. Conditions Warranting Administrative Withdrawal**

Any of the following conditions may warrant administrative withdrawal.

- A. Failure to comply with administrative requirements, specifically:
  1. Failure by a student to satisfy an overdue financial obligation to the university, consisting of tuition, loans, library charges, or other student charges, including orientation, student activities, health services, child care, and other such fees as may be established from time to time.
  2. Failure to comply with other administrative requirements, such as the submission of health forms, etc.
- B. Forgery, fraud, or falsification of information on any official university form or document, such as grade report, recommendations, transcripts, etc.

- C. Certified physical health or mental health problems of a hazardous nature.
- II. Effects of Administrative Withdrawal
- If administratively withdrawn, a student shall:
- A. Cease to be enrolled and not be allowed to complete the current semester or to register for future semesters;
  - B. Return his/her identification card and any and all other property belonging to the university currently in his/her possession;
  - C. Receive no further material or notification from the Office of the Registrar concerning university affairs.
- III. Procedures for Implementing Administrative Withdrawal
- A. Procedures to be applied to cases brought under the conditions of Section I.A.
    - 1. The appropriate administrative official may recommend to the Office of the Registrar that a student be administratively withdrawn from the university.
    - 2. The administrative official shall make his/her recommendation in writing to the Office of the Registrar, detailing his/her compliance with the following requirements:
      - a. The recommendation must be based on one of the grounds set forth in Section I.A.
      - b. The facts upon which the recommendation is based must be ascertained and stated precisely and accurately.
      - c. An attempt to resolve the matter must have been made by the administrative official by mailing to the student at his/her last known address a written notice of the proposed recommendation for withdrawal and the reasons therefore, such matter not having been successfully resolved within fourteen calendar days of the mailing of said notice.
    - 3. If the director of the Administrative Withdrawal Review Committee is satisfied that the conditions specified in paragraph 2 of this section have been satisfied, he/she shall send a certified letter to the student at his/her last known address setting forth the recommendation for withdrawal and the reasons therefore, and notifying said student that he/she may within fourteen calendar days after said letter is mailed request a hearing on the matter with the director. The director shall include with the certified letter a copy of the Rules and Regulations Governing Administrative Withdrawal.
    - 4. If the student does not request a hearing with the director or take action satisfactory to the director to resolve the matter within the time allotted in paragraph 3 of this section, the director shall administratively

- withdraw the student from the university no sooner than the fifteenth calendar day following the mailing of the notice provided for in said paragraph.
5. If a student requests a hearing within the time allotted in paragraph 3 of this section, the director shall schedule a hearing at the earliest practicable date. If the director decides in favor of the administrative withdrawal, the director shall forthwith withdraw the student.
- B. Procedures to be applied to cases brought under conditions B and C of Section I.
1. The appropriate administrative official may recommend to the Administrative Withdrawal Review Committee (see "V") that a student be administratively withdrawn from the university.
  2. The administrative official shall make his/her recommendation in writing to the Administrative Withdrawal Review Committee detailing his/her compliance with the following requirements:
    - a. The recommendation must be based on one of the grounds set forth in Section I.B or C;
    - b. The facts upon which the recommendation is based must be ascertained and stated precisely and accurately;
    - c. An attempt to resolve the matter must have been made by the administrative official by mailing to the student at his/her last known address a written notice of the proposed recommendation for withdrawal and the reasons therefore, such matter not having been successfully resolved within fourteen calendar days of the mailing of said notice.
  3. If the Administrative Withdrawal Review Committee is satisfied that the conditions specified in paragraph 2 of this section have been satisfied, it shall send a certified letter to the student at his/her last known address setting forth the recommendation for withdrawal and reasons therefore and notifying said student that he/she may within fourteen calendar days after said letter is mailed request a hearing on the matter with the committee.
  4. If the student does not request a hearing with the committee or take action satisfactory to the committee to resolve the matter within the time allotted in paragraph 3 of this section, the committee shall instruct the director of the Office of the Registrar to administratively withdraw the student no sooner than the fifteenth calendar day following the mailing of the notice provided for in said paragraph.
  5. If a student requests a hearing with the committee within the time allotted in paragraph 3 of this section, the committee shall schedule a hearing at the earliest

- practicable date. The student shall have the right to testify and to present witnesses or such other evidence as may be relevant; in addition the student shall have the right to have a physician or attorney present, or to cross-examine witnesses; or all of these. The committee shall hear the case and decide whether facts exist which warrant administrative withdrawal under Section I.B or C. If the committee decides in favor of administrative withdrawal it shall submit to the student a written statement of its findings, its decision, and the conditions under which the student may be reinstated.
6. The student may appeal a decision by the committee in favor of withdrawal to the Vice Chancellor of Student Affairs (Dean of Students) within seven calendar days of the committee's decision. If the student does not appeal the committee's decision within the seven calendar days allotted, the committee shall instruct the director of the Office of the Registrar to withdraw the student. If the student does appeal to the Dean of Students within the time allotted, the Dean shall schedule an appointment at the earliest practicable date and at that time shall confer with the student, accompanied by counsel if the student so wishes, regarding the committee's finding, decision, and determination of reinstatement conditions. If the Dean affirms the committee decision, he/she shall notify the student of his/her decision, and instruct the director of the Office of the Registrar to withdraw the student. On appeal from the student, the Dean of Students may modify the reinstatement conditions.

#### IV. Reinstatement

- A. Reinstatement from administrative withdrawal brought under the conditions of Section I.A.
  1. Any student who has been administratively withdrawn under Section I.A may make arrangements with the director of the Office of the Registrar for the resolution of the matter. Upon such a resolution satisfactory to the director, the director shall forthwith reinstate the student to active enrollment status. The determination of whether a reinstated student shall receive credit for the period for which he/she was withdrawn shall be made by the instructor for each course involved.
  2. A student who fails to resolve the matter in the semester during which he/she is withdrawn can be reinstated in a subsequent semester upon satisfaction of the administrative requirements at issue in the university's withdrawal of the student.
- B. Reinstatement from administrative withdrawal brought under conditions B or C of Section I.

Any student who has been administratively withdrawn under conditions B or C shall be reinstated only upon

satisfaction of the conditions established by the Administrative Withdrawal Review Committee, or by the Dean of Students where the Dean has changed reinstatement conditions appealed by the student.

V. Administrative Withdrawal Review Committee

The Administrative Withdrawal Review Committee shall be appointed each year by the Chancellor. The director of the Office of the Registrar shall not be a member of said Committee except that the director shall sit in place of a regular member in any case wherein said regular member is the administrative official recommending withdrawal. The committee shall be empowered to make decisions concerning administrative withdrawal as provided above.

# **Degree Requirements**

## **APPLYING FOR GRADUATION**

All requirements for any advanced degrees to be awarded in a given degree-granting period (December, June, August) must be completed by the date specified for that degree date. In order for a student to graduate, the degree application form, signed by the student and the graduate program director, must be submitted to the Office of the Registrar. The degree application must be accompanied by the \$150.00 commencement fee.

The format requirements for master's theses and doctoral dissertations are published in a booklet available from the Office of Graduate Studies.

## **FOREIGN LANGUAGE REQUIREMENTS**

Each academic program may establish foreign language requirements for its own advanced-degree candidates. The program determines both the number of foreign languages and the level of competence required. A foreign language is defined for this requirement as a language other than the candidate's native tongue, in which there is a significant body of literature relevant to his/her academic discipline. The term "foreign language" does not include computer languages.

## **MASTER'S DEGREE REQUIREMENTS**

Please consult individual program descriptions for complete requirements.

For programs that include a master's thesis, it shall be the responsibility of the thesis committee to approve the thesis project, to supervise its execution, and to arrange for the final examination of the student, including public notice. This final examination, which will be at least partly oral, will be conducted by the thesis committee and will be primarily concerned with, but not necessarily limited to, the candidate's thesis. This examination shall be scheduled when all thesis committee members agree that the thesis is sufficiently complete to undergo defense; approval of the thesis, passing the defense, and/or recommending the degree, however, are not implied by scheduling this examination. Most programs require the student to deliver a public lecture on his/her research, usually on the day the final oral examination takes place. The final oral examination itself is attended by the candidate, the committee, and any invited guests. Only the committee members may vote. If all committee members cast positive votes, the student shall be deemed to have passed the final oral examination. If there is one negative vote, the degree will be held up pending satisfactory resolution by the student of the objections of the dissenting member of the committee; final program approval is represented by the signature of the graduate program director. If two or more members cast negative votes, the candidate will be informed that he/she has failed the examination.

## **DOCTORAL DEGREE REQUIREMENTS**

After completion of their course work and other program requirements, doctoral students are required to pass a preliminary comprehensive or qualifying examination conducted by the program, or successfully complete a qualifying paper. Any student who fails the comprehensive examination may, at the discretion of the examining committee, be permitted a second and final examination. On successful completion of the preliminary examination the student will be admitted to candidacy.

### **Doctoral Candidacy and Dissertation Requirements**

As soon as possible after the student has been admitted to candidacy, the graduate program director of the candidate's program shall recommend a dissertation committee to the Dean of Graduate Studies. The dissertation committee shall consist of at least three members. At least two members of the committee shall be faculty members in the candidate's program. Ordinarily, the dissertation committee shall also include a member who is external to the candidate's program. The external member may come either from within the university or outside of the university. When there is uncertainty about whether a nominee is sufficiently independent of the candidate's program to serve as the external member, the Dean of Graduate Studies shall determine the nominee's eligibility. The graduate program director will be responsible for any additional nominations that may be necessary. On a case-by-case basis, graduate program directors may appeal to the Dean of Graduate Studies to approve a dissertation committee consisting of three faculty members in the candidate's program.

It shall be the responsibility of the working dissertation committee to approve the dissertation project, to supervise its execution, and to arrange for the final examination of the student, including public notice. This final examination, which must be at least partly oral, will be conducted by the dissertation committee and will be primarily concerned with, but not necessarily limited to, the candidate's dissertation. This examination shall be scheduled when all dissertation committee members agree that the dissertation is sufficiently complete to undergo defense; approval of the dissertation, passing the defense, and/or recommending the degree, however, are not implied by scheduling this examination. Most programs require the student to deliver a public lecture on his/her research, usually on the day the final oral examination takes place. The final oral examination itself is attended by the candidate, the committee, and any invited guests. Only the committee members may vote. If all committee members cast positive votes, the student shall be deemed to have passed the final oral examination. If there is one negative vote, the degree will be held up pending satisfactory resolution by the student of the objections of the dissenting member of the committee; final program approval is represented by the signature of the graduate program director. If two or more members cast negative votes, the candidate will be informed that he/she has failed the examination.

The graduate program director will supply documentation to the Office of Graduate Studies of each of the following stages in a doctoral student's progression. Those marked with an asterisk must be approved in writing by the Dean of Graduate Studies or his/her delegate:

- a. acceptance to candidacy
- b. formation of dissertation committee\*
- c. acceptance of dissertation proposal
- d. declaration of intention to defend dissertation
- e. successful defense
- f. completion of the dissertation according to the university's guidelines for dissertation preparation\*

**REQUIREMENTS FOR THE CERTIFICATE OF ADVANCED GRADUATE STUDY (CAGS)**

Please consult individual program descriptions for complete requirements.

## Graduate Program Requirements (Master's, Doctoral Degrees)

Program	Core Courses	Credits	Statute of Limitations	Exam (Comp, Written or External)	Thesis/ Dissertation
Accounting	R	42	5	N	N
American Studies	R	30	5	N	O
Biology (MS)	R	30	6	R	R
Biology (PhD)					
Biology/Environmental Biology	R	64	8	R	R
Biology/Molecular Cellular Organismal Bio (PhD)	R	62	8	R	R
Biomedical Engineering and Biotechnology (PhD)	R	63	8	R	R
Biotechnology and Biomedical Science (MS)	R	30	6	R	O
Business Administration	R	33-57	5	N	
Chemistry (MS)	R	33	6	R	R
Chemistry (PhD)					
Chemistry/Green Chemistry (PhD)	R	60	8	R	R
Clinical Psychology	R	125	8	R	R
Computer Science (PhD)	R	63	8	R	R
Computer Science (MS)	R	30	7	N	
Counseling (MS - Family Therapy)	R	60	6	N	
Counseling (MS - Mental Health)	R	60	6	N	
Counseling (MS - Rehabilitation)	R	60	6	N	
Counseling (MEd - School Counseling)	R	60	6	R	
Counseling (CAGS/MEd - Family Therapy)	R	78	8	N	
Counseling (CAGS/MEd - Mental Health)	R	78	8	N	
Counseling (CAGS/MEd - Rehabilitation)	R	78	8	N	
Counseling (CAGS/MEd - School Counseling)	R	78	8	R	
Creative Writing	R	48	5	N	R
Critical and Creative Thinking (MA)	R	30	5	R	O
Dispute Resolution (MA)	R	36	5	N	
Education - Higher Education Administration	R	64	7	R	R
Education - Leadership in Urban Schools	R	65	7	R	R
Education - Teacher Education (MEd - Licensure Tracks)	R	36	5	R	
Education - Teacher Education (MEd - Non-Licensure Track)	R	33	5	R	

Educational Administration	R	36	5	R	
English	N	30	5	O	O
Environmental Sciences/Environmental, Earth & Ocean Sciences (PhD)	R	60	7	R	R
Environmental Sciences (MS)	R	30	4	O	O
Finance	R	45	5	N	N
Gerontology (PhD)	R	69	8	R	R
Gerontology (MS)	R	30	5	N	
Gerontology/Aging Services Mgt. (MS)	R	30	5	N	
Historical Archaeology	R	36	6	R	R
History	R	30	5	R	R
History/Teaching	R	30	5	N	
Human Services	R	39	4	N	
Information Technology	R	45	5	N	N
Instructional Design	R	36	5	O	O
International Management	R	45	5	N	N
Linguistics, Applied	R	30	4	R	O
Linguistics, Applied/Latin and Classical Humanities	R	36	4	R	O
Marine Science (MS)	R	30-33		N	O
Marine Science (PhD)	R	54		R	R
Nursing (DNP)	R	36-81			
Nursing (PhD)	R	60	8	R	R
Nursing/BS-to-PhD	R	87	8	R	R
Nursing (MS - All Tracks)	R	48	5	R	R
Physics, Applied	N	34-36	6	R	O
Public Affairs	R	36	4	N	
Public Affairs/International Relations	R	36	4	O	O
Public Policy	R	76	8	R	R
School Psychology (MED/CAGS)	R	66	7	R	
Sociology, Applied	R	36	5	O	O
Special Education	R	36	5	R	
Special Education O/M	R	37	5	N	N
Special Education/TVI	R	37	5	N	

**Capstones:** All students must complete at least one capstone from among those options offered by their program.

<b>Program</b>	<b>Project</b>	<b>Practicum</b>	<b>Other</b>
Accounting	R	O	
American Studies	O		
Biology (MS)			
Biology (PhD)			
Biology/Environmental Biology			
Biology/Molecular Cellular Organismal Bio (PhD)			
Biomedical Engineering and Biotechnology (PhD)			
Biotechnology and Biomedical Science (MS)	O	O	
Business Administration			Capstone course: MBAMGT 689
Chemistry (MS)			
Chemistry (PhD)			
Chemistry/Green Chemistry (PhD)			
Clinical Psychology		R	
Computer Science (PhD)			
Computer Science (MS)	R		
Counseling (MS - Family Therapy)	R	R	Portfolio/Case Analysis
Counseling (MS - Mental Health)	R	R	Clinical Analysis
Counseling (MS - Rehabilitation)	R	R	Case Analysis/Research Project
Counseling (MED - School Counseling)	R	R	Portfolio/Workshop Presentation
Counseling (CAGS/MEd - Family Therapy)	R	R	
Counseling (CAGS/MEd - Mental Health)	R	R	
Counseling (CAGS/MEd - Rehabilitation)	R	R	
Counseling (CAGS/MEd - School Counseling)	R	R	
Creative Writing	N	N	
Critical and Creative Thinking (MA)	O	R	
Dispute Resolution (MA)	R	R	
Education - Higher Education Administration		N	
Education - Leadership in Urban Schools		R	
Education - Teacher Education (MEd - Licensure Tracks)	R	R	Portfolio
Education - Teacher Education (MEd - Non-Licensure Track)			
Educational Administration		R	

English		O	
Environmental Sciences/Environmental, Earth & Ocean Sciences (PhD)			
Environmental Sciences (MS)			
Finance	R	O	
Gerontology (PhD)			Also: Research Paper (pre-complexams)
Gerontology (MS)	R		
Gerontology/Aging Services Mgt. (MS)	R	R	
Historical Archaeology			
History			
History/Teaching	R		Research + Curricular Unit
Human Services	R		
Information Technology	R	O	
Instructional Design	O		
International Management	R	O	
Linguistics, Applied		R	
Linguistics, Applied/Latin and Classical Humanities	O	N	
Marine Science (MS)	O	N	Seminar Presentations
Marine Science (PhD)	N	N	Seminar Presentations
Nursing (DNP)	R	R	
Nursing (PhD)		R	
Nursing/BS-to-PhD			
Nursing (MS - All Tracks)			
Physics, Applied	O		
Public Affairs	R		Case Study
Public Affairs/International Relations	O		
Public Policy		O	
School Psychology (MEd/CAGS)	R	R	Project = Portfolio
Sociology, Applied	O	O	
Special Education	R	R	
Special Education O/M	R	R	
Special Education/TVI	R	R	Project = Portfolio

N=None R=Required O=Optional

## Professional Preparation Programs for Education

UMass Boston offers graduate courses and field experiences leading to licensure for

- Teachers of elementary, secondary, and special education
- Counselors
- School psychologists
- Educational leaders and administrators

In keeping with the university's mission, programs highlight the opportunities and challenges that characterize urban contexts and prepare graduates who can address the diverse needs of children and families with differing abilities and from a wide range of ethnic and linguistic backgrounds.

The university's teacher licensure programs have been approved by the Massachusetts State Department of Education. Through these programs, the university seeks to prepare thoughtful and responsive educators who possess breadth and depth in content and pedagogical knowledge, who are committed to the highest professional and ethical standards, who engage in continuous reflection on the nature of learning and the ways individual learners can be helped most effectively, who see the welfare of their constituents as their personal responsibility, and who are driven to engage in critical inquiry about all facets of their educational work and its contexts.

The university's Professional Education Unit comprises six professional preparation programs housed in the Graduate College of Education and one in the College of Liberal Arts. The head of the Professional Education Unit is advised by university faculty, students, and P-12 school professionals from within and outside the university.

The university's professional preparation programs in education are aligned with local, state, and national standards for school professionals, and legal and ethical requirements for "best" professional practice.

Currently, UMass Boston offers seven graduate programs (six in the Graduate College of Education, one in the College of Liberal Arts) whose completion can lead to Massachusetts Department of Education-approved licensure in one or more professional education fields. These programs are:

- Applied Linguistics (CLA )
- Counseling (GCE)
- Educational Administration (GCE)
- Leadership in Urban Schools (GCE)
- School Psychology (GCE)

- Special Education (GCE)
- Teacher Education (GCE)

The Massachusetts Board of Education requires individuals seeking licensure in one of the professional education fields to pass the Massachusetts Tests for Educator Licensure. The admission policies for all seven (7) programs reflect this state mandate:

Submit scores from the Communication and Literacy Skills Test (CLST) section of the Massachusetts Tests for Educator Licensure (MTEL).

All prospective students in the seven professional education certification programs leading toward teaching in K-12 schools must present scores for both the reading and writing sub-tests of the CLST (MTEL) as part of their admission application. These scores will be considered with other evidence submitted as predictors of success in the program. Students who present a failing score may, at the discretion of the Admissions Committee, be admitted provisionally. As provisionally admitted students, they are eligible to register for courses for two semesters. Provisionally admitted students must pass the literacy portion of MTEL prior to the end of the second semester of enrollment in order to qualify for full admission.

*Note:* Students may not enroll for a practicum or internship class until they have passed the Communication and Literacy Skills Test and Subject Test from the Massachusetts Tests for Educator Licensure.

*Note:* Out-of-state applicants who might not be in a position to take the CLST (MTEL) at the outset of the admissions process will be required to take either the GRE or MAT test. Their admission to the university will be based on an overall evaluation of all their materials, including the standardized test scores. However, out-of-state students must pass the literacy portion (CLST) of the MTEL prior to the end of the second semester of enrollment in order to remain in the program.

A secondary education applicant must submit a transcript that indicates the applicant has a 3.00 GPA in the discipline he/she intends to teach.

Students interested in obtaining a master's degree or a certificate of advanced graduate study (CAGS) and institutional recommendation for licensure in one of the subject areas must:

- (1) apply and be admitted to one of the listed UMass Boston programs,
- (2) submit scores from the Communication and Literacy Skills Test section of the Massachusetts Tests for Educator Licensure, as part of the admission application,
- (3) pass the Communication and Literacy Skills Test section of the Massachusetts Tests for Educator Licensure prior to enrolling in a practicum and/or internship,

- (4) pass the Massachusetts Educator Certification Subject Test (if any) in the discipline to be taught prior to enrolling in a practicum and/or internship,
- (5) complete all program requirements for licensure,
- (6) be recommended for licensure by the program faculty.

For successful completion of professional preparation programs at the University of Massachusetts Boston, students must demonstrate proficiency in four domains: academic excellence, ethical behavior, professional behavior, and professional competence. Graduate students must maintain a grade point average of “B” (3.0) or better to remain in good academic standing, to enroll in practica/internship courses, and to graduate. Students are expected to comply with all relevant legal and professional codes of ethics and to demonstrate, throughout their training, the professional behaviors essential to successful practice as educators.

In addition, prospective educators should be aware that at the time of application for Massachusetts licensure they will be required to sign an affidavit affirming payment of taxes; indicating a lack of criminal conviction, child abuse conviction, and/or license or certification suspension; and making a commitment to report suspicion of child abuse.

## Student Rights and Responsibilities

The University of Massachusetts Boston recognizes its responsibility to provide students with clear and accurate information about what is expected of them, and what their rights are, as students at UMass Boston. The documents published here should help to provide such information. Students seeking further clarification or discussion are encouraged to contact the Office of the Vice Chancellor for Student Affairs.

### CODE OF STUDENT CONDUCT

#### I. Purpose

The Code of Student Conduct provides a framework of standard acceptable behavior for students. It is set forth to give students general notice of prohibited conduct; it should not be regarded as an exhaustive definition of misconduct or construed as a contract between the student and the University. Students are responsible for understanding and complying with this Code. Copies of the Code of Student Conduct are available in the Office of the Vice Chancellors for Academic and Student Affairs, in the undergraduate catalog and graduate bulletin, in the UMass Boston Student Handbook, and on the University's website.

#### II. Authority

Ultimate authority for student discipline is vested in the Board of Trustees of the University of Massachusetts. Disciplinary authority is delegated to the Chancellor of the University of Massachusetts Boston, who in turn has delegated authority over student misconduct to the Vice Chancellor for Student Affairs and authority for student academic dishonesty to the Vice Chancellor for Academic Affairs/Provost. In accordance with Family Education Rights and Privacy Act (FERPA) regulations, the Vice Chancellor for Student Affairs is responsible for maintaining all student judicial records.

#### III. Governing Principles

- A. The University reserves the right to take appropriate disciplinary action when student conduct constitutes misconduct or academic dishonesty, as defined in this Code. The University may also take disciplinary action for student conduct off-campus, when such conduct constitutes misconduct, as defined in this Code, is serious in nature, and adversely impacts the University and/or the campus community. Such action may include pursuing disciplinary action for any violation of local, state, or federal law, on- or off-campus, that affects the University's educational interests.
- B. In any instance where the continued presence of an individual on campus may pose an imminent threat to his/her own well being or to that of others, or to the rights

or property of the University community, the Vice Chancellor for Student Affairs may impose an interim suspension. This action is designed to prohibit the presence of the student on campus until the case can be resolved in accordance with prescribed campus procedures. This interim suspension is not entered on a student's record and does not affect the student's status except as described below.

- C. This Code is independent of any proceeding in civil or criminal law in which a student may also be held accountable. Disciplinary action at the University may proceed despite the pendency of any other civil or criminal proceedings and shall not be subject to dismissal solely because of the result of any such proceeding.
- D. Formal rules of evidence shall not be observed; any information having reasonably probative value as to a relevant fact may be admitted.
- E. Students found responsible for unacceptable conduct will be subject to the complete range of sanctions and penalties provided in the Code of Student Conduct.
- F. Failure by any student to cooperate with these proceedings, or any attempt to impede an investigation is, in itself, a violation of the Code of Student Conduct and may lead to sanctions.
- G. Failure by any student to comply with imposed sanction(s) may result in more severe disciplinary action, up to and including suspension or expulsion from the University.
- H. Any time requirements set forth in this Code may be extended by agreement of the parties, or as may be required.
- I. The University reserves the right to amend any provision of this Code with appropriate notice to the campus community.

#### IV. Definitions

- A. "University" refers to the University of Massachusetts Boston and all of its undergraduate, post-baccalaureate, and graduate colleges, schools, divisions, and programs.
- B. "Student" is defined as any person enrolled in or accepted for any course or academic program regardless of credits or competencies carried, at the University.
- C. "Faculty" refers to any person hired by the University to conduct classroom activities.
- D. "Advisor" refers to any member of the University community who assists and accompanies the student to meetings and/or hearings. The advisor may not be an attorney, unless criminal charges are pending.
- E. "Code" refers to this Code of Student Conduct.
- F. "Policy" is defined as written regulations and procedures of the University as found in, but not limited to, the Code

of Student Conduct, Graduate/Undergraduate Bulletin/Catalog, Student Handbook, and Trustee Documents.

- G. “Student Affairs Designee” is a member of the Division of Student Affairs or appointed representative.
- H. “Appeal Panel” is the hearing panel consisting of selected members of the standing Joint Discipline and Grievance Committee.
- I. “Joint Discipline and Grievance Committee” is a standing committee of the Faculty Council and the Student Governments—Undergraduate Student Senate and Graduate Student Assembly.
- J. “Appellate body” refers to any person designated to review an appeal, including, but not limited to, the Vice Chancellors, Deans, and the Appeal Panel.
- K. “Director/Dean” refers to the Director of Undergraduate Education and the Dean of Graduate Studies.

V. Student Protections

Students accused of violating the Code are entitled to the following procedural protections:

- A. To be informed, in writing, of the alleged violation, and its outcome.
- B. To be informed of the substance of the information or evidence against them.
- C. To be given an opportunity to respond to the charges.
- D. To be accompanied at any proceeding by an Advisor. If the student wishes to have an Advisor but is unable to obtain one, the Student Affairs Designee shall assist the student in finding one. Advisors may not directly participate in the hearing process.
- E. To be accompanied by legal counsel only if criminal charges are pending against the student. In such case, legal counsel will take on the role of Advisor as defined above. A student who wishes to be accompanied by legal counsel is required to give (3) three business days’ advance notice to the Vice Chancellor for Student Affairs.
- F. To present relevant information and witnesses and to question other witnesses who participate in the hearings.
- G. To be assured confidentiality of all information exchanged, both verbal and written, in accordance with the Family Education Rights and Privacy Act (FERPA).
- H. To appeal as outlined in this Code in section VI B4 and section VII B3.

The University Code is divided into two subsections: Academic Honesty (section VI below) and Student Conduct (section VII below).

VI. Academic Honesty

It is the expressed policy of the University that every aspect of academic life—not only formal course work situations, but all relationships and interactions connected to the educational process—shall be conducted in an absolutely and uncompromisingly honest manner. The University presupposes that any submission of work for academic credit indicates that the work is the student's own and is in compliance with University policies. In cases where academic dishonesty is discovered after completion of a course or degree program, sanctions may be imposed retroactively, up to and including revocation of the degree. Any student who reasonably believes another student has committed an act of academic dishonesty should inform the course instructor of the alleged violation.

#### A. Academic Honesty Violations

The University defines violations to include, but not be limited to, the following:

1. Submitting as one's own an author's published or unpublished work (e.g., material from a journal, Internet site, newspaper, encyclopedia), in whole, in part, or in paraphrase, without fully and properly crediting the author.
2. Submitting as one's own work material obtained from another student, individual, or agency without full and proper attribution.
3. Submitting as one's own work material that has been produced through unacknowledged or unauthorized collaboration with others.
4. Submitting substantially the same work to more than one course without prior approval from all instructors involved: i.e., dual or multiple submission.
5. Using any unauthorized material during an examination, such as notes, texts, calculators, cell phones, PDAs, or other electronic or mechanical communication devices. Abuse of cellular devices with photographic capabilities and use of devices for purposes of photographing test questions or other notes and materials are also prohibited.
6. Obtaining answers to examination questions from another person with or without that person's knowledge; furnishing answers to examination questions to another student; using or distributing unauthorized copies of or notes from an examination.
7. Submitting as one's own an examination taken by another person; or taking an examination in another person's place.
8. Gaining or seeking to gain unauthorized access to, or altering or destroying the paper or electronic files of a student, faculty member, or staff member for the

purpose of gaining better academic standing and success.

9. Failing to adhere to professional standards or ethics of a discipline and/or violating the rules of an agency in the course of completing field work, internship, practicum, student teaching, or clinical placement.
10. Interfering with an instructor's ability to evaluate accurately a student's competence or performance; misleading any person in connection with one's academic work.

#### B. Academic Dishonesty Procedures

1. Prior to reporting a suspicion of academic dishonesty, the faculty member may discuss the matter with the student and/or the faculty member's chair (in cases involving undergraduate students) or graduate program director (in cases involving graduate students), or otherwise investigate the circumstances of the alleged violation. If, after such consultation and investigation, the faculty member determines that academic dishonesty did not, in fact, occur, no formal charge of academic dishonesty will be made.
2. To initiate formal proceedings, a faculty member who suspects a student of academic dishonesty must inform the student in writing of that fact within ten (10) business days of the discovery of the alleged violation. Such written notice should inform the student of the factual basis for the charge, the specific sanctions the faculty member proposes to impose, and any University Sanctions he/she may recommend to the Director of Undergraduate Education or the Dean of Graduate Studies, as appropriate. The letter should also inform the student that he/she may be subject to University Sanctions imposed directly by the Dean/Director beyond those recommended by the faculty member. The faculty member shall offer to meet with the student and the faculty member's chair (in cases involving undergraduate students) or graduate program director (in cases involving graduate students), to discuss the case. No more than ten (10) business days after meeting (or offering to meet) with the student, the faculty member may impose penalties within his/her purview, and so inform the Director/Dean. If, upon meeting with the student, the faculty member determines that the student did not commit academic dishonesty, he/she will so inform the student and Director/Dean in writing. If no penalty has been imposed within the specified timeframe, the charges shall be considered dropped.

All correspondence concerning an allegation of academic dishonesty should be copied to the faculty member's department chair (for undergraduates) or the faculty member's graduate program director (for graduate students), the faculty member's collegiate

dean, the Director of Undergraduate Education or the Dean of Graduate Studies, depending on whether the student is an undergraduate or graduate student, and the Office of the Vice Chancellor for Student Affairs. The chair/graduate program director and/or relevant collegiate dean may, at their option, consult with the faculty member and/or student, review the case and make separate recommendations to the Director/Dean regarding University sanctions.

3. Academic dishonesty by graduate students lies primarily within the purview of the Dean of Graduate Studies, who will determine whether University sanctions should be applied in a particular case. The Dean's decision will be informed by any recommendations made by the student's graduate program director and/or collegiate dean.

Academic dishonesty by undergraduate students lies primarily within the purview of the collegiate deans. For the purposes of these procedures, the collegiate deans delegate responsibility for determining whether University sanctions should be applied in a particular case to the Director of Undergraduate Studies. The Director's decision will be informed by any recommendation made by the faculty member's chair and will be made in consultation with the collegiate dean(s) involved; it is further subject to review and revision by the faculty member's collegiate dean.

Within (10) ten business days of the notification of the faculty member's imposition of sanctions, the Director/Dean will review the case. In doing so, he/she may choose to interview or question the parties involved or otherwise investigate the case. The purpose of this review is to consider the imposition of University sanctions. At the end of this review, the Director/Dean may impose additional University Sanctions, including but not limited to those listed in VII for misconduct. University Sanctions will normally be imposed for violations of an especially serious nature or in cases of repeat offense.

4. Within (10) ten business days of the Director/Dean's imposition of University Sanctions, or (10) ten business days of the expiration of the period of time available to the Director/Dean to impose such sanctions, whichever comes first, the student may submit an appeal in writing to the Provost/Vice Chancellor for Academic Affairs, copying the Office of the Vice Chancellor for Student Affairs. The Vice Chancellor for Academic Affairs/Provost will convene an Appeal Panel, consisting of 3-4 faculty members and 2 students from the standing membership of the Joint Discipline and Grievance Committee and instruct the Panel to review the case by convening a hearing. At this hearing, at

minimum, the panel will interview and question the student and faculty member. The Vice Chancellor for Academic Affairs/Provost will appoint a member of the panel to serve as the Chair.

5. Within (10) ten business days after completion of its hearing and review, the Panel will make a report of its findings and recommendations to the Vice Chancellor for Academic Affairs/Provost. Within (5) five business days of receiving this report, the Provost/Vice Chancellor for Academic Affairs will uphold, reverse, or modify the faculty member's and Director/Dean's decisions. Modifications may include any of the sanctions listed in VII c for misconduct. The decision of the Provost/Vice Chancellor for Academic Affairs is the final University disposition of the matter and is not subject to further appeal, except in cases of expulsion. Expulsions may be appealed to the Chancellor within 10 business days of the Provost/Vice Chancellor for Academic Affairs' decision to expel.

#### C. Academic Dishonesty Sanctions

1. Sanctions to be imposed by faculty members may include one or more of the following:
  - a. Failure in the assignment in which the infraction occurred.
  - b. Forced withdrawal: the student is required to withdraw from the course. A grade of W will appear on the transcript, and no refunds of tuition, fees, or other charges will be made.
  - c. Failure in the course or competency in which the infraction occurred.
  - d. Recommendation of additional Sanctions: The faculty member, in cases of an especially serious nature, may recommend to the Director/Dean the imposition of additional penalties, including those listed in VII c for misconduct.
2. Sanctions to be imposed by the Director of Undergraduate Education and/or the Dean of Graduate Studies are University Sanctions and are described in detail in the University/Misconduct Sanctions section (VII C) of this Code.

#### VII. Student Conduct

This Code is intended to create an environment supportive of a diverse academic experience, in which individual students' behavior does not infringe upon the rights of others or upon the educational process of the University. The expectation is that students will understand the extent to which their personal growth depends upon the maintenance of self-discipline, responsibility, and respectful interactions with others, and high standards of honesty and moral conduct.

## A. Conduct Violations

The University defines student conduct violations to include, but not be limited to, the following:

1. Forgery, alteration, misuse, or destruction of, or unauthorized access to, official University records, documents, forms, or identification cards.
2. Furnishing of false or incomplete information to the University.
3. Disruptive conduct, including any attempt to impair, interfere with, or obstruct the orderly operations of the University community.
4. Obstruction or disruption of teaching, research, or other academic or administrative activities.
5. Harassment or intimidation of others, including stalking.
6. Violence, threats of violence, disorderly, lewd, or indecent conduct on University property or at a University-sponsored or supervised function.
7. Trespass or unauthorized entry.
8. Unlawful assembly on University property or at a University-sponsored or supervised function.
9. Theft of or damage to University property or the property of others on the University premises.
10. Possession or use on University property or at a University-sponsored or supervised function of firearms or other weapons, fireworks, or chemicals of a dangerous or explosive nature, except as specifically authorized by the Department of Public Safety.
11. Manufacture, or attempted manufacture, or use, possession, or distribution of narcotic or dangerous drugs or controlled substances, including but not limited to marijuana and lysergic acid diethylamide (LSD), except as expressly permitted by law. Please note: The fact that conduct in violation of this Code may have been influenced by the use of drugs or alcohol shall not in any way limit the responsibility of the student for the consequences of his/her actions.
12. Violation of campus alcohol and drug policies.
13. Violation of the campus smoking policy.
14. Unauthorized possession, use, distribution, or duplication of any key or keys issued for a University building, laboratory, room, or facility.
15. Failure to comply with directives of University officials or other public officials acting in the performance of their duties. Directives must be lawful and conform to University policy and may not abridge the rights of directed individuals. Also, officials must identify

- themselves prior to initiating said directives to all parties involved.
16. Hazing—defined as 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, as set out in Massachusetts General Law c.269 A717 & 18.
  17. Use of the University Internet/Vax accounts for criminal or unauthorized purposes.
  18. Harassment: Complaints of sexual harassment, or harassment on the basis of age, race, national origin, religion, sexual orientation or disability, should be reported to the University's Office of Affirmative Action and Multicultural Relations.
  19. Violation of the University Policy on Sexual Offenses—i.e., unwanted sexual conduct, including but not limited to a sexual offense and/or rape. A sexual offense may include, but is not limited to, any sexual act directed against another person forcibly and/or against that person's will, or where the victim is incapable of giving consent.
  20. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University property without his/her knowledge, video/photographing individuals in secured areas such as bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy, and/or taking video/photographs of an individual without his/her effective consent, and electronic transmission of video/photographs of any person without his/her express permission.
  21. Violation of copyright rules, regulations, and laws.
  22. Violation of local, state, and/or federal laws.
- B. Misconduct Procedures
1. All cases of alleged student misconduct shall be referred in writing to the Vice Chancellor for Student Affairs. Any member of the University community may refer alleged student misconduct to the Vice Chancellor for Student Affairs or his/her designee. Any charges concerning alleged student misconduct must be referred in writing, along with any supporting documentation, statement, or evidence, to the Vice Chancellor for Student Affairs or his/her designee within thirty (30) days of the discovery of the incident. Charges should include a specific description of the alleged wrongful conduct, the date/time/locations of the incident, and identification of any witnesses. The Student Affairs Designee shall conduct a review of the charges and determine whether to resolve the matter informally or file formal charges.

2. If formal charges are filed, the following apply:
  - a. Within ten (10) business days of the initial referral, the student will be notified, in writing, of the alleged misconduct and the charges. This notice will include a description of the complaint, the time and place if known, and the person who filed a report. The Student shall be provided a copy of the Code.
  - b. Within ten (10) business days of informing the student accused of misconduct, the Student Affairs Designee shall commence an investigation of the accusation(s). The investigation may include interviews with the person(s) making the accusation, the student(s) accused of misconduct, and other identified relevant parties who may have knowledge concerning the allegations.
  - c. Within ten (10) business days following the conclusion of the investigation, the Student Affairs Designee shall make a finding concerning the accusation and inform the student in writing of that finding. The Student Affairs Designee may issue a finding of:

RESPONSIBLE: In this case, the Student Affairs Designee may impose appropriate sanctions.

NOT RESPONSIBLE: In this case, no sanctions will be imposed, and the individual charge(s) shall be dismissed.
3. Within (10) ten business days after the Student Affairs Designee's decision, a student may request an appeal in writing to the Vice Chancellor of Student Affairs. The Vice Chancellor shall convene an Appeal Panel from the standing membership of the Joint Discipline and Grievance Committee, consisting of 2-3 faculty members, 1 professional staff member, and 2 students, to review the case by convening a hearing. The Vice Chancellor for Student Affairs will appoint a member of the Panel to serve as the Chair. The hearing will be closed to all persons other than those invited by the Chair of the Appeal Panel. The hearing will be taped by the Chair of the Appeal Panel. The tape shall be kept by the Vice Chancellor for Student Affairs; all parties shall be informed in advance that the hearing will be taped. All information, both verbal and written, exchanged in the hearing shall be confidential, subject to applicable provisions of the Fair Information Practices Regulations of the University and applicable state and federal laws.
4. Within (10) ten business days after completion of its hearing and review, the Panel will make a report of its findings and recommendations to the Vice Chancellor for Student Affairs, upholding, reversing, or modifying the Student Affairs Designee's decisions. Within (10) ten business days of the receipt of this report, the Vice

Chancellor for Student Affairs will accept or reject, in whole or in part, the Panel's findings. The decision of the Vice Chancellor for Student Affairs is the final University disposition of the matter and is not subject to further appeal, except in cases of expulsion. Expulsions may be appealed to the Chancellor within (10) ten business days of the decision to expel.

### C. University/Misconduct Sanctions

Disciplinary Sanctions which may be imposed for misconduct shall include one or more of the following. Further infractions of University regulations will result in more severe disciplinary sanctions than those originally imposed.

1. Case Dismissed: An action which closes the case for any one of the following reasons: a "not responsible" finding is reached, or there is lack of sufficient information and/or evidence.
2. Verbal Warning: The lightest form of disciplinary action. This will be documented in the decision letter.
3. Written Reprimand: An official written notice to a student that his/her conduct is in violation of University rules or regulations and will not be tolerated.
4. Disciplinary Probation: A more severe sanction than a reprimand. For the duration of a stated probationary period, no less than one month, the student must demonstrate a willingness to comply with University rules or regulations or other stipulated conditions or requirements, which may include forfeiture of the privilege of participation in club or team activities or other University-based extracurricular activities. While on Disciplinary Probation, a student may not represent the University in any context, run for or hold office in any student organizations or participate in intercollegiate athletic teams, intramural programs, or any student clubs or organizations.
5. Suspension from the University: Withdrawal from all divisions of the University and premises for a period no less than one semester or fifteen (15) weeks. The suspension period will be stated in writing at the time of its imposition.
6. Expulsion from the University: Permanent separation from the University. An expelled student may not be readmitted to any of the University's academic units, and a notation of expulsion may be placed on the student's official University transcript.
7. Restitution: The assessment of financial charges or other forms of recompense for any damage or loss incurred by the University or any members of the University community.

8. Counseling/Training/Community Service: When appropriate, students may be required to seek counseling or training or to perform community service as a condition of readmission to or continued attendance at the University.
9. Restrictions and Trespass: The student is subject to arrest if he/she enters University premises (either generally or specific areas as noted in the sanction) without seeking prior approval from the Vice Chancellor for Student Affairs or his/her designee, who in turn will notify Campus Police.
10. Sanction Held in Abeyance: If there are sufficiently extenuating circumstances, the sanction is assessed but not imposed. The sanction may be imposed at a later time, however, if the student is subsequently found responsible for other violations of the Code.
11. Local, State, and Federal Charges: In cases where criminal or civil charges may apply, a case may be referred to local, state, or federal authorities.

#### **STUDENT RIGHT TO REVIEW UNIVERSITY RECORDS (THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974)**

In accordance with Public Law 93-98, the university wishes to inform all UMass Boston students of their rights to review their educational records on file at the university.

The Family Educational Rights and Privacy Act (FERPA) of 1974 sets forth requirements designed to protect the privacy of parents and students with regard to access, review, or release of records maintained by educational institutions.

The Act permits current or former students to review the following documents: permanent academic record, admissions, financial, placement, veteran's, counseling, advising, and disciplinary records.

Access to these records may also be granted to faculty and staff, parents of a student listed as a dependent on Federal Income Tax returns, authorized federal or state officials auditing education programs, and accrediting associations.

Any UMass Boston graduate student wishing to examine his/her education record should so request one of the following offices directly:

- Graduate Studies
- Financial Aid Services
- Health Service
- Graduate Admissions
- University Registrar

The following records may not be examined: parents' financial records, medical, psychiatric or psychological records, personal

files of faculty or administrative personnel, law enforcement records held by law enforcement officials.

Directory information may be released to third parties without the written consent of the student, provided the student has been given the opportunity to withhold all such disclosure. Directory information includes: the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, degrees and awards conferred.

Procedure for gaining access to records: a request by a student for access to a record is made in writing to the office which maintains the record. Within 45 days the office must inform the student when the record will be available. Every office is also obliged to tell students, at their request, who else has had access to their record and why.

The academic record is the only permanent record and is maintained in perpetuity. Medical records are retained by University Health Services for seven years.

If a student requests a copy of any part of his/her education record, other than a transcript, either for personal use or for release to a third party, the student shall incur the cost of copying not to exceed \$5.00.

Any questions and/or challenges concerning these matters should be addressed to the Office of the Vice Chancellor of Student Affairs, Campus Center, Fourth Floor.

#### **JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT**

The Clery Act mandates that certain crime statistics be reported on an annual basis, and that certain security policies be published at the same time.

The full report under the Clery Act contains required crime statistics for a three-year period, as well as specific policies relating to drugs, alcohol, sexual offenses, facilities access, reporting of crimes, and the authority of UMass Boston Police. A text-only version, which may be downloaded or printed, may be found at the following web address:

<http://www.publicsafety.umb.edu/text/main/cleryact.htm>.

The report may also be requested in printed form from UMass Boston's Department of Public Safety.

#### **STUDENT RIGHTS AND RESPONSIBILITIES IN CONNECTION WITH FINANCIAL AID**

1. Students are expected to be prompt in applying for aid and in ensuring that support documentation is forwarded in a timely manner to the Office of Financial Aid Services. It is strongly suggested that students plan early.
2. Each student has a right to expect confidentiality and professionalism in the handling of his/her application for

financial aid. This right is carefully protected by the staff of the Office of Financial Aid Services.

3. All students have the right to see all materials held in their folders within the Office of Financial Aid Services (the exception is the parent's confidential financial information, if the parent(s) or guardian(s) have specifically prohibited disclosure to the student). To do so, a student must meet with a Financial Aid Counselor. Members of the Office of Financial Aid Services staff, in exercising their responsibilities, also have the right to see a student applicant's folder. No other person has this right.
4. Every student has a right to a timely review and award notice, assuming the student has met the stated deadlines and requirements of the Office of Financial Aid Services.
5. Every student has the right to review his/her case with a professional counselor in the Office of Financial Aid Services.
6. If a student, after such review, remains unsatisfied with the analysis of need and the award of aid, he/she has the right to appeal to the director of Financial Aid Services, the Financial Aid Advisory Committee, and ultimately the Vice Chancellor for Enrollment Management.
7. It is the responsibility of students and parents to provide all data requested, honestly and completely. Falsification of records or withholding of information pertinent to a decision about aid may result in university action or, in cases where federal funds are extended, in penalties of law.
8. It is the responsibility of students to read all information carefully and completely, and to comply with the stated instructions at all times. Failure to do so will delay awards and may cause students to lose awards.
9. Every student is expected to comply with all laws and policies governing aid. This is particularly important in the area of academic enrollment: a fully-aided undergraduate student is expected to carry no fewer than twelve credit hours, or the equivalent, and a fully-aided graduate student is expected to carry no fewer than nine credit hours, or the equivalent. Each student is expected to attend classes and progress satisfactorily toward his/her degree.
10. All students must present their UMass Boston identification cards when picking up checks, obtaining confidential information, and keeping appointments with financial aid counselors. There will be no exceptions to this policy.

## **STUDENT RIGHT TO EXCUSED ABSENCE BECAUSE OF RELIGIOUS BELIEF**

### **An Act Excusing the Absence of Students for Their Religious Beliefs**

In accordance with Chapter 151C, Section 2B of the General Laws of Massachusetts, the university wishes to inform students of their

rights under this legislative provision of the Commonwealth of Massachusetts. This section states:

Any student in an educational or vocational training 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, study, or work requirement on a particular day shall be excused from any such examination or study, or work requirement, and shall be provided with an opportunity to make up such examination, study or work requirement which he/she 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 such 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.

#### **POLICIES ON THE PROTECTION OF HUMANS AS SUBJECTS AND INSTITUTIONAL ANIMAL CARE AND USE**

All research and similar activities conducted in the name of the University of Massachusetts Boston must comply with the federal rules and regulations of the Office for Protection from Research Risks of the National Institutes of Health. The university has an institutional policy on the protection of humans as experimental subjects as well as a policy on the care and use of animals in research. These policies are overseen by the university's Institutional Review Board; copies can be obtained from the Office of Research and Sponsored Projects.

#### **UNIVERSITY POLICIES ON INTOLERANCE, AFFIRMATIVE ACTION, AND SEXUAL HARASSMENT**

##### **Intolerance**

##### **Resolution in Support of Pluralism**

The Board of Trustees affirms its commitment to maintaining an academic environment that fosters pluralism, mutual respect, appreciation of divergent views, and awareness of the importance of individuals' rights. To this end, we reassert the importance of civility and the valuable contribution that diversity in race, ethnicity, religion, and culture brings to the University community, and therefore we strongly encourage and support racial, ethnic, cultural, and religious pluralism.

##### **Policy Against Intolerance**

The Board of Trustees denounces intolerance, particularly that based on ethnicity, culture, religion, race, or sexual orientation which interferes with those rights guaranteed by law, and insists that such conduct has no place in a community of learning. We also recognize the obligation of the university to protect the rights of free inquiry and expression, and nothing in the Resolution in Support of Pluralism or the Policy Against Intolerance shall be construed or applied so as to abridge the exercise of rights under

the Constitution of the United States and other Federal and State Laws.

### **Affirmative Action**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 and other applicable Federal and State laws, the university reaffirms its commitment to a policy of non-discrimination and affirmative action.

**Equal Employment Opportunity:** The university pledges to make all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on the grounds of race, color, religion, sex, national origin, age, disability, sexual orientation, or other factors which cannot lawfully be the basis for an employment decision.

Any student or employee with questions concerning this policy, or who believes that he or she has been the victim of discrimination, should be referred to the Director of Affirmative Action at 617.287.5180.

### **Sexual Harassment**

Sexual harassment is unwanted sexual attention. As a form of sex discrimination, sexual harassment is a violation of federal and state law. It is the policy of the University of Massachusetts that no member of the university community may sexually harass another. For purposes of this policy and consistent with federal regulations, sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic work, 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 performance or creating an intimidating, hostile or offensive working or academic environment.

It is the policy of the university to protect the rights of all persons within the university community by providing fair and impartial investigations of all complaints brought to the attention of appropriate officials. Any member of the university community found to have violated this sexual harassment policy may be subject to disciplinary action.

Any student or employee who believes that he or she is a victim of harassment should contact the Sexual Harassment Officer, at 617.287.5180.

### **FURTHER INFORMATION**

Anyone who has questions or concerns about any of the guidelines and policies described above should call the Office of the Vice Chancellor for Student Affairs.