

# ASSUMPTION COLLEGE

## STUDENT HANDBOOK – 2014-2015

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## **PHILOSOPHY OF STUDENT AFFAIRS**

It is crucial that students attending or planning to attend Assumption College know that the institution is committed to the Judeo-Christian heritage and specifically to a philosophy of education rooted in and sustained by the Catholic liberal arts tradition. At Assumption, one of the primary concerns is the promotion of human excellence in all of its facets - spiritual, intellectual, social, psychological, and physical.

Assumption College, founded and sponsored by the Assumptionists, is a Catholic college. It bears the motto, *DONEC FORMETUR CHRISTUS IN VOBIS*, "Until Christ be formed in you." Accordingly, we are established to be a Christian community of students, teachers, staff members, and administrators. We are a Christian community caught in the struggles and tensions of the world, but a place also imbued with the liberating Spirit of Jesus. Above all, Assumption College is an institution that introduces young men and women to the possibilities they have of living in the wider world beyond the campus, as concerned citizens and caring Christians. To fulfill these goals and commitments, Assumption tries to establish a campus climate that encourages freedom of thought and freedom from undue peer pressure. It also provides space and time for privacy, for quiet reflection, and for serious, undisturbed study.

Assumption College is firm in its belief that its existence presents a valuable option to college-bound students. This option is to choose values that receive their sustenance from the Catholic tradition. Within this tradition, there is great respect for the past and the present; and every attempt is made to preserve them for the future. Also, within that same tradition, there is a great respect for the integrity of the person.

Assumption adheres to the social and pastoral teachings of the Catholic Church. We believe that much of what is worthwhile in society is obtained in an atmosphere in which these values are openly cherished and lived out by all - not merely taught in the classroom. Assumption does not accept that everything is equally valuable and good. On the contrary, as an institution, Assumption believes some things are better than others for Christian living. It is essential that there be a commitment by each member of the College community, regardless of varying backgrounds and ideas, to Assumption's foundational Christian values.

All of us need certain periods of time in our lives in which to be alone with our thoughts and ourselves. Those periods of time cannot be relegated only to off-campus hours. Again, that we be free requires among other things that our space - physical, intellectual, psychological, and spiritual - be safeguarded at all times and also that respect be shown for persons, property, and law. The establishment of such an atmosphere requires serious consideration in our residences and needs to be reviewed yearly.

## **DIVISION OF STUDENT AFFAIRS**

### **OFFICE OF STUDENT AFFAIRS**

**Hagan Campus Center**

**508-767-7325**

The Office of Student Affairs, located in the Hagan Campus Center, across from the main Post Office, assists students in achieving a healthy balance between curricular and co-curricular life at Assumption College. The Office, staffed centrally by the Vice President for Student Affairs, the Dean of Students, and the Administrative Assistant, is responsible for most co-curricular aspects of student affairs and coordinates the efforts of the other Student Affairs departments: Athletics, Student Conduct, Office of Multicultural Affairs, Plourde Recreation Center, Reach Out Center, Office of Residential Life, Office of Student Activities, Student Development and Counseling Center, Office of Alcohol/Drug Education, and Student Health Services.

The Office serves the College community in the following ways: articulating issues and policies related to student affairs; assessing student needs; recommending and implementing new programs to meet those needs; suggesting changes in institutional policy and structure to meet the educational goals of the College; promoting institutional priorities; enforcing College regulations.

#### **MISSION STATEMENT**

As a Catholic liberal arts college, Assumption is a Christian community committed to the education of the total person, in relationship to God, self and others.

The Division of Student Affairs supports the College's mission to prepare students for a lifetime of learning and contributing to society. By enhancing the connection between academic and co-curricular life, the division seeks to promote a campus culture characterized by:

- Collaboration among faculty, students and staff that highlights cross-generational relationships and friendship network
- Integration of individual freedom and communal responsibility
- Development of leadership skills that encourage self-reflection and critical thinking
- Awareness and participation in service to community
- A radical embodiment of Christ's command to love God and neighbor as oneself
- Openness to people of diverse backgrounds and life experiences in an effort to expand our worldviews, challenge our assumptions and develop a deeper understanding
- A joyful attitude about life
- High expectations for academic excellence
- Participation in both competitive sports and recreational activities that encourage the development of personal skills and values such as dedication, perseverance, responsibility, leadership and self-confidence
- An interdisciplinary approach to cultivating a healthy lifestyle

## **THE CONDUCT CODE**

Assumption College roots its philosophy of conduct in the firm belief that self-direction and personal integrity are fundamental characteristics of the truly mature and liberated individual. It presumes an understanding of self-discipline and respect for the rights and privileges of others by those who are involved in the educative process.

If scholars are to dwell together in peace, they will have to live under laws and rules. These laws should be considered positively as a rule of reason for the common good.

Laws and rules as a positive force are possible both within the civil society and within the College, which, though a part of the civil society, is different from it in several ways. Above all, since the society of a private college is voluntary, a greater proportion of the citizens of this society should comply with the laws and rules for the good of their society. The scope of laws and rules of the two societies is also different. The law of the larger society can touch individual behavior only as this behavior affects the public order; the rules of the voluntary society can touch the life of the individual in and for itself.

In a voluntary society, members should possess a bond of loyalty and commitment that cannot be taken for granted within the civil society. A student would challenge an offensive student more conscientiously than the average citizen would challenge a criminal. Another expectation in a voluntary society is that offenders will be treated patiently and personally, more to help and correct and educate than to punish. That is not to suggest that consequences will not attend misbehavior. On the contrary, mature and gracious submission to such penalties is a proper first-step in the educational process.

The rules, policies, and regulations of the College, collectively known as the Conduct Code, as ordinances of reason for the common good, help to foster a community that is worthy of our calling. Assumption College is aware of its responsibility to the larger Worcester community in which it is located. Students are expected to observe all local laws and to conduct themselves off-campus in a way that reflects well on their association with the College community. Students involved in off-campus incidents may be subject to College disciplinary procedures.

The College reserves the right to deny the privilege of enrollment or continued enrollment to any student whose conduct or attitude is believed to be detrimental to the welfare of the College. The Office of Student Affairs has responsibility for student discipline to the benefit and welfare of the College community and the individual student. The College reserves the right to dismiss a student at any time without any definite public charge. Acting through the Office of Student Affairs, the College exercises that right.

Good conduct, civility, and honor are important pillars of a Catholic college like Assumption College where students, faculty, administration and staff join together voluntarily as a community of scholars in a residential setting. Behavior of students in and out of the classroom is expected to reflect the Christian value of respect for the rights of others, including the right to study, to sleep and to personal safety. Students who infringe on the rights of others will be asked to leave our residential community. The College views the education of students to be a partnership with students and their parents/guardians and ask all understand and agree to the following as a supplemental statement to the student handbook, athletic handbook, and College catalog.

Concisely stated, students are expected to respect all College policies, local, Commonwealth and federal laws. Failure to do so will result in a range of disciplinary sanctions. For all but the most minor infractions, students will be placed on probation. Students on probation may not be eligible for certain privileges.

## **RIGHTS AND RESPONSIBILITIES STATEMENT**

Assumption College is founded on the high ideals of the Catholic faith and the reason brought by a liberal arts education in promotion of Christian living. Assumption College is dedicated to the pursuit of knowledge and truth by focusing on all facets of human life: moral, cultural, professional, and religious. The College holds all of its community members accountable to this lifestyle. The following Rights and Responsibilities of Assumption College Students are to forward the mission of the College and to provide an institution for the betterment of all its members.

### **Rights of Assumption College Students**

- 1) Right to a respectful, educational, and safe community that fosters intellectual growth in keeping with the mission of the College.
- 2) Right to an academic environment that is intellectually engaging and challenging. Students have the right to class work that stimulates their minds, provided by professors who take great care and pride in the service they provide to their students. Professors will make themselves available to their students to support the successful academic careers of each student.
- 3) Right to pursue knowledge and the resources and staff necessary to expand that knowledge and understanding. Students have the right to a supportive and knowledgeable staff and faculty to aid them in pursuing academic success.
- 4) Right to equality. Right not to be discriminated against based on race, color, religion, national origin, age, sex, sexual orientation, disability, experience, or any other unique attribute of any individual.
- 5) The right to live without the fear of intimidation, force, threats, or emotional, verbal, or physical abuse of any kind.
- 6) Right to free expression. Community members have the right to express their ideas freely, without fear of censure or retribution.
- 7) Right to a healthy environment. Community members have the right to programs and services that promote and support a healthy lifestyle including the right to well-maintained facilities as well as a healthy food selection.
- 8) Right to privacy, including the right and protection from unwarranted or unauthorized searches of person, personal spaces, and property in accordance with College policy.
- 9) Right to appeal. Students have the right to due process in conduct and academic matters.

### **Responsibilities of Assumption College Students**

- 1) All Assumption College students are considered adults and therefore bear full and ultimate responsibility for their actions.
- 2) Responsibility to comply with federal, state, and local laws.
- 3) Responsibility to know and follow all Assumption College policies.
- 4) Responsibility to respect the rights of the other members of the Assumption College community.
- 5) Responsibility to follow proper institutional protocols when exercising the right to free expression.
- 6) Responsibility to respect and honor the Mission of the College.
- 7) Responsibility to cooperate with College officials.
- 8) Responsibility for the actions of their guests.
- 9) Responsibility to respect the environment, specifically the buildings and grounds of the College.
- 10) Responsibility to carry their College identification at all times.
- 11) Responsibility to check their Assumption College email, voicemail, and post office box.

## **VIOLATIONS OF STUDENT CONDUCT**

The following behavior is prohibited. Students engaging, attempting to engage, or assisting in the following are subject to disciplinary sanctions:

### **1) Alcohol**

- a. Consumption, possession, or purchase of alcoholic beverages by anyone less than twenty-one (21) years of age.
- b. Provision, distribution, sale, or transportation of alcoholic beverages to/for anyone less than twenty-one (21) years of age.
- c. Possession or consumption of alcoholic beverages in restricted areas. Possession of open containers of alcohol or empty alcohol containers in any restricted area.
- d. Possession or use of drinking paraphernalia. Hosting or participating in drinking games.
- e. Intoxication.
- f. Possession of kegs (including mini), beerballs, spiked punch and/or other common sources of alcohol.
- g. Alcohol in the presence of minors
- h. Minor in the presence of alcohol.
- i. Operating under the influence.

### **2) Drugs**

- a. Possession or use of any controlled drug, substance, or drug paraphernalia.
- b. Sale or distribution of any controlled drug, substance, or drug paraphernalia.
- c. Operating under the influence.

### **3) Property/Facilities**

- a. Damage to College property or another person's property.
- b. Theft or possession, sale, or distribution of stolen property.
- c. Misuse or unauthorized use of College property or services, or another person's property.
- d. Littering, graffiti, or vandalism.
- e. Unauthorized entry into or use of College premises; unauthorized possession or use of keys or ID cards.

### **4) Violent or Endangering Behavior**

- a. Conduct that threatens or endangers the health or safety of any person.
- b. Violent behavior including but not limited to fighting, verbal or physical abuse, or contributing to the violence of others.
- c. Sexual misconduct, sexual exploitation, or sexual harassment.
- d. Stalking of any sort (electronic, physical, or other)

### **5) Verbal Abuse and Harassment**

- a. Verbal abuse or willful damage to the reputation or psychological well-being of another.
- b. Harassment or annoyance of another in any manner including written correspondence, electronic mail/media, phone, or by proxy.
- c. Expression that is lewd, indecent, obscene, or degrading or demeaning to others, including, but not limited to, on the basis of gender, race, religion, cultural background, ability, or sexual orientation.

**6) College Civility Policy**

- a. Conduct unbecoming of an Assumption College student.
- b. Disorderly or disruptive conduct.
- c. Failure to comply with the directions of College officials or individuals working in conjunction with the College who are acting in performance of their duties.
- d. Use of electronic devices to violate the privacy of another person.
- e. Failure to adhere to, or complete any disciplinary sanction imposed in accordance with the Conduct Code.

**7) College Honor Code**

- a. Any form of dishonesty, including but not limited to theft, falsification of information, fraud, willful deception, falsification of identification, improper use or disclosure of information.

**8) Hazing**

**9) Smoking in any building or prohibited area**

**10) Weapons**

- a. Possessing explosives, dangerous chemicals, and weapons including, but not limited to, firearms, bows and arrows, sling-shots, hunting and other knives, blowguns, BB guns, pellet guns, air-soft guns, etc.

**11) Gambling**

**12) Violations of the Guest Policy**

**13) Violations of Residential Life policies**

**14) Violations of the Health, Fire, and Safety Policy**

**15) Violations of other College policies**

**16) Violations of any federal, state or local law**

*Detailed explanations of policies and sanctions can be found in this handbook and in other College publications.*



## **STUDENT CONDUCT POLICIES AND DEFINITIONS**

### **The Call for Help Policy**

- a Students who seek medical assistance on behalf of themselves or others during an alcohol or other drug-related emergency will not be held accountable through the College's conduct process for possession or use of alcohol or other drugs. **Students may be held accountable for violations regarding behavior or assault.** This policy also applies to student organizations and their members.
- b The recipient of medical attention will not be held accountable through the College's conduct process, but will be required to complete an assessment with the Director of Alcohol and Drug Education, or designee and follow all recommendations made, which may include participation in educational programs, counseling, and/or in or out-patient treatment plans.
- c The Call for Help Policy **does not** apply to individuals experiencing an alcohol or drug-related medical emergency **found** by College officials.

The College strongly encourages students to seek help by reaching out to College officials when medical assistance may be necessary. This protocol is not intended to address possible violations of criminal laws or their consequences outside the College.

**In any emergency involving alcohol or other drugs, call Campus Police at 508-767-7777, at extension 7777, or 508-767-7225 immediately for medical assistance.**

**Policy for Areas Restricted to Alcohol Possession** – Alcoholic beverages are never permitted in Alumni, Desautels, Hanrahan, Nault, Salisbury, or Worcester Halls, or in the outside areas, public areas, athletic fields, or other campus buildings unless specifically designated (this includes alcohol containers used for decorative purposes). In addition, guests and residents of Nault Hall (Substance-Free Housing) are strictly prohibited from possessing alcohol and/or being under the influence of alcohol while in the residence. Alcoholic beverages are permitted only in designated upperclass residence areas including Aubuchon, Authier, Bissonnette, Dion, Dufault, Living/Learning Center, Moquin, Plough, South, Young, Wachusett, and West Halls and then, only by those twenty-one years (21) of age or older.

**The College Honor Code** - It is incumbent upon all students to conduct themselves honorably in all of their affairs. Any form of dishonesty, including but not limited to plagiarism, collusion, cheating, theft, falsification of information, fraud, willful deception, falsification of identification, improper use or disclosure of information will not be tolerated. In disciplinary matters (formal and informal), students are expected to be honest and fully disclosing of the whole truth. Any attempt to deceive, withhold information, or obstruct the investigation or process of justice will be regarded as a violation of the Honor Code.

**The College Civility Policy** - It is expected that students will conduct their affairs with the utmost civility toward other students, College employees, and members of the extended Assumption College community (i.e., neighbors, visitors, etc.). Any student who treats another unfairly, unkindly, disrespectfully or abusively will be subject to adjudication under the College Civility Policy. Other violations of College policies - if also attended by violations of the Civility Policy - may result in more severe sanctions than would normally be required by the Conduct Code.

**Quiet Hours** - It is essential to maintain residential units that are conducive to study, relaxation, and sleep. Quiet Hours must be observed:

- Between 11:00 p.m. and 9:00 a.m., Sunday night through Friday morning.
- Between 2:00 a.m. and 10:00 a.m., Friday night through Sunday morning.
- At all times during final examinations and study days, twenty-four (24) hours a day.

**Consideration Hours** - Consideration Hours are in effect at all times throughout the year. When students are notified that their behavior is disruptive to others, they are expected to alter their conduct to accommodate the request. Students who do not change their behavior when asked to do so are in violation of Consideration Hours and may face disciplinary action.

**Gathering Policy** - The maximum occupancy for gatherings in Alumni, Desautels, Hanrahan, Nault, Salisbury, West, Worcester, and Young is double the occupancy plus one. For example, a residence hall room that houses 4 students may have a gathering with up to 9 people.

The maximum occupancy for gatherings in townhouses and apartments (Aubuchon, Authier, Bissonnette, Dion, Dufault, Living/Learning Center, Moquin, Plough, South, and Wachusett) on weekend evenings (not those preceding class days, study days, or examination days) is calculated by taking the occupancy of the room, multiplying it by 5 and then adding 5. For example, an apartment that has occupancy of 6 students may host a gathering with up to 35 people. For all other nights, the maximum occupancy for a gathering is double the occupancy of the room/apartment plus one. When alcohol is present at such a gathering, no minors are allowed in the residence. Students may not charge for admission. Alcohol may never be sold or in any direct or indirect manner conveyed for charge. Hosts of such gatherings will be held responsible for any violations of the College policies on the part of those in attendance. Further, hosts must be aware of the personal liability they assume under Massachusetts law.

**Guest Policy** - A guest includes, but is not limited to, any person(s) a student invites to her/his room, apartment, building or to the campus; and/or person(s) present and involved in activity within her/his room, apartment, or building.

It is the responsibility of host students to inform their guests of all details of this Guest Policy. All off-campus guests are expected to observe the policies and regulations of the campus during their visit. Students may be held responsible for conduct and actions of their guests, registered or unregistered. This may include any financial responsibilities for any expenses incurred.

All guests must present identification when requested to do so by any staff member of the College. Guests must use bathrooms designated for use by persons of their own sex.

**Intra-College:**

An intra-college guest includes commuter students or resident students visiting other residential areas.

**Off-campus:**

Guests remaining or arriving on campus after 6:00 p.m. must be registered with Campus Police. Students are encouraged to pre-register their guests at the Department of Public Safety/Campus Police so as to avoid delays when they arrive.

- Guest passes are issued by the Department of Public Safety/ Campus Police.
- Guests are required to present valid photo identification including driver's license, state issued identification, school identification, etc.
- Guests must have their passes with them at all times while on campus.
- Guests must be accompanied by their student host and be in possession of their guest pass in order to gain entrance to a College function (excluding events sponsored by the Athletic Department).
- Guests must provide guest vehicle information on the guest form. A copy of the guest form must be placed and visible on the dashboard of all guest vehicles parked on campus. Guest vehicles are not allowed to park in student residential parking lots. They must park in overflow areas only or other designated areas.
- All off-campus guests are expected to observe the policies and regulations of the College, as well as, local, Commonwealth, and Federal law.

**Overnight guests (Intra and/or off-campus):**

- Overnight guests may be entertained with the expressed permission of all roommates. Roommates reserve the right to veto this privilege at any time. Students can seek assistance from Residential Life staff if necessary.
- Residents may have overnight guests in their assigned rooms/apartments for a maximum of two nights during a seven-day period from the beginning of the last visit without specific permission from the Office of Residential Life.
- Students hosting overnight guests of the opposite sex are responsible for arranging appropriate accommodations on a same sex floor.
- Off-campus overnight guests must have indicated their intent on their guest registration form.
- Campus Police retains the right to deny a guest access to campus if they are unable to reach the campus host or if the hour of arrival on campus is past 11:00 p.m.

**Registering Guests:** All off-campus guests need to be registered with Campus Police when they will be remaining or arriving on campus after 6:00 p.m. Assumption College students will be required to show valid ID before the registration is accepted. A guest will not be allowed to enter campus if the host student does not come in person to complete the pre-registration.

**Maximum Number of Guests per Room:** The maximum number of guest that can be registered per room is the occupancy of the room. For example, a double room may have two guests registered; a six-person apartment may have a total of six people registered.

**Unaccompanied Guests:** Unaccompanied guests will be considered trespassers. Campus Police officers may arrest such individuals at their discretion. Persons who are found to be unaccompanied by an Assumption student may be banned from campus at the discretion of the Office of Student Affairs or the Department of Public Safety/ Campus Police.

**Visitation Policy – Hours of Visitation (Alumni, Desautels, Hanrahan, Salisbury, and Worcester halls)** - On nights before class days, study days, or exam days, visitation hours will end at **1:00 a.m.** and begin again at **9:00 a.m.** On all other nights, visitation will end at **2:00 a.m.** and recommence at **9:00 a.m.** During non-visitation hours, members of the opposite sex are permitted in designated common lounges or lobby areas only

Since there are common areas within apartments for socialization and studying, the College does not have designated visitation hours for these residential areas. The College vigorously promotes moral principles consistent with its character as a Catholic college. Therefore, students are called on as responsible adults to cherish the Christian ideal in their lives and relationships. Members of the opposite sex are not permitted to spend the night in a student's room and/or apartment. The Catholic Church teaches that sexuality is ordered to the love of a woman and a man within the bonds of marriage. As a Catholic institution, the College supports the Church's teaching that sexual relationships are morally legitimate only between a man and a woman exclusively within marriage.

**Community Desk** - Every Thursday, Friday, and Saturday night a Community Desk will be set up in the lobbies of Alumni, Desautels, Hanrahan, Living Learning Center, Plough, Salisbury, South, Wachusett, West, Worcester and Young. The Community Desk is designed to monitor who is entering and exiting the buildings during evening hours. The Community Desk worker is also responsible for checking to make sure each non-resident has a Campus Guest Pass. Desk coverage goes from 8:00 p.m. - 3:00 a.m.

In order to enter the building:

- Residents of the building need to show the Community Desk Worker their valid student I.D. and inform them of the room they live in.
- If a student from another area wishes to enter the building, a resident from the building must come to the desk and sign that person in with the desk worker. (A room/suite cannot sign in more than double occupancy plus one. An apartment/townhouse cannot sign in more than the gathering policy). The desk worker will check the I.D. of the guest and sign the registry. When guests leave, they return to the desk and sign out.
- If a person from off-campus is visiting, the guest will have to present their pass from Department of Public Safety/Campus Police to the desk attendant. Then the guest will be signed into the building.

**Hazing Policy** - Hazing of any sort is forbidden at Assumption College. The law of the Commonwealth of Massachusetts defines hazing as "...any conduct or method of initiation into any student organization, whether on private or public 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, *consent* shall *not* be available as a defense to any prosecution under this action." The law goes on to say that "Whoever is a principal organizer in the crime of hazing...shall be punished by a fine of not more than three thousand dollars or by imprisonment...for not more than one year, or both; whoever knows that another person is the victim of hazing.... and is at the scene of such (a)

crime, shall to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practical; whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars.”

**Sexual Misconduct Policy** - Sexual misconduct is a serious offense and will not be tolerated within the community. A detailed description of the sexual misconduct policy can be found on the Assumption College Student Conduct page, by searching the Assumption College web site (“sexual misconduct”) or can be picked up at the Office of Student Affairs, Student Development and Counseling Center, Student Health Services, and Campus Police.

#### **Sexual Misconduct I**

Any sexual penetration (anal, oral or vaginal), however slight, with any object or sexual intercourse by a man or woman upon a man or woman without effective consent.

Sexual penetration includes vaginal or anal penetration by a penis, object, tongue or finger and oral copulation by mouth to genital contact or genital to mouth contact.

#### **Sexual Misconduct II**

Any intentional sexual touching, however slight, with any object by a man or woman upon a man or woman without effective consent.

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another or any other bodily contact in a sexual manner.

Any disrobing of another or exposure to another by a man or woman without effective consent.

#### **Sexual Exploitation**

Any conduct in which a student takes advantage of another without his/her consent for his/her own advantage or benefit or to benefit or advantage anyone other than the one being exploited and that behavior does not constitute Sexual Misconduct I or II or Sexual Harassment.

#### **Sexual Harassment**

Any type of sexually orientated conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating an employment or academic environment that is hostile, offensive or coercive to a reasonable woman or man, as the case may be.

***Effective consent** is informed, freely and actively given mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. Consent may never be given by minors (Massachusetts those not yet sixteen (16) year of age), mentally disabled person and those who are incapacitated as a result alcohol or other drug consumption (voluntary or involuntary) or those who are unconscious, unaware, or otherwise physically helpless. Consent as a result of coercion intimidation, threat of force or force is not effective consent.*

**Identification Policy** - All students are required to carry a valid Assumption I.D. card with them at all times and present this card at once when requested by any College official. All students for their tenure at Assumption College must maintain ID's. If a student's card is stolen, lost, or damaged, it should be reported to Campus Police immediately. A new ID will be issued for a fee. The utilization of false identification will result in disciplinary action and possibly criminal prosecution. Similarly, students who fail to identify themselves properly to a College official will be subject to disciplinary action.

**Smoking Policy** - Smoking is prohibited in, or within 20 feet of, all campus buildings. Please be considerate of the environment in which we live and dispose of cigarette butts appropriately.

**Demonstrations Policy** - Demonstrations must be registered twenty-four (24) hours in advance with the Office of Student Affairs. All demonstrations must be peaceful and orderly. Demonstrations may be organized and led only by members of the Assumption College community. Demonstrations or other forms of expression may not compromise the rights of other members of the College community or interfere with the general operation of the College. Free speech is a cherished foundation of academia. Forms of expression, however, may not demean or degrade individuals on the basis of religion, national heritage, cultural background, sexual orientation, gender, ability or handicap, or any such grounds.

**College Officials** - A College official is defined as any College employee, including Resident Assistants.

## **STUDENT CONDUCT PROCESS**

When College policy is not observed, the College reserves the right to take disciplinary action through the conduct process. The Division of Student Affairs and Office of Student Conduct oversee and administer this process.

The conduct process is initiated when an alleged incident of misconduct is reported to the Director of Student Conduct or designee. The Director of Student Conduct or designee may charge students involved and/or present for violating College policy and schedule either an administrative or conduct board hearing.

An administrative hearing may take place to determine a student's role in an alleged violation of the Conduct Code. Administrative hearings take place between a hearing officer and the student(s) charged. In cases involving multiple students, the hearing officer decides whether to meet with students one at a time or in groups.

A conduct board may be convened to hear a case. Conduct boards consist of members of the College community and are advised by the Director of Student Conduct or designee, who may also serve as a board member.

Students found in violation of College policy will be subject to disciplinary sanctions. In general, hearing decisions will be in writing and a copy can be accessed on a secure website by the student charged from an e-mail sent to their Assumption College e-mail account. Appropriate parties, such as parents, coaches and complainants, may also be informed of the outcome of the hearing.

The College may impose interim sanctions. These sanctions are put in place prior to a hearing and remain in effect until a decision is rendered in the conduct process. Interim sanctions may include, but are not limited to, suspension from residence and suspension from the College.

### **ALTERNATIVE RESOLUTION**

Some situations, including roommate conflicts, certain types of harassment or disputes, and sexual misconduct, may be best resolved in a manner other than the aforementioned process. The Dean of Students or designee has discretion to identify such cases and establish procedures to address them.

### **STUDENT RIGHTS AND OTHER IMPORTANT INFORMATION**

- Students are presumed not in violation of the Conduct Code until determined otherwise. The College may impose sanctions pending a hearing in situations that may impact the safety of the College community.
- Students have up to three (3) business days from the date of their charge letter to schedule their hearing. The College may conduct a hearing in the absence of students charged if the students charged do not attend the hearing or fail to schedule a hearing within the required timeframe.
- Students have the right to a hearing in which they may present information and bring witnesses.
- Students who do not attend their hearing forfeit the right to appeal.
- Students will be held responsible for Conduct Code violations that are revealed during a hearing.
- Students have the right to receive written notification of the decision reached in any hearing.

- The conduct process uses preponderance of evidence to determine students' responsibility. Hearing officers and boards will examine whether it is more likely than not that a violation occurred and make a decision accordingly.
- Hearings will be closed to the public unless the Dean of Students or designee determines otherwise.
- Students may bring another member of the College community into a hearing as an advisor. Advisors may not participate directly in the hearing, but may lend personal support to students. Students may not be represented at a hearing by legal counsel.
- Any recordings of the hearing are the sole property of Assumption College.
- In the absence of a formally specified procedure or policy, the directives of the Dean of Students will have the full force of procedure/policy.
- The College reserves the right to assign responsibility for violations on one or more individuals or groups (room, pod, floor, townhouse, residence hall, or residential area) in situations where:
  - It is difficult to accurately determine degrees of responsibility.
  - Responsible parties cannot be identified.
  - A student, while not actively involved in the incident, possesses knowledge of violation(s).

Students should encourage roommates and/or other community members to abide by the policies of the College. Students are encouraged to contact the Student Development and Counseling Center for assistance in working with roommates and/or other community members regarding strategies for addressing the behavior of others that may impact them negatively.

### **APPEALS**

Students who participate in their hearing may appeal the outcome of their case. Appeals are considered by the Dean of Students or designee or an Appeal Board. Appeal Boards consist of members of the College community and are advised by the Dean of Students or designee.

Students have five (5) business days from the date of their decision letter to submit a formal letter of appeal to the Office of Student Affairs, unless the safety of the College requires greater expediency. Students' appeal letters should state the grounds for appeal and provide a rationale for why the decision should be changed.

The following are the only grounds upon which appeals may be sought:

- 1) The information was insufficient to warrant the decision.
- 2) The decision was inconsistent with College policy.
- 3) New information, unavailable at the time of the hearing, comes to light and could change the outcome of the case.

The appeal officer or board will decide:

- 1) To uphold the decision and sanction made by the hearing officer or board.
- 2) To reverse the decision of the hearing officer or board and remove all sanctions.
- 3) To modify the decision of the hearing officer or board and/or modify the sanctions given.

The appeal officer or board may choose to meet with the student submitting the appeal to discuss the matter in person. The appeals process is intended to foster checks and balances in the conduct process rather than rehear the case. The decision of the appeal officer or board is final.



## **SANCTIONS**

**Points System** - When students are found responsible for violating College policy, they are assigned points depending on the nature and severity of the violation. Points are cumulative over a student's tenure at the College. Upon reaching a total of 10 points or more, sanctions including Weekend Suspension, Suspension or Expulsion from Residence, or Suspension or Expulsion from the College will be considered. Factors that will be taken into consideration when determining sanctions include, but are not limited to: total accumulated points, the student's conduct record, the time frame during which the violations have occurred, and the nature and severity of the violations.

*Students who withdraw or are required to withdraw from the College and 5 or more points may be banned from the campus.*

### **Points Breakdown**

VIOLATION	POINTS
<b>Alcohol</b>	
21+ w/open container	1-2
Empty alcohol containers in dry room	1-2
Underage student possessing or consuming alcohol	2-4
Minor in the presence of alcohol	1-4
Assessment or transport for alcohol (No Call for Help)	2-4
Playing/Hosting drinking games or possessing drinking paraphernalia	2-4
Alcohol in the presence of minors	1-2
Distribution, sale, or transportation of alcohol to/for underage individuals	6-10
Possession of bulk alcohol containers	6-10
Driving under the influence of alcohol or drugs	10
<b>Drugs</b>	
Possession of marijuana in any form and/or paraphernalia	6-10
Smoking marijuana outdoors	6-10
Possession of more than 7g of marijuana	10
Drug or paraphernalia sales or distribution (including prescription medications)	10
<b>Civility/Honor Code</b>	
Quiet/consideration hours violation	1-2
Disrespect towards staff or non-compliance	1-4
Failure to adhere to a sanction	1-4
Uncivil and/or disorderly conduct	4-10
Damage, theft, vandalism	2-10
Guest policy violation (including not registering properly as well as guest's behavior)	1-10

Public urination and/or indecent exposure	1-4
Failure to be in possession of, or present, your AC Student ID	1-4
Possessing a fake, altered, or someone else's ID	4-6
Lying to a College official	1-4
Harassment	4-10
Stalking	4-10
<b>Fire Safety</b>	
Smoking in any building	10
Possessing an unlit candle or incense in a residence hall (including items that can melt wax indirectly)	2-6
Burning a candle or incense in a residence hall	6-10
Tampering with fire safety equipment (extinguishers, exit signs, smoke detectors, etc.)	4-10
<b>Violence/Weapons</b>	
Violent behavior/Physical Violence (pushing, punching, fighting, abuse, etc.)	4-10
Conduct that threatens or endangers	2-10
Possessing a firearm, explosive, or weapon	2-10
<b>Sexual Misconduct</b>	
Sexual misconduct I	10
Sexual misconduct II	6-10
Sexual exploitation	6-10
Sexual harassment	4-10

\*This is not a complete list. In certain situations, students may be assigned point values other than those listed above. Students should refer to the Student Handbook for complete information regarding College policy and procedure.

**Notifications for Violations of the Alcohol and/or Drug Policy** - Generally, the College notifies students' parents/guardians when an alcohol and/or drug violation occurs. The Family Educational Rights and Privacy Act (FERPA) allows the College to do so when students are under 21 years of age or are considered financial dependents. FERPA prohibits notifying a student's parents/guardians if these criteria do not apply.

The Athletic Department may assign additional sanctions in cases involving student athletes. These sanctions are outlined in detail in the *Student Athletes Handbook*. Student athletes should consult with their coaches or the Athletic Director for details.

**The following is a list of sanctions that may be given to students who are found in violation of College policy:**

**Conditional Housing** – Notification that any further Conduct Code violations during a specified period of time may result in suspension from residence halls, suspension from the

College, or other severe sanctions. Alleged misconduct may result in interim sanctions pending the outcome of the conduct process.

**Weekend Suspension**<sup>1</sup> - Suspension from campus residence and/or from the entire campus grounds for one or more weekends.

**Suspension from Residence Halls**<sup>1,2,3</sup> – Students are not allowed to enter any residential area for a specified period of time. Violating this suspension may result in more severe sanctions and/or the student's arrest for trespassing.

**Expulsion from Residence**<sup>1</sup> - Students are not allowed to enter any residential area for the remainder of their college career. Violating this sanction may result in more severe sanctions and/or the student's arrest for trespassing.

**Conditional Enrollment** – Notification that any further Conduct Code violations during a specified period of time may result in suspension from the College or other severe sanctions. Alleged misconduct may result in interim sanctions pending the outcome of the conduct process.

**Suspension from the College**<sup>1,2,3</sup> – Students are not permitted to be enrolled at the College or enter the College grounds for a specified period of time. Violating this sanction may result in more severe sanctions and/or arrest for trespassing.

**Expulsion from the College**<sup>1</sup> – Students are permanently barred from enrollment at the College and banned from entering the campus grounds. To be found on campus may result in one's arrest for trespassing.

**Delayed Conferral of Degree** – The issuance of a student's diploma is delayed for a specified time.

**Area Ban** – Students are not allowed to visit certain buildings or areas on campus.

**Change of Residency** – Students are assigned to a different residential room or area.

**Educational Sanction** – Students are assigned to complete projects, papers, programs or other experiences to aid in their personal development.

**Fine** – Students must submit a payment in the designated amount to the Finance Office by the required deadline. In general, checks should be made payable to *Assumption College*.

**Loss of Privileges** - Specific privileges are revoked from students (e.g. visitation to a certain part of campus, guest privileges, Senior Week, etc.).

**No Contact Order**- Formal order that a student must avoid any contact with specified individual(s) by telephone, mail, e-mail, text, social networking sites, proxy, or other media. Order may include restrictions from buildings and/or areas on campus.

**Community Restitution** – Students are required to perform a designated amount of service hours within the Assumption or Worcester community

**Restitution** – Students must pay designated amount for cost of repairs, replacements, and reimbursements.

**Students who fail to complete sanctions by assigned deadlines may face administrative consequences or be held accountable through the conduct process.**

<sup>1</sup>*Students who are suspended or expelled from the College and/or suspended or expelled from on-campus residence are not eligible for a refund on their tuition, room, or board.*

<sup>2</sup>*In certain cases where a student is suspended from residence or the College, the student may be required to submit to a substance use assessment and agree to follow any and all recommendations in order to be eligible to live on campus or return to the College.*

<sup>3</sup>*Should a student reapply for housing and/or seek readmission to the College, a statement of physical and emotional fitness, acceptable to the Office of Student Affairs, by a physician, psychologist, or treatment facility as appropriate may be required.*

## **STUDENT CONDUCT PROTOCOL AND PROCEDURES**

**Off-campus Violations** - The College reserves the right to take disciplinary action against Assumption College students who are involved in any off-campus incidents of criminal activity or otherwise inappropriate non-criminal behavior, particularly when such incidents have implications for campus safety and/or an effect on the reputation or operation of the College.

**Criminal Charges** - When the College is aware that criminal charges have been brought against an Assumption College student by local, Commonwealth, or federal authorities, the College reserves the right to suspend/expel that student from the College, and/or from residence, and/or take any other action which is deemed appropriate, pending the outcome of the conduct process.

**Double Jeopardy** - The College may adjudicate matters that are being dealt with in a court of law; this does not constitute double jeopardy. College officials may, at their discretion, consider the actions taken civil authorities

**Search and Seizure** - One of the basic student rights is the right to privacy. The right to be secured and protected against unreasonable searches and seizures is part of this right to privacy.

**Cursory Search** - When College authorities have reason to suspect that a violation of College policy is occurring or has occurred, they reserve the right to investigate the situation and confiscate evidence of such violations. In addition, they may make a cursory search of the student's room, motor vehicle, and person, including refrigerators, closets, wardrobes, desks, and large bags or boxes. Material evidence such as alcoholic beverages and containers, drug paraphernalia, suspicious odors, disruptive behavior or behavior which is suspect, will generally be considered the basis for such a search.

**Routine Entry and Inspection of Premises** - College authorities reserve the right to enter all campus premises on a regular basis to examine them or to make such repairs, additions, or alterations, as they deem necessary. In addition, the College reserves the right to enter the premises in order to take those precautions that might be found necessary to protect the health and safety of the occupants, other persons therein, or others in the residence hall/building. The College will take disciplinary action against any violators of College policy, even if the violation is observed as part of a routine operation.

**Search** - When College authorities have reasonable suspicion that serious violations of federal, State, local laws, or College policy are occurring or have occurred, they may, with a document of approval from the President of the College and the Vice President for Student Affairs or their designee, or a lawfully issued search warrant, thoroughly search a student's person, room, motor vehicle, and belongings. Evidence obtained will be confiscated and used in criminal or college disciplinary procedures.

**Federal, State, and Local Authority** - It should be noted that federal, State, and local officials may exercise their legitimate authority in conducting search and seizure procedures without the consent of the College.

**Bystander Information** - Students, faculty or staff who witness verbal or physical harassment, conflicts that may escalate into assault or battery or who have information about individuals in trouble or potential volatile situations and can help prevent violence by acting on that information should contact Campus Police (508-767-7225) or the Dean of

Students (508-767-7325). If the situation requires immediate intervention, contact the Campus Police emergency number at extension 5555.

Designated campus authorities will keep the bystander's name confidential when possible. Since a suspected person's rights are a fundamental and legitimate concern, campus authorities will act in a way that takes bystander reports seriously, while respecting a suspected person's free speech, due process, search-and-seizure and privacy rights. All persons' behaviors are bound by the Conduct Code and the laws of the Commonwealth of Massachusetts.

## **STUDENT CONDUCT POLICY RATIONALE AND DETAILS**

### **Alcohol Policy** -

**Possession of Drinking Paraphernalia and/or possession or participation in drinking games** - Recognizing the serious health risks posed by excessive drinking, the College prohibits drinking paraphernalia, including but not limited to, funnels, ice luges, and all manner of "drinking games."

**Kegs, Beerballs, Spiked Punch, and/or other Common Sources of Alcohol** - Kegs and beerballs of all sizes, whether empty or full, tapped or untapped, and will be confiscated by the College. Possession of a tap will be regarded as evidence of a violation of the common source policy.

Spiked punch presents an additional problem in that it is impossible for an individual to know the alcohol content of each drink. Should a keg, beerball, spiked punch, and/or other common sources of alcohol be found in a room or townhouse, all residents of that room or townhouse will be subject to disciplinary action, even if they were not present at the time of the incident.

**Open Containers** - . An open container is defined as a source or container of alcohol that may or may not be labeled as such. Solo cups, Nalgene bottles and other similar containers containing alcohol of any type qualify. The word open is applicable to any container where the seal has been broken. The College reserves the right to confront students with squeeze bottles, cups and other such containers. Should it appear that alcohol is in said containers, students will be subject to sanctions outlined in the alcohol policy. To prevent the need for confrontation of this nature, students are strongly discouraged from carrying squeeze bottles, cups and other containers in areas restricted from alcohol possession, particularly outside.

**Minors in the Presence of Alcohol** – Students under (21) twenty-one years of age are not allowed to be in the presence of alcohol at non-authorized events. Underage students determined to be in the presence of alcohol may be assigned points.

**Alcohol in the Presence of Minors** - Students of age (21 years or older) are allowed to have alcohol in designated areas, however, alcohol in the presence of minors is unauthorized. It is the hosts' responsibility to ensure that all guests are of age when alcohol is present. Students found hosting minors when alcohol is present will be documented for an unauthorized gathering.

**Drug Policy** Any student who sells or distributes illegal drugs may be expelled from the College.

**Drug Paraphernalia** - The College prohibits the possession, use or distribution of all types of drug paraphernalia, including but not limited to pipes, rolling papers, clips, and syringes.

**Evidence of Drug Policy Violations** - The following are all considered to be evidence of drug policy violations and sufficient grounds for full disciplinary actions: the actual presence of a controlled substance/illegal drug; the presence of any drug paraphernalia; the presence of smoke or odors, as in the case of marijuana. In addition, all students present at the time of the violation may be held responsible for the infraction. All residents of a room or townhouse in which such violations occur may be subject to the full range of disciplinary sanctions, even if they were not present at the time of the incident. As a result, resident students are particularly advised to give careful attention to anyone who has access to their rooms or townhouses. Any student

who feels jeopardized by the actions of her/his roommate(s) should seek assistance from the Residential Life staff so that problems may be avoided.

While the Commonwealth of Massachusetts has legalized the use of medical marijuana, Federal law still prohibits the use, possession or sale of marijuana, therefore, Assumption College also continues to prohibit the use, possession or sale of marijuana.

**Gambling** - Recognizing the seriously detrimental effect that gambling has on a community, as well as on the individual, the College fully supports the prohibition of gaming as defined under Massachusetts General Laws. Students involved in any form of gambling may be subject to disciplinary action and/or any appropriate local, Commonwealth, or federal actions. Students who are experiencing serious difficulties with gambling are urged to call the Student Development and Counseling Center (508-767-7409), GAMBLERS ANONYMOUS (617-899-7943), or GamAnon (617-227-2700).

**Violence** - The College abhors all manner of violent behavior; the College may pursue disciplinary action against students who engage in violence in any form from verbal or physical abuse, harassment, and rape/acquaintance rape, to physically abusive relationships, damage to property, and fighting, even in mutually instigated cases. Students are advised to expect severe penalties for disciplinary infractions that involve violent behavior.

#### **Stalking Policy:**

**Introduction** -Stalking incidents are occurring at an alarming rate on the nation's college campuses. It is a crime that impacts men and women of all races/ethnicities, religions, ages, abilities, sexual orientations, and sexual identity. It is a crime that can affect every aspect of a victim's life.

Stalking is a crime in Massachusetts and is subject to criminal prosecution. Individuals perpetrating such acts may be subject to disciplinary action through the Office of Student Conduct. If found responsible for such behavior he/she may face sanctions including but not limited to expulsion from the College. In some circumstances, criminal prosecution may take place simultaneously.

#### **Statement of Purpose**

Assumption College is determined to provide a campus environment free of violence for all members of the campus community. For this reason, Assumption College does not tolerate stalking, and will pursue perpetrators of such acts when it is reported or discovered to have allegedly taken place. Assumption College is also committed to supporting victims of stalking through the appropriate provision of safety and support services.

#### **Definition of Stalking**

Stalking is defined as any unwelcomed pattern of behavior directed at a specific person or group that has the purpose or effect of producing fear for safety, creating an intimidating or threatening environment, or causes an individual emotional or psychological distress.

#### **Behavioral Examples of Stalking**

Stalking behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face communication, non-verbal communication or gestures, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other unwanted form of communication.

- Use of online, electronic, or digital technologies, including:
  - Posting of pictures or information in chat rooms or on Web sites to be read by or for others to read about the victim
  - Sending unwanted/unsolicited electronic requests (Friend, Nudge, etc.)
  - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards
  - Installing spyware on a victim's computer
  - Using Global Positioning Systems (GPS) to monitor a victim
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, vehicle, or other places frequented by the victim
- Surveillance or other types of observation, whether done directly by a perpetrator or third party to gather information for a perpetrator, including but not limited to: staring, "peeping" or –recording, noting, or documenting when someone tends to go someplace or engage in a particular activity)
  - Trespassing
  - Vandalism
  - Non-consensual touching
  - Direct verbal or physical threats
  - Gathering information about an individual from friends, family, and/or co-workers
  - Threats to harm self or others
  - Defamation - the action of damaging (or attempting to damage) the reputation of someone

### **Deciding to Report Stalking**

While the decision to report (or not) is one that must be made by the affected individual, Assumption College strongly encourages the reporting of all incidents of alleged stalking behavior. When deciding whether to report, it is important to keep in mind this may not be the first time the alleged perpetrator has behaved in such a manner. In fact, according to the *Journal of Forensic Sciences*, 51, no. 1 (2006), nearly 1/3 of stalkers have stalked before.

By reporting what has taken place, the College increases the likelihood of identifying these individuals, holding them accountable for their actions, and promoting a safer and more secure community. Furthermore, by reporting the incident(s) directly after they take place it allows the individual to pursue action whether through the College, legal system, or both at a later date.

It should be noted that simply reporting concerning behavior does not necessarily mean further legal or student conduct action must take place. In all situations where a report is made, the decision of the reporting party to pursue formal action through the College, legal process, or both is taken into consideration. However, it should be further noted that in instances where the general safety and security of the community is in question, the College may pursue action independent of the reporting party.

The Dean of Students or designee is available to meet with a student considering submitting a report to outline the process for filing a complaint, determine what type of



follow up (if any) they would like to pursue, and explain College discipline procedures and protocol as they relate to reports/cases of this nature.

#### **Where and How to Report**

If one chooses to report this behavior he/she can do so in the following ways:

- Inform the Dean of Students (located in Office of Student Affairs in Hagan Hall)
- Inform Campus Police by calling (508) 767-7225 or going to their location (18a) in Kennedy Hall (map)
- Inform your Resident Assistant or Resident Director
- Fill out a report on their own through the Campus Incident Reporting Form\*

\*In an emergency, if you are on campus, you are encouraged to contact Campus Police at 508-767-7777 so they may perform necessary measures/protocol to ensure the safety of our community.

#### **After A Report has Been Submitted**

The Dean of Students or designee will explain support options, investigative steps, and hearing procedures. If disciplinary action is taken, the survivor's name may not be included in any reports and may not be discussed with the charged student. The Dean of Students or designee will also advise the student of the option to notify appropriate law enforcement authorities, on campus and local, and will assist the student in notifying these authorities if the student requests assistance.

After reporting an incident of stalking, a survivor may request the following:

- a. A change of an on-campus student's housing to a different on-campus location
- b. Transfer of class sections when available
- c. Assistance in exploring incompletes, a leave of absence, or withdrawal from the College

#### **Safety for Victims of Stalking**

Assumption College is committed to supporting victims of stalking by providing the necessary safety and support services. Student victims of stalking, whether they have chosen to formally report the incident(s) or not, are entitled to reasonable accommodations. Students are encouraged to request such accommodations in a safe and supportive setting through the Dean of Students or designee. The Dean of Students or designee will determine which accommodations will be granted based on the circumstances and level of severity of the alleged incident(s). Examples of accommodations include but are not necessarily limited to:

- No-contact order
- Services of a victim advocate (on or off campus)
- Witness impact statement
- Change in an academic schedule (when possible)
- Provision of alternative housing opportunities
- The imposition of interim sanctioning of the accused
- The provision of resources for medical and/or psychological support

In some circumstances, a victim may wish to seek an order of protection from a court of appropriate jurisdiction against the alleged perpetrator. In such circumstances,

students are encouraged to contact the appropriate resource/jurisdiction. If the appropriate resource is unknown, Assumption College Campus Police may be able to provide some assistance in identifying who that might be. Campus Police can be reached at (508) 767-7225\*.

\* If safety is an immediate concern on-campus, please contact Assumption College Police at (508) 767-7777.

\*\* If safety is an immediate concern off-campus, please call 911.

In certain instances, Assumption College may need to report an incident to law enforcement authorities\*. Such circumstances include any incidents that warrant the undertaking of additional safety and security measures for the protection of the victim and the campus community or other situations in which there is clear and imminent danger, and when a weapon may be involved. In these circumstances the Dean of Students or designee will be consulted as reporting may compromise the safety of the victim. Crisis intervention and victim safety concerns will take precedence.

\*For reported incidents that pose a continuing or ongoing threat of bodily harm or danger to members of the campus community the College is required to issue timely warnings to the College community.

#### **Stalking Victims' Rights**

- Students on our campus have the right to live free of behaviors that interfere with attaining their academic and co-curricular goals. Students who report stalking have the right to:
  - Treatment with dignity and respect, not subjected to biased attitudes or judgments
  - Not having past and irrelevant conduct discussed during any resulting proceedings
  - Changes in academic and/or living situations, if requested, deemed necessary, and possible.
  - All support services regardless of the choice to report the behavior (or not)
  - Submission of a written account of the incident and a victim-impact statement
  - Having a member of the Assumption College community present throughout the proceedings, as set forth in the student code of conduct
  - Having one's identity protected, in accordance with the student code of conduct or other legal requirements

Victims of stalking choosing to report the behavior, whether through the legal process or the College conduct process, have the right to assistance or consultation of an advocate.

**Rights of Accused** - Students accused of stalking behaviors have rights as well. These include:

- The right to know the nature and source of the evidence used in the hearing process
- The right to present witnesses and material evidence relevant to the case
- The right to have a member of the Assumption College community present throughout the proceedings as set forth in the student code of conduct
- Access to services from the Student Development and Counseling Center, Health Services, Campus Ministry, or any other on-campus resource
- Voluntary residence hall relocation, when available

- Consultation with a campus official concerning academic support services and referrals to community resources when appropriate.

Accused individuals should refer to the Student Handbook for more information on their rights, resolution of disciplinary charges, disciplinary procedures, and responsibilities.

**Disciplinary Process** - Students alleged to have engaged in stalking behavior(s) may be brought to a hearing to determine responsibility. Disciplinary sanctions for violations of this stalking policy and/or of the student code of conduct will be imposed in accordance with applicable Assumption College policies, including but not limited to, expulsion from the College.

## **RESIDENTIAL LIFE**

**Salisbury Hall  
508-767-7505**

The Office of Residential Life, located in Salisbury Hall, is responsible for administering the residence hall system which houses more than 1900 students in eighteen residence halls and townhouse complexes. The staff, comprised of the Director of Residential Life, Associate Director of Residential Life, Assistant Director of Residential Life, Administrative Coordinator, seven Resident Directors (RD), one Graduate Assistant, and fifty-six Head Resident Assistants and Resident Assistants (HRAs and RAs), work together to ensure that on-campus living will be both enjoyable and educational. The Office provides a variety of administrative, referral, and programming functions. Examples include room assignments and changes, maintaining community living standards, liaison with campus maintenance and security offices, discipline and counseling referrals, and residence hall programming based on community service, cultural diversity, educational, social/recreational, and spiritual issues.

Our goal is to create a community-oriented environment that maximizes a student's potential for academic and co-curricular development. We look to our students to provide the enthusiasm and commitment to help us achieve a positive learning atmosphere within our College community.

The residential areas of Assumption College offer a unique experience in community living that extends the learning process of the College beyond the classroom. Each of our eighteen residential areas varies in size, programs and facilities. Students and staff work cooperatively to establish and maintain a living environment that fosters spiritual, educational, personal, and social growth for our residential population. Students are invited to become active participants in the community building effort. At Assumption, we believe that with freedom comes responsibility. This responsibility includes a respect for the dignity of the people and property of the College community.

### **INFORMATION AND POLICIES**

**Residency Privileges** - Living on-campus is regarded as a privilege, not a right. As a result, resident students are expected to adhere strictly to the procedures, regulations, and general rules of good conduct and citizenship. Resident students are required to be self-regulating, taking full responsibility for their conduct and the conduct of their guests. As residency is, in fact, a privilege, the Office of Student Affairs reserves the right to revoke such privilege for any behavior which it regards to be inappropriate, disruptive, or not in keeping with the values and traditions of Assumption College. In addition, the College,

acting through the Office of Student Affairs, may, at its discretion, suspend or expel a student from residence:

- 1) immediately, pending a formal or informal disciplinary hearing;
- 2) immediately, pending a psychological or substance-use assessment;
- 3) immediately, apart from or without benefit of a disciplinary hearing;
- 4) at any time, under any conditions, for any reason, permanently or for any stated period of time.

Concomitant with suspension from residence, students may not be permitted to enter any residence hall or townhouse without written permission from the Director of Residential Life or designee. The College views the revocation of housing privileges to be most regrettable, and is aware of the many implications of loss of residency, particularly with regard to family finances, transportation, and distance from home. As a result, students are strongly urged to adhere closely to all College policies.

### **ENTRANCE AND EXIT PROCEDURES**

All resident students at the College enter a landlord - lessee agreement with the College. Each student is required to fill out and sign a housing contract during room selection or the first day of the new semester. Guidelines and policies outlined in this document are used to ensure that both the College and resident students are aware of their responsibilities. Students are strongly encouraged to read this document carefully and ask questions if anything indicated is not understood.

**Entrance Inventory** - Immediately upon occupancy, residents should carefully check the inventory form for accuracy, noting in the appropriate spaces on the inventory form, which of the listed items are present in their room and the recorded condition of each of these items. Students should also record the absence and/or presence and condition of additional items present but not listed, (i.e.: an extra desk chair, a damaged window shade, etc.). Students should be detailed and specific in describing damage, (i.e.: stains, burns, holes, scratches, tape marks, etc.).

When students become aware of any change in the condition of their room during the course of their residence (i.e.: malfunction of a light, an item damaged by a visitor, etc.), they should report it immediately to their Head Resident Assistant/Resident Assistant.

**Room Change Procedure** - **Students are advised that each residential area has a different cost. Prior to making any room change it is the student's responsibility to contact the Finance Office to see what the difference in price is.**

The Office of Residential Life recognizes that not all people are compatible and, at times, a room change may be the only solution.

Every resident student signs a contract to occupy a room in a specific building or townhouse. That student is financially responsible for her/his assigned space for the duration of the contract.

- 1) A room change is an amendment to this contract. A change of room requires the written approval of the RD. All room changes must be initiated with the HRA/RA or RD of the student's assigned living area.
- 2) Housing Freeze: during the first week of each semester, no student-initiated room changes are allowed.

- 3) After the first week of the semester, residents may change their rooms providing space is available. To initiate such a change these students must contact their Resident Director, who will assist them in completing the room change procedure.
- 4) The College reserves the right to change room assignments at its discretion.
- 5) Unauthorized room changes will result in a fine and/or disciplinary action.

**Procedure for Students Withdrawing from College Housing, Study Abroad or Internship Participants**

- 1) Students should contact their Resident Director or the Residential Life Office and inform them of their decision to withdraw from housing.
- 2) Students should contact their Head Resident Assistant/Resident Assistant and complete an exit inventory. *Students must sign their exit inventory or they will forfeit the right to contest (appeal) their damage assessment statement.*
- 3) Students should return their room and building keys to the Residential Life Office prior to leaving. Failure to do so will result in a charge for a lock change and new keys.
- 4) Students studying abroad during the SPRING semester who wish to participate in the Lottery and Room Selection process in the Spring should make plans to secure a “proxy” before leaving--a person who would be willing to represent their interests and participate in the Lottery process on their behalf. Follow-up information will be sent to students’ “proxy” regarding Lottery and Room Selection for the following academic year sometime around early March.
- 5) Students studying abroad during the FALL semester who wish to secure on-campus housing for the spring semester should contact Residential Life by November 1 of the semester abroad, and provide the office with up to five housing preferences. Students may choose to consult with friends who may have openings on campus, and settle on a preferred housing situation for the Spring semester. Students should then send an e-mail to the Office of Residential Life ([reslife@assumption.edu](mailto:reslife@assumption.edu)) requesting that particular space or listing their preferences. All correspondence with students will be through their Assumption email account, unless students request otherwise.
- 6) Students should also contact the Academic Affairs Office for appropriate refunds to their Business Office account.
- 7) Students who withdraw from College housing and are not study abroad and/or internship participants are NOT eligible for participation in the Housing Lottery/Room Selection process for the next academic year. (The only exceptions are made on a case-by-case basis for students who are approved for a Withdrawal with Intent to Return (WWIR) or commuter students).
- 8) College housing is intended to accommodate eligible students for the four years (8 semesters) required to complete an undergraduate degree. Housing is generally NOT available beyond the fourth year or to part-time students unless authorized by the Director of Residential Life or designee.

**Exit Procedures**

- 1) When moving out of a residence hall room, apartment or townhouse, residents must contact their Head Resident Assistant/Resident Assistant to make a check-

out appointment. If this is not possible, another Head Resident Assistant/Resident Assistant or Residential Life staff member may do the check-out. Failure to meet with a Residence Life staff member for the check-out appointment constitutes forfeiture of all rights to contest (appeal) damage assessments.

- 2) The Head Resident Assistant/Resident Assistant will NOT conduct a check-out inventory until all belongings are removed from the room (i.e.: rugs off floor, posters off walls, etc.).
- 3) Residents will be charged for any extra clean up or trash disposal and/or removal of personal belongings required after they have vacated the room.
- 4) The check-out should include a review of all items on the Entrance Inventory form signed upon occupancy and a record of any changes on the Exit inventory. **(Important Note: students who do not complete an exit inventory are not eligible to appeal damage charges).**
- 5) The check-out should also include the return of all keys to Residential Life (if a room change is being made, the appropriate change of keys is done at the Office of Residential Life, NOT from the person leaving to the person moving in).
- 6) All charges assigned to a resident reflect the judgment of Residential Life and/or Building and Grounds and are subject to final evaluation by the Director of Residential Life or their designee.

### **RESPONSIBILITY FOR ROOM/APARTMENT**

Each resident student may be held responsible for violations of College policy that occur in her/his room/apartment/townhouse, even if he or she is not present in the room/apartment/townhouse at the time of the violation. As a result, students are advised to keep doors and windows locked at all times and give careful scrutiny to those individuals who are permitted to be in their rooms.

Many of the following policies and procedures are elaborations of general Student Affairs policy and are of primary concern to students who live in the campus residence halls. Due to the fact, however, that these policies are ultimately incumbent upon all students, the following are included in this handbook. Non-resident students and resident students alike are expected to abide by these policies and face disciplinary sanctions for any infractions. Additional regulations, found in the housing contract, also have the force of College policy.

**Room/Apartment/Townhouse Furniture** – Each residence hall room is outfitted with furniture for students to use while living in the residence halls. Students are responsible for all college issued furniture in their residence. All furniture must remain inside and intact the residence hall, townhouse or apartment.

**Personal Furniture** - Students are welcome to bring pieces of personal furniture into their room or townhouse. The following guidelines must be understood regarding the privilege of having furniture on campus:

- 1) No piece of furniture is to be placed in a location that would impede the evacuation of a residence hall room or townhouse.
- 2) Furniture that is too tattered or considered a fire hazard by the Resident Director/Graduate Assistant or Campus Police must be removed.
- 3) Personal furniture should be used to supplement, not replace the College furniture provided. If students' personal furniture does not fit in their room/apartment/townhouse safely, it must be removed.

- 4) Students are not allowed to remove College furniture from the premises for any purpose.
- 5) Any piece of furniture remaining in the residence hall room or townhouse immediately following the end of the year closing, graduation, or a student's withdrawal from College residence will be disposed of by Building and Grounds.
- 6) **All furniture must remain inside the residence hall or townhouse. Any piece found outside will be immediately removed. The only exception is "patio-style" furniture, which may remain outside in accordance with safety considerations listed above.**

**Lounges/Lounge Furniture** - Each residence hall has lounge areas designated for 24-hour utilization. These lounges give students an opportunity to meet with members of the opposite gender after visitation hours (1:00 a.m., Sunday - Thursday; 2:00 a.m., Friday and Saturday). These lounges are not for sleeping. Students who use lounges for activities other than those for which they are intended may be asked to vacate the lounges and/or face disciplinary action.

In addition, all residence halls have lounges and study rooms. These lounges DO NOT follow the 24-hour visitation policy of the entrance lounges. Students are expected to adhere to the Visitation Policy in these areas.

Furniture in the lounges and study rooms are used by all students. Alteration or removal of the furniture by students for personal use will result in disciplinary action and/or fines.

**Trash Removal** - Each building has a trash room. Residents are expected to empty their own trash barrels and not to litter the hallways or bathrooms. **Trash or waste paper baskets are not to be kept in the hallways, only in student's rooms.** Trash is removed daily from the residence hall trash rooms.

In apartment/townhouse areas, students must empty their trash in the dumpsters located in their areas. **Trash should never be thrown in stairwells, walkways, entryways, exit ways or roadways.** *Any townhouse/apartment engaged in the practice of leaving trash in any area besides designated trash receptacles, will face disciplinary action and automatically be charged \$25.00 for each "bag" of trash removed.*

Due to health concerns, anyone not following these requests will be subject to disciplinary action. This action could include loss of campus residence.

**Damage** - Malicious damage to College property or a student's personal property will result in disciplinary action. Any student who has accrued more than \$100.00 in damages (including personal damages as well as collective building, floor, pod, or townhouse damages) may not have her/his housing contract renewed for the upcoming term or for a longer period to be determined by the Office of Residential Life.

The College expects all students to give the highest degree of care to all facilities. Should damage occur, the student is expected to identify him/herself and assume responsibility for repair costs and/or any attendant disciplinary action. The cost of damages, for which no responsible party can be found, will be divided among the residents of a certain room, townhouse, pod, floor, or building as determined by the Office of Residential Life.

**Common Area Damages** - Common areas are defined as:

*Residence halls:* Floors, bathrooms, lounge areas, stairwells, lobby areas.

*Townhouses and apartments:* Living rooms, bathrooms, kitchens, kitchen areas immediately outside townhouses/apartments.

Students sharing a common area due to their room assignments are jointly responsible for this common area. In circumstances such as extensive or repeated damages where no individuals are found to be responsible, the cost of repairs will be evenly charged to all members in the building, floor, pod, or townhouse.

Students are encouraged to help maintain their living environment and discourage others from being involved in irresponsible or disrespectful behavior to College property.

Students who witness others involved in damaging college property are expected to report such incidents to their Head Resident Assistant/Resident Assistant, Resident Director or Campus Police.

**Damage Assessment Statement** - All damage charges, which are determined to be assessable to the residents, will be summarized twice each year. This summary of "proposed" charges will be mailed to students via campus mailboxes for Fall damage assessment and sent for Spring Damage assessment. Students will be given time to contest any personal damage prior to the proposed and/or adjusted amount being charged (**Important Note: common areas damages may NOT be contested/appealed**). Bills must be paid to the Business Office upon receipt of an actual damage bill.

**Period to Contest Damages** - A year-end inspection will be conducted once all students have vacated. The charges that result from this inspection will be sent to the student's permanent address. Following a 12-day appeal period, the Business Office will generate the appropriate bill for students. (**Important Note: students who do not complete an exit inventory are not eligible to appeal damage charges**).

**Damage Billing** - Upon withdrawal from College residence, the College will refund the \$250.00 room damage that was assessed upon occupancy of College housing, unless it is needed to cover damage costs assessed to the student.

**IMPORTANT NOTE** - Any student who is found to be responsible for committing damage to any residential living area, found to be disposing of trash in public areas or out of residence hall windows, or causing \$100.00 or more personal room damage, may be subject to immediate removal from College residence.

**Reporting Maintenance Requests** - Maintenance repairs in students rooms (i.e.: malfunction of a light, broken window, etc.) should be reported to Maintenance (508-767-7391) to ensure quick repairs and potentially save students money. Students can submit a building and grounds request with the Building and Grounds Department.

Repairs determined by the Office of Residential Life and/or Building and Grounds to be abnormal wear and tear will be considered an assessable charge to the student(s) who live within the room or townhouse. Billing for assessable damages will be done at the completion of the end of each academic semester and summarized on a student's Damage Assessment Statement. Certain serious damage may be assessed immediately.

**Keys/Lock Change** - Should students become locked out of their room, they can, after trying to find their roommate(s), call Campus Police (508-767-7225) to open the door. Campus Police will assess a \$10.00 fee.

In the event a student should lose a key, s/he must report it to the Office of Residential Life (508-767-7505) or Building and Grounds (508-767-7391). A work request for a lock change will be processed and a determination made of the charges. The locksmith will change the lock and leave a notice on the door informing the residents of that room to report to the



Residential Life Office to pick up their new keys; each occupant of that room must present her or his ID and will only be issued her or his key.

In the event that a student loses their building key, s/he must report it to the Office of Residential Life. A charge will be assessed and students will not be issued a key without proper identification.

**Locking of Residence Halls** - For the safety and security of students, the outside entrances of residence halls are locked at all times. All but one entrance door will be alarmed between 8:00 p.m. and 7:00 a.m. Any individual found exiting from an alarmed door will be fined up to \$50.00. Students who are not residents of a building and wish to enter a residence hall should contact the residents they are visiting (phones are available at every residence hall).

**Theft** - Assumption College and the Office of Residential Life do **NOT** accept responsibility for loss, theft, or damage to personal property. ***It is strongly recommended that each student obtain insurance coverage for all items of personal property.*** Residents are advised against keeping large sums of money and other valuables in their rooms. The best protection against property loss from a student's room is a locked door.

Motor vehicles and bicycles must be registered with Campus Police and should be locked. Students should report any property loss immediately to their Head Resident Assistant/Resident Assistant and to Campus Police, who will notify the Residential Life Office.

**Storage of Personal Belongings** – Residents are prohibited from storing any personal items in common areas of the residence halls (i.e. stairwells, hallways, lounges, etc.). All personal items must be stored in residence hall rooms, apartments or townhouses. Any personal items found unattended in common areas will be collected and immediately disposed.

**Windows** - Windows may not be used as an entrance or egress from a building; similarly, windows may not be used to pass materials in and out of residences. Screens should remain in place at all times. Security screen tags should remain intact. Any problems with screens should be reported at once to the Office of Residential Life so repairs may be made. Use of windows to elude College officials and/or convey alcohol and other contraband may result in **more severe** disciplinary action in addition to a fine. At no time may stereos be played from open windows; such an infringement may be met with disciplinary action and a fine.

### **ROOM USE AND OCCUPANCY**

The primary purpose of on-campus housing is to provide a living environment that is conducive to learning. The use of an individual's residence hall room should never interfere with this purpose or the privacy and other rights of fellow students. Also, students may not make alterations, additions, or improvements to the inside or outside of said premises without the written permission of the Director of Residential Life or designee. The student agrees to keep premises in a clean and sanitary condition and free from trash, flammable materials, other objectionable matter, and other items, which are prohibited by College policy.

**Room Change Policy**-The Office of Residential Life recognizes that not all people are compatible and, at times, a room change may be necessary and warranted. Students contemplating a room change should begin by discussing the situation with their

roommate(s) and seeking the assistance of their HRA/RA and/or RD/GA. The specifics of the room change policy are as follows:

- 1) Every resident student signs a contract to occupy a room in a specific building or townhouse. That student is financially responsible for her/his assigned space for the duration of the contract. **Students are advised that each residential area has a different cost. Prior to making any room change it is the student's responsibility to contact the Finance Office to see what the difference in price is.**
- 2) A room change is an amendment to this contract. A change of room requires the written approval of the RD/GA.
- 3) Housing Freeze: During the first week of each semester, no student-initiated room changes are allowed.
- 4) After the first week of the semester, residents may change their rooms providing space is available.
- 5) The College reserves the right to change room assignments at its discretion.
- 6) **Unauthorized room changes will result in a fine and/or disciplinary action.**

#### **Filling Vacancies**

The following procedure should be followed in the event of a vacancy: (these procedures may be bypassed in the event of an emergency as deemed by the Office of Residential Life).

- 1) The roommates of the person vacating a room assignment will have five business days to find an appropriate replacement from the "pool" of students already housed on campus.
- 2) After five business days, the Office of Residential Life may offer the vacant space to the person next in line on the housing waiting list. This person has two working days to accept or decline the space.
- 3) **In the event the student declines the offer, s/he is placed at the end of the waiting list.** If a student has placed their name on multiple waiting lists and they accept an offer of a new placement, their name will be taken off all waiting lists.
- 4) **If the occupants of a room with a vacancy attempt in any way to block the filling of a vacant room or to dissuade a prospective roommate from moving in, they will be subject to disciplinary action. This action could include removal from campus residence. In addition, any room vacancy not filled due to malice on the part of the current residents will result in the cost of the vacant bed being pro-rated and charged to the current residents of the room.**

**Final Examination Period** - It is essential that the highest degree of consideration be afforded to students who are completing their final examinations. Violations of Quiet Hours or Consideration Hours during study and exam periods may result in an immediate loss of residency for the duration of the final examination period. A student is expected to leave the campus within twenty-four hours of her/his last final examination. Should a student require an extension (to complete other course work or arrange for transportation), s/he must request permission from the building's RD or GA. No extension can be granted beyond the day of the last final exam.

**Vacating Residential Areas when the College is Closed** - During periods in which the College is closed, the Residential Areas are also closed. It is expected that students will leave campus at the time designated by the Residential Life Office and NOT return until the Residential Areas are officially re-opened. Any student found in violation of these guidelines will be subject to disciplinary action.

Students who believe they have a valid reason to remain in campus housing during an interim period must submit a formal request for Break Housing through the Residential Life Office. Information on Break Housing will be e-mailed out to residents 3 weeks prior to each break. A late fee may be assessed for students who do not apply for Break Housing by the deadline and/or they may be denied housing. **Academic requirements, distance, and varsity athletics are the only valid reasons for submitting a request.** Working off campus is not a valid reason for on-campus accommodations. Break Housing is not included in the housing contract. The College reserves the right to deny Break Housing to any student for any reason. In some cases, students will not be allowed to remain in their regular room assignments. For safety and cooking purposes, students may be required to move into temporary interim assignments. Students may be charged for each night they utilize Break Housing.

### **SPECIALTY HOUSING**

**Substance-Free Housing**- Students who choose to live in substance free housing (Nault Hall) agree that they and their guests will not be in possession of alcohol or illicit drugs while in the residence hall. Students further agree that neither they nor their guests will be intoxicated and/or disruptive to the community while present in the building. It is expected that the residents will be essentially self-regulating in this regard, although Residential Life staff may enforce these policies as well.

**Special Medical Accommodation** - Students requiring medical accommodation for housing should contact the Office of Residential Life to request more information regarding the application process and deadlines. This process occurs yearly and students requiring medical accommodations need to re-apply each year.

**Summer and Break Housing** - During vacation periods the College is officially closed. Under special circumstances, housing is made available to certain students during the summer months and some breaks. Such housing is considered to be a special privilege and in no manner guaranteed by the housing contract. The student requesting permission must follow the application procedure, which will be sent to all residents via e-mail in the weeks leading up to summer or break. Students in traditional residence halls will be required to relocate to a townhouse or apartment with kitchen facilities.

Summer and Break Housing is a special privilege. Any violations of policy, however minor, may result in immediate suspension from residence. Students are not permitted to host guests during vacations (Thanksgiving, Winter Break, Spring Break, Easter Break, etc.), without written permission from the Office of Residential Life. Guest privileges during Summer Session will be granted on an individual basis at the discretion of Campus Police and the Office of Residential Life.

***Important Note: Student Health Services is closed during these periods; students needing medical attention should consult with local hospitals or health care providers at their own expense.***

## **HEALTH, FIRE, AND SAFETY POLICY**

**Health, Fire, and Safety Inspection/Right of Entry** - The Residential Life staff will conduct monthly Health, Fire, and Safety Inspections of all students' rooms. The professional and paraprofessional staff members of Residential Life have the right to enter the premises at a reasonable hour in the day or evening, to make such request for repairs, additions, or alterations as deemed necessary. Notification of inspection time and date need not be posted.

The College reserves the right to inspect any room when the College deems such necessary. In addition, the professional staff members of Residential Life and other College officials have the right to enter the premises at any time for any reasonable cause. The primary purpose of entering is to take those precautions which College officials find necessary to protect the health, safety, and general welfare of the occupants and/or of other persons therein and to enforce College policy.

Members of the Building and Grounds staff routinely enter rooms in the performance of their duties. Such entry is not considered an inspection, however, blatant violations, especially those that could affect student safety, will be reported to the Office of Residential Life.

**Fire and Safety Regulations** - Use of fire alarms or firefighting equipment for any purpose, except that for which intended, is prohibited according to State law. Impairment of this system could cause loss of life and a great deal of damage to personal belongings and to College property. Students who participate in such activity will be subject to disciplinary action. For the safety of all residents, evacuation drills are held at least once per semester. It is important for residents to familiarize themselves with the procedures to avoid panic in case of emergency. Participation in drills is mandatory. Violation of any aspect of these regulations will result in disciplinary action.

**Fire Emergency/Fire Drill Procedures** - In case of an alarm, students should touch their doors to feel if it is hot, and look under their doors for any smoke seeping in. If it is safe to evacuate, students must leave immediately by way of the nearest exit. Students should not use elevators during a fire alarm. Residents should assemble outside at least 50 feet away from the building, not in the fire lanes, since these must be kept clear for fire equipment. Residents should not re-enter the building until Campus Police allows them to do so.

To the extent that personal safety permits, Residential Life staff assists students with evacuation; however, it is the sole responsibility of the student to evacuate whenever an alarm sounds. Students should NOT wait for a Residential Life staff member to tell them to evacuate. Any student who does not leave a building when an alarm sounds will be subject to disciplinary action.

**False Alarms** - A false alarm is extremely dangerous. Repeated false alarms could cause students to treat an actual fire lightly. Anyone found to have intentionally set off a false alarm will be evicted from Assumption housing and may also be subject to suspension or expulsion from the College and prosecution to the fullest extent of the law.

**Fire Safety Equipment** - Due to the risk posed to the safety of the community by tampering with fire safety systems and equipment, the College will impose serious sanctions that may include suspension/expulsion from residence and/or the College on students for the following behaviors, regardless of whether it was "accidental" or not:

- **Disabling, removing or tampering with exit signs or emergency lighting.**

- **Disabling, misuse, removing or tampering with fire alarm systems and/or other building safety equipment.**
- **Tampering or discharge of fire extinguishers.**
- **Tampering with or damaging smoke detectors, sprinklers, or stand pipes.**
- **Causing or contributing to a fire or flood.**

**For students' safety and the safety of others in the community, the following are PROHIBITED from students' rooms and apartments:**

- 1) Smoking (please see smoking policy in the Student Conduct Policies and Definitions section).
- 2) Candles, of any kind/shape/size (including decorative candles) should not be in any room, apartment or townhouse. Devices that are designed to indirectly melt wax are also prohibited. Potpourri burners and incense, whether burning or not, are prohibited.
- 3) Hookahs.
- 4) Ecigarettes, Ecigs.
- 5) Fireworks (i.e. firecrackers, caps, roman candles, sparklers, etc.).
- 6) Items suspended from ceilings, sprinkler heads and or pipes (i.e.: flags, fishing nets, tapestries, rugs, lights, etc.).
- 7) Any object that blocks the exit from a room or apartment.
- 8) Temporary partitions or dividers.
- 9) Furniture that is stacked, such as desks.
- 10) Cinder blocks.
- 11) Unauthorized locks on any door.
- 12) Obstruction of sprinkler heads or fire and safety equipment.
- 13) Dismounting or removing a fire extinguisher. Extinguishers must remain fully charged and mounted in designated areas. Apartments and townhouses must have a fire extinguisher in view.
- 14) Unauthorized electrical appliances such as hot plates, hot pots, coffee makers (unless equipped with an automatic shut-off switch), "George Foreman" type grills, space heaters, toaster ovens, sun lamps, fog machines, smoke machines, oversized refrigerators (over 1.5 cubic feet), oversized microwaves (over 500 watts), and halogen lamps. We also recommend that irons be equipped with an automatic shut off switch for safety reasons. Students in apartments should consult Residential Life for a list of approved appliances.
- 15) Appliance cords with broken insulation or broken plug ends. Electrical octopi (multiple extension cords). Power strips must be used when connecting more than two items to a single wall outlet (which contains room for two plugs).
- 16) Kerosene lamps, tiki torches, and similar items, even as a decoration.
- 17) Combustible trash receptacles.
- 18) Paint cans without lids.
- 19) Outside antennas or aerials.

- 20) Rooms kept in unsanitary condition, uncovered food containers, excessive beverage containers, exposed food or disposal of trash other than in an appropriate trash receptacle.
- 21) Removal of screens, windows, and/or security screen tabs.
- 22) Neon lighted signs.
- 23) City and/or street signs.
- 24) Gasoline camp stoves.

Note: Leg lifters may be used for beds that are not bunked, however, great care must be taken and this is done at the risk of the student.

#### **Policy for Outdoor Cooking Grills**

The following regulations pertain to the individual use of outdoor cooking grills on campus:

- 1) Only grills that are run with propane tanks are allowed on campus.
- 2) **No grills that utilize lighter fluid and/or charcoal may be used at any time.**
- 3) Grills in the areas of Alumni, Desautels, Hanrahan, Living/Learning Center, Nault, Plough, Salisbury, South, Wachusett, West, Worcester, and Young Halls must be located at least twenty-five (25) feet from the building and/or wooded areas. Grills are to be placed on hard (paved) surfaces.
- 4) Grills in the area of Aubuchon, Bissonnette, Dion, and Moquin Halls are to be used only on the hard (concrete) surfaces to the front or rear of these apartments.
- 5) Grills in the area of Authier and Dufault Halls are to be operated only on the paved surfaces in front of the ground level apartments. **At no time should a grill be used in the stairwells (towers) of these apartments.**
- 6) Propane tanks of any size may NOT be stored inside any room/apartment/ townhouse or in any stairwell.
- 7) Grills must be attended to at all times while in use.

#### **ADDITIONAL INFORMATION AND POLICIES**

**Air Conditioners** – Air conditioners are not allowed without approval of the Housing Accommodations Committee.

**Bicycles** - Students should not leave bikes in hallways or stairways because as such, they represent a fire safety hazard. It is against the law to obstruct fire exits in any way. Bike storage is permitted within the student's room, as long as it does not restrict the exit or disturb roommates.

\*Please note: For students who reside in the Living and Learning Center, Plough, or South Hall, there is a bike storage room. In order to obtain a key, students should speak with their Resident Director or Graduate Assistant.

**Dart Boards** - Due to the damage that can occur to people and property, dartboards are prohibited.

**Hall Sports** - Due to the damage that can occur to people and property, hall sports are prohibited.

**Painting and Furnishings** - Residents are prohibited from painting, altering or adding to the permanent furnishings of their residence. This includes graffiti, wall murals and other forms of defacement. Violations will result in billing occupants of the room. Costs incurred

by the College to repair such damage will be added to a resident's damage bill. Additional disciplinary action may result.

**Pets** - For health and maintenance reasons, pets are not permitted in the residence halls or apartments. Fish in aquariums are the only exception to this rule.

**Pools/Slip and Slides** – Students are not permitted to set up recreational pools, slip and slides, or other outdoor water equipment in any residential area.

### **OTHER COLLEGE POLICIES AND INFORMATION**

**Fundraising** - All fundraising activities, including sales, raffles, and direct solicitation of donations, must be approved by the Office of Student Affairs in conjunction with the Office of Institutional Advancement. This includes solicitations on the campus and elsewhere (e.g. parents, local businesses, etc.) since they may affect the development efforts of the College. Students are also advised that all funds raised must **directly benefit** the club or organization. Some examples of what funds can be used for are: travel expenses, uniforms, items for resale, and entry fees. Funds cannot be raised for outside agencies or national organizations without approval from the Dean of Campus Life. Please see the *Clubs and Organizations Handbook* or the *Club Sport Handbook* for additional information.

**Posting of Notices** - Students and non-students (e.g. local businesses) wishing to post notices and posters on College property must obtain authorization from the Office of Student Activities. Materials that are posted are to be placed on bulletin boards, cinder block walls or other designated areas. Only masking tape should be used or staples for bulletin boards. Postings may not be placed on windows, glass doors or any Campus Road/Parking signage. Large tapestries/sheets may not be allowed due to space constraints. Postings may not be placed on any painted walls, furniture or foodservice areas in Charlie's Snack Bar. All postings must be removed by the individuals/groups no later than twenty-four (24) hours after the event. Postings, which do not bear the Office of Student Activities approval stamp, may be removed. Additional posting rules may be applied in specific Residence Halls or other campus buildings. Please see the hall's Resident Director or building supervisor for information.

**Assumption College Name and Logo** - The College's name, logo, facsimile thereof, and/or representation that reasonably suggests or implies an affiliation with the College, may not be used without the approval of the Office of Student Affairs. Any such use must be appropriate and tasteful. No individual may enter into a contractual agreement on behalf of the College, except the Treasurer of the College and her/his designee.

**Campus Mail Services** - The Campus Mail distribution is for official College business only. Students and off-campus individuals wishing to mass-distribute printed matter may not use the postal service unless each item is individually addressed and given proper postage. In rare instances, the Office of Student Affairs may allow individuals to send materials to the Office of Residential Life and/or the Office of Student Activities for distribution to lounges, bulletin boards, and the Campus Center information booth.

**Clubs, Organizations, and Other Groups** - For information regarding membership in or sponsorship of clubs, organizations, and other groups, individuals are directed to the Director of Student Activities. The College reserves the right to withhold recognition, funding, endorsement, or other support of any group that conflicts with the mission of Assumption College as a Roman Catholic liberal arts institution.

**Extra-curricular (Co-curricular) Activities** - The College reserves the right to deny membership or participation in any club, organization, leadership position (including but not limited to Student Government Association, Class Officer positions, Residential Life staff positions, etc.), or athletic team membership (including intramural and varsity sports) to any student who is placed on Disciplinary Probation and/or Academic Probation, and/or for any reason is not regarded as a “student in good standing.” Many groups (including Athletics and Residential Life) set even higher standards for participation; students are advised, therefore, to consult with their respective coaches, advisors, and administrators.

**Legal Liability of the College** - The College is not legally liable for damages or loss of personal property or failure or interruption of services due to weather or other acts of God.

The College does not assume responsibility for a student’s lost, stolen, or damaged property. This policy covers not only a student’s personal possessions, but also those items in the student’s charge (e.g. keys to the student’s residence hall room, residence hall furniture.)

***Students are strongly encouraged to provide their own personal and property loss insurance.***

**Motor Vehicle Registration** - All motor vehicles operating on campus (including motorcycles, mopeds and Segways) must be registered with Campus Police. A parking permit must be purchased within (10) ten days of the beginning of Fall semester. Parking permits are non-transferable. Vehicles brought to campus after this period must be registered within (2) days of the vehicle arriving on campus. Please refer to the Parking and Traffic Regulations published by Campus Police for further information. A copy of the Annotated Traffic Regulations may be obtained at Campus Police. It is the responsibility of all students to be familiar with motor vehicle regulations. Residential first-year students are not allowed to have motor vehicles on campus. More information can be found on the Department of Public Safety/Campus Police website:

[www.assumption.edu/dept/publicsafety](http://www.assumption.edu/dept/publicsafety).

**Parking** - Parking areas on campus are designated as student, employee, visitor, and reserved handicapped during certain hours to provide for special needs of some users and to distribute parking equitably throughout campus. Parking permits are required for all student vehicles. The permit allows students to park in specified areas on campus but bestows no special parking privileges with respect to parking in the immediate vicinity of residences, dining halls, classrooms, etc. Designated parking areas are listed on-line at [www.assumption.edu/dept/publicsafety/parkinglotdesignations.htm](http://www.assumption.edu/dept/publicsafety/parkinglotdesignations.htm). and are also available at the Campus Police. Parking in designated areas is on a “first-come - first-serve” basis. Unless otherwise specified, all walkways and roadways are considered to be fire lanes. Parking in a fire lane or at a fire chain will result in a fine of \$25.00 and may necessitate towing at the owner’s expense. Unauthorized parking in a designated handicapped area is a \$50.00 fine and may result in towing. The College reserves the right to revoke the privilege of operating a motor vehicle on the campus from any student who fails to abide by these and/or other parking regulations. Parking tickets can be appealed at Campus Police within 7 days of the violation. Appeals received after this time period will not be accepted. Parking ticket fines are to be paid at the Cashier’s office in the lower level of Alumni Hall. Students and employees who receive (10) ten tickets in one academic year will lose their privilege to have and operate a car on campus for at least one full semester.



**Notification of Off-Campus Residence** - Students who reside off-campus and/or move out of on-campus residence are asked to register their local mailing address with the Office of the Registrar.

**Personal Safety** - Similar to life on any urban campus, Assumption College experiences its share of crimes and disturbances. Students should not be lulled into a false sense of security and should observe all safety tips, including the following:

- 1) Always walk in well-lit areas. If the lights are broken or not operating, report them to Campus Police at 508-767-7225.
- 2) When walking at night, remember the buddy system and walk with a friend or group, or call Campus Police at 508-767-7225 and request an escort.
- 3) Keep your room locked at all times.
- 4) Keep drapes/shades drawn in the evening and at other appropriate times.
- 5) Be aware of the emergency telephone numbers on campus and keep them readily accessible. We suggest programming the Campus Police phone number in your cell phone: 508-767-7225. For emergency situations on campus, Campus Police can be reached 508-767-7777 or at extension 7777.
- 6) **Never prop exterior doors:** Un-prop any doors that are open and do not allow others to prop them. These efforts keep intruders out and secure the building for everyone else. Also please use keys to open them rather than trying to force the lock.

**Sales and Solicitation** - The Office of Student Affairs must approve, in writing, the on-campus sale or distribution of printed matter or any service or product. All vendors (including food delivery) must be issued a vending permit and closely follow all stipulations outlined in that agreement. Students are urged to report all unauthorized solicitations or suspicious individuals to Campus Police.

**Snow Removal Information** – To facilitate snow removal, students will be asked to move their vehicles to designated areas so parking lots may be cleared. Adequate notice will be posted on the Campus Police website and communicated via student email and voice mail. Students who fail to remove their vehicles as directed may have them towed at their expense. It is the student's responsibility to monitor campus communications.

## **ACADEMIC AFFAIRS**

### **SELECTED POLICIES AND PROCEDURES**

The following is a partial listing of academic information for reference purposes. More detailed information can be found in the College *Undergraduate Catalog*, which is the primary and official source of these policies. Also see the *Student Academic Honesty Policy*, available in hard copy at the office of the Dean of Studies, 026 Alumni Hall and in all department offices. The following is only intended as a general guide. Questions on academic matters should be directed to your faculty advisor, the Dean of Undergraduate Studies Office or the Provost's Office.

### **STUDENT ACADEMIC HONESTY POLICY**

Academic honesty is essential to the existence and growth of an academic community. Without high standards of honesty, the College's mission to educate students in the tradition of Christianity and the liberal arts and to promote Christian living cannot be accomplished. All members of the academic community share this responsibility.

As teachers, faculty members are responsible for initiating students into the activity of learning. To assess this learning, they need to evaluate student work. To carry out this office, faculty members must try to ensure that student work submitted for academic credit is the result of the student's own effort and conforms to established standards of academic honesty. Therefore, academic evaluation includes a judgment that the student's work is free from dishonesty of any type; and course grades should be and shall be adversely affected by academic dishonesty. The College views collaboration and sharing information as valuable characteristics of academic communities, and faculty members will clarify for students the expectations and boundaries of collaboration.

It is the duty of faculty members to take measures to preserve and transmit the virtues of the academic community, both through the example in their own academic pursuits and the learning environment they create for their students. To this end, they are expected to encourage in their students a desire to behave honestly. They also must take measures to discourage student dishonesty. To meet their obligations, when academic dishonesty is suspected, faculty members must follow the policies and procedures stated in the Assumption College Student Academic Honesty Policy handbook, available in the Registrar's Office, the Office of the Provost, the library, all academic departments, and in the office of the Dean of Undergraduate Studies.

Students are also members of the community of learners. In order to carry out this activity, they cannot violate the standard of honesty through cheating, fabrication, plagiarism, or abuse of academic materials. Students are responsible for reading and understanding that policy. Specific questions about the policy should be directed to a faculty member or to the Office of the Dean of Undergraduate Studies. Students are expected to take an active role in encouraging other members to respect this standard. When students are unclear as to whether the standards of academic honesty are being upheld, they are responsible for seeking clarifications from a faculty member or the Dean of Undergraduate Studies. Should a student have evidence of a violation of academic honesty, s/he should make the evidence known to a member of the faculty or Dean of Undergraduate Studies.

**Cheating** - Intentionally using or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.

**Plagiarism** - Presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc. are common knowledge.

**Paraphrase** – Prompt acknowledgement is required when material from another source is paraphrased or summarized in whole or in part in one's own words. To acknowledge a paraphrase properly, one might state: "to paraphrase Locke's comment..." or "according to Rousseau..." and conclude with a citation identifying the exact reference.

**Abuse of Academic Materials** - Destroying, stealing, or making inaccessible library or other academic resources material.

**Complicity in Academic Dishonesty** - Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

**Fabrication and Falsification** - Unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information to use in any academic exercise.

**Multiple Submissions** - The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization.

***Collaboration in any assignment requires prior faculty approval.***

The College's commitment to maintaining and encouraging a high degree of honesty is demonstrated in many ways. One manifestation is the policies and procedures governing student violations of academic honesty. Specific definitions, penalties, and procedures for dealing with violations of the code of student academic honesty can be found in the Assumption College Student Academic Honesty Handbook. Copies of this publication may be found in the offices of the Dean of Undergraduate Studies, Student Affairs, the Library, and the Academic Support Center.

### **ACADEMIC GRIEVANCE AND PROCEDURES**

Incidents of academic dishonesty or other grievances should be resolved by the individual faculty member and the student and reported to the Dean of Undergraduate Studies. Grievances, which arise in that process, may be handled informally or formally as outlined in the Student Academic Policy document. Every student received a copy upon entrance to the College. Copies are available in the Dean of Undergraduate Studies Office, departmental offices, the Office of the Registrar, and the d'Alzon library.

### **EXCUSED ABSENCES**

Attendance policy is first and foremost set and overseen by the faculty. Your first contact regarding whether or not you have been excused from class, and what work you missed, is your professor. Excusing an absence registers in different ways in different classes, and this is a decision only your professor can make, based on the particularity of his or her course objectives, and syllabus policy.

Excused absences do not constitute an excuse from doing the work in a timely fashion. Compassion is balanced with integrity and fairness.

Dean's Office notices are for serious, sustained illness or injury, and family tragedy, such as the loss of a loved one. If you miss one full week of class for the reasons above, call the

Dean's Office at 508-767-7086, provide documentation, and we will send out a notice of documented absence for the indicated days.

Please note that the import of any excuse will still be determined by your professor. Again, attendance policy is first and foremost set by the faculty.

### **POLICY ON INCOMPLETES**

Incomplete (I) is given ONLY when a student, because of a documented illness or serious emergency at the end of the semester, has not been able to complete the requirements of her/his course by the grade deadline. Incompletes are granted by the Dean of Undergraduate Studies upon request of a faculty member. The deadline to complete an incomplete is six weeks into the following semester. All unresolved incompletes turn to Fs after that date.

### **PROBATION AND ACADEMIC STANDING**

All students are expected to maintain progress toward the degree. Students who fail to earn a 2.0 grade point average in a given semester will be reviewed by the Academic Policy Board, and one of three statuses will be assigned:

1. Academic Probation, 2. Conditional enrollment, or 3. required withdrawal from Assumption College.

Good academic standing means that the student is making steady progress toward the degree and can achieve the 2.00 GPA required for graduation. A 2.00 in the major is also a requirement for graduation.

### **FEDERAL GUIDELINES FOR SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID**

Satisfactory Academic Progress: In order to retain financial aid eligibility, all undergraduate students enrolled on either a full-time or part-time basis must maintain Satisfactory Academic Progress (SAP). SAP is defined by the regulations of the U.S. Department of Education as "proceeding in a positive manner toward fulfilling degree requirements." These standards are differentiated from the academic standing policy as defined in the College Catalog.

Students are evaluated on an annual basis to occur at the end of the spring semester. SAP review includes the following qualitative and quantitative standards of measurement: Cumulative GPA, Credit Hour Completion and Maximum Time Frame Limitation.

#### **Qualitative**

All degree-seeking, undergraduate students must meet the following minimum cumulative GPA requirements based on the number of attempted credits:

<b>Attempted Credits</b>	<b>GPA</b>
<b>0-30</b>	1.6
<b>31-54</b>	1.8
<b>55-114</b>	2.0

Please refer to the Academic Elements section for more information on which credits are counted as attempted credits.

### **Quantitative**

All degree-seeking, undergraduate students must earn at least 67% of the credits they attempt. A student must earn this minimum percentage of credits each year to ensure they are on pace to complete their educational program within the allotted Maximum Time Frame.

The Maximum Time Frame for completing a program cannot be longer than 150% of the published length of the program or the required number of credits of the student's degree program. For a full-time student pursuing a 4-year degree, the student is allowed up to 6 years or 180 attempted credits of financial aid eligibility to earn the 120 credits required for degree completion. All semesters the student is enrolled will count towards the maximum time frame, even if the student did not receive aid for each of those semesters. If it becomes apparent that the student will be unable to meet SAP standards within the maximum time frame, the student will become ineligible for financial aid.

### **Academic Elements**

When calculating cumulative GPA and attempted and earned credits, the following conditions apply:

- Incomplete – will not count until an official grade has been posted, after which SAP will be re-evaluated.
- Withdrawals – will be counted as attempted for those classes dropped after the end of the College's add/drop period.
- Repeated Courses – will be counted as attempted and the higher earned grade will be used to calculate the GPA.
- Transfer Credits – will be counted as attempted and earned credits, but will not be used towards the cumulative GPA.

### **Regaining Financial Aid Eligibility**

Students not meeting the minimum standards for SAP will be notified in June by the Office of Financial Aid. Ineligible students will have 10 days from the date of the letter to submit a letter of appeal. The basis on which a student may file an appeal includes the following: the death of a relative, an injury or illness of the student, or other special circumstance that prevented the student from making SAP. The appeal needs to address what has changed in the student's situation that will allow the student to demonstrate SAP at the next evaluation.

Appeals will be reviewed by the Financial Aid Appeals Committee. The Appeals Committee will respond in writing to each student regarding the outcome of their appeal. If the appeal is approved by the committee, the student will be eligible to enroll and receive financial assistance either on a Financial Aid Probation Status or an Academic Education Plan for their next semester of enrollment. The committee will not consider subsequent appeals unless there is an extenuating circumstance.

**Financial Aid Probation:** If a student's appeal is approved, they may be placed on Financial Aid Probation. The student is allowed to enroll in classes and receive financial aid for one semester. At the end of the semester, the student will be re-evaluated for SAP. If the student has still not met SAP standards, the student will become ineligible for financial aid for all subsequent semesters until they comply with SAP standards.

**Academic Education Plan:** A student's appeal may be approved with the condition s/he follow an Academic Education Plan, standards of which will be set forth by the Financial Aid Appeals Committee. The student is allowed to enroll in classes and receive financial aid for one semester. At the end of the semester, the student will be reviewed to ensure they are meeting the terms of s/he Plan. Progress of the Plan will continued to be monitored annually after the end of each spring semester.

If the student chooses not to appeal or the appeal is denied, the student may continue to enroll in classes (without the assistance of financial aid) if s/he are still academically eligible to do so. Payment plans and alternative loans are available to assist the student during the semester(s) in which the student remains ineligible for aid. A student may regain eligibility by meeting SAP standards in future semesters.

## **REGISTRATION PROCEDURES**

In courses other than Day College courses:

### **Permission for Graduate Course Form**

- 1) Used by juniors and seniors wishing to take a graduate course at Assumption.
- 2) Requires a 2.75 overall GPA and 3.00 GPA in relevant major.
- 3) Required signatures: a) Department Chair, b) Graduate Dean.

### **Day Student Inter-College Registration Form**

- 1) Used for day students who want to take a course in Continuing and Career Education in the fall or spring semester. These courses count against the four-course limit on courses taken outside the day college, and must be pre-approved by the relevant department chair.
- 2) Students must consider how many courses have been taken off-campus (limit of four) and whether this is a sixth course, which could lead to additional charge.
- 3) Required signatures: a) appropriate department chair b)Registrar; c) Dean of Continuing and Career Education.

### **Cross Registration Permit for Worcester Consortium Form**

If an Assumption College student wishes to take a course at another college in the Worcester Consortium, s/he needs the following signatures: a) Department Chair or the Dean of Undergraduate Studies; b) Assumption Registrar; c) Registrar at the other institution. d) Other institution's instructor's signature may be required, also.

Normally, only one course per semester may be taken through the Consortium.

### **Off-Campus Course Approval Form**

- 1) Used to approve courses that are outside the Undergraduate Day College. This includes Worcester Consortium courses or CE courses taken during intersession or summer..
- 2) Required signatures: Department Chair or Dean of Undergraduate Studies, if no chair is relevant.

### **Add/Drop Procedure**

- 1) To add an open course: signature of student's advisor is required
- 2) To add a closed course: required signatures of course instructor and student's advisor
- 3) To drop a course: signature of student's advisor is required
- 4) Please note that changing from one section to another of the same course does not require a signature.

## STUDENT ATHLETE INFORMATION

At Assumption, academics come first. But the value of being a member of one of our many intercollegiate teams is considerable, provided you can balance the demands of intercollegiate play with the rigors of your studies. Student-athletes face special challenges. How will you find courses that work with your practice schedule? Will your absences be excused if you have to miss class because of a game? What grades do you need to maintain eligibility, and what happens if you lose eligibility? Here is some information to help you know the ropes.

### Course Selection and Scheduling

Be sure your academic advisor knows that you are a student-athlete, and when you are in-season. Know when your team practices, so you can make informed decisions about course selection. See your advisor often, and register on time, meaning when the window for your class opens, so you will have the greatest chance of getting a seat in the classes that work for you.

Time management is crucial for student athletes. The *Assumption College Student Handbook* is also a Planner. Use it. Time management workshops and materials are available (free!) in the Academic Support Center on the second floor of the d'Alzon Library. Student athletes who stay organized and on top of their studies, thrive.

### Missing Class Because of a Game

Student athletes are expected to attend all classes and labs, and to abide by the attendance policies set by their professors. Each professor remains in charge of his or her own class attendance policy. College attendance policies for student-athletes do not supersede each individual professor's attendance policy.

On the first day of class, tell your professors that you are on a team, and that you are in-season. It is up to *you* to work out any excused absences with your professors well in advance of any absences due to intercollegiate *competition* (again, not practices.) You should inform yourself of your game schedule ASAP, so you can work things out with your professors.

If your professor asks for it, the Dean of Undergraduate Studies will confirm that you are on the roster, and have a competition, but again, it is up to **you** to request such confirmation from the Dean well in advance of the absence.

The maximum total number of excused absences a student can receive in a semester is five (5) classes, and for any one course, the absences cannot exceed one week's attendance: once for a course that meets only once a week, three for a course that meets three times a week, etc.

Of course, any time you miss a class, even if it is excused, it is up to you to find out what you missed, and make up any missed work. Professors have the right to refuse to give you permission to miss a class particularly if a test or quiz is scheduled at that time. So, speak with your professor early to avoid this issue coming up at the last minute.

### NCAA Eligibility

In order to play intercollegiate sports, you must register with the National Collegiate Athletics Association Initial Eligibility and Amateurism Clearinghouse no later than the summer prior to your freshman enrollment. Team members must abide by all NCAA and Assumption College rules on eligibility. In fact, the NCAA's policy is that a rule established by a member institution becomes an NCAA rule as well, for student athletes attending that college. Thus a College rule violation is also an NCAA violation.

At Assumption College you must maintain a 2.0 or a C average every semester to maintain NCAA eligibility for the following semester, and you cannot fall more than six credits (usually two courses) behind your graduating class. If you fall below a 2.0 in a semester, or fall more than six credits behind, you are ineligible and cannot practice or play a sport the following semester.

Any student-athlete who falls below at 2.0 for the semester is put on academic status, either probation or conditional enrollment, depending on the severity of the academic problem, and is given some kind of academic support.

Student-athletes on probation are *ineligible* to practice or play a sport. In some circumstances, with the successful completion of pre-approved intercession or summer coursework, a student-athlete *might* regain athletic eligibility. However, in such cases the student would remain on probation, and still be expected to participate in any academic support put in place by the Dean's office.

Students on conditional enrollment are in danger of being required to withdraw from the college. **Under no circumstances** are they allowed to practice or play a sport. Students on conditional enrollment might well benefit from intercession or summer coursework to rectify poor grades, but cannot regain eligibility regardless of what effect such coursework might have on their grade point average.

Finally, if a student is required to withdraw from the college, he or she must leave for at least one full semester. Should the Dean of Undergraduate Studies readmit that student to Assumption College, he or she would return on Conditional Enrollment and would be ineligible to practice or play a sport during the first semester in which they return.

Questions regarding athletic eligibility should be directed to Prof. Kevin Hickey, 508-767-7296, [khickey@assumption.edu](mailto:khickey@assumption.edu). You can find the NCAA website at <http://www.ncaa.org/wps/portal>.

### **WITHDRAWAL FROM A COURSE**

Once the add/drop period is over, the only way a student may exit a course is to withdraw from it. Withdrawing from a course is a serious decision, as it is costly both in money (a course is worth approximately \$4,000 of tuition) and in time, as any such withdrawal puts a student behind his or her class, and means taking and paying for a course in the summer or intersession. Courses from which a student has withdrawn appear on the student's transcript, marked with a "W."

A student withdraws from a course by completing the course withdrawal form available in the Registrar's Office. Withdrawal forms must bear the signatures of the instructor of record, and the student's academic advisor. The deadline for withdrawal is published in the Academic Calendar. Students are not permitted to withdraw from more than one (1) course if this changes their status to that of a part-time student, carrying three or fewer courses. (See Federal Guidelines on Eligibility for Financial Aid above).

### **WITHDRAWAL WITH INTENT TO RETURN**

It is sometimes necessary for students to interrupt their studies due to ill health, family emergency, or other serious reason. For such students, we offer Withdrawal with Intent to Return (WWIR). Applications for WWIR are processed by the Dean of Undergraduate Studies, 026 Alumni Hall. The applicant must be in good academic and conduct standing, must request WWIR for a specific period of time, stating cause, and must confer with



Financial Aid prior to departure regarding the effects of WWIR on financial aid, loans repayment, grace periods, and other information.

Please note that students undertaking coursework while away are limited to four (4) courses total, only two of which may satisfy General Education requirements. All transfer courses must be pre-approved by the relevant department chair. Courses taken in Assumption College's Continuing and Career Education count as transfer courses, and must be pre-approved.

When the student wishes to return, the student will write a letter to the Dean of Undergraduate Studies, requesting re-admission. If conditions were set for return at the time of application for WWIR, those conditions must be met. For students returning from WWIR, every effort will be made to reinstate financial aid in its original form. An administrative fee of \$250.00 is charged for each semester of WWIR.

The Dean of Undergraduate Studies will inform students on WWIR when registration for the subsequent semester's courses is imminent. Students planning to reside on campus should contact Residential Life at 508-767-7505 regarding housing.

**Students studying abroad or studying away are not required to take WWIR**, but are on a study abroad/away leave of absence from the college.

#### **WITHDRAWAL FROM THE COLLEGE**

A student who voluntarily withdraws from the College must:

- 1) Return all College property and settle all financial obligations with the College;
- 2) Inform the Office of the Dean of Undergraduate Studies of her/his intention and complete a withdrawal form.

A student who receives considerable financial support from her/his parents or guardians would be well-advised to obtain their written permission prior to withdrawing officially.

The official date of her/his withdrawal is the date the withdrawal form is signed in the Office of the Dean of Undergraduate Studies.

A student who withdraws without having complied with the above requirements will receive a grade of F (Failure) in all current courses. The student also forfeits possible tuition refund, all rights to transcripts or grades, and consideration for readmission.

## **APPENDIX I**

### **INSTITUTIONAL POLICY ON DISCRIMINATION AND HARASSMENT**

The College is committed to upholding standards that promote respect and human dignity in an environment fostering learning and professionalism. It is the policy of the College to maintain an educational and work environment free from all types of discrimination and harassment, an open environment which values and protects individual dignity and the integrity of human relationships. Accordingly, all forms of discrimination against or harassment of any member of the College community, whether based on race, color, religion, national origin, age, sex, sexual orientation or disability, Vietnam or disabled veteran status, or such other characteristic recognized by law as unacceptable, are *prohibited*.

The educational process at the College is based on mutual trust, freedom of inquiry, freedom of expression, and the absence of intimidation and exploitation. Such an atmosphere of respect and regard for individual dignity among members of the academic community is essential if the College is to function as a center of academic freedom and intellectual advancement. In addition, the College has a compelling interest in assuring the provision of an environment in which learning and work may thrive. Such an environment requires free and unfettered discussion of the widest possible nature, one which encourages expression of all points of view. The College recognizes that the academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material. Assertions regarding any of the characteristics listed above, however, shall be directly related to the exchange of ideas, ideologies or philosophies. Any such assertions in the teaching context that are persistent, pervasive, and not germane to the subject matter may constitute sexual or another form of harassment and will not be tolerated.

#### **Legal Basis**

The following definitions of harassment are provided with reference to and are intended to be inclusive of the provisions of federal and local civil rights acts including Titles VI and VII of the Civil Rights Act, Title IX of the Educational Amendments of 1972, the Civil Rights Restoration Act of 1988, as well as applicable state and case law.

#### **Harassment**

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion to an individual based on their race, color, religion, national origin, age, sex, sexual orientation or disability, Vietnam or disabled veteran status or such other characteristic recognized by law as unacceptable by an individual or by that individual's relatives, friends, or associates if the conduct also includes one or more of the following:

- 1) Has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
- 2) Has the purpose or effect of unreasonably interfering with an individual's work performance;
- 3) Otherwise adversely affects an individual's employment opportunities;
- 4) Has the purpose or effect of creating an intimidating, hostile, or offensive study, learning, or living environment;
- 5) Has the purpose or effect of unreasonably interfering with an individual's study, learning, or living experience; or
- 6) Otherwise adversely affects an individual's educational opportunities.

### **Sexual Harassment**

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's academic or employment standing, or (2) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work or academic environment.

Sexual harassment occurs in a variety of circumstances that tend to share a common element, which is the introduction of sexual conduct or comments in the work or educational setting. Often, sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors or sexual attention becomes a condition of employment, work, education, study or benefits. Sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal or physical behavior have a detrimental effect on a person's ability to study or work at the College.

While it is not possible to list all those circumstances that constitute sexual harassment, the following are some examples:

- 1) Unwelcome sexual advances whether they involve physical touching or not;
- 2) Requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; implied or overt promises or threats concerning an individual's academic status;
- 3) Unwelcome sexual jokes, use of sexual epithets, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's sexual activity, deficiencies, or prowess;
- 4) Unwelcome letters, notes, telephone calls, or electronic communications;
- 5) Displaying sexually suggestive objects, pictures, cartoons; unwelcome leering or whistling; brushing against the body; sexual gestures; suggestive or insulting comments.

### **Harassment/Discrimination Complaint Procedures**

Complaints that may be addressed under this policy include complaints based on the conduct of College students, faculty, administrative and staff members and other persons acting in official College capacities. If any member of the Assumption College community believes they have been subjected to discrimination or sexual harassment or believes they have witnessed discrimination or sexual harassment, it is the College's policy to provide that member with the right to file a complaint. This may be done in writing or verbally. However, official allegations must be filed in writing as outlined below.

When the complaint is received, it will be promptly investigated. The investigation will include a private interview with the person filing the complaint and with witnesses. Also, the investigation will include a private interview with the person alleged to have committed a discriminatory act or sexual harassment. Complaints of sexual harassment shall be filed with:

Director of Human Resources  
Alumni Hall, Room 109  
508-767-7318

Other appropriate individuals may include:

General Counsel  
Alumni Hall, Room 118,  
508-767-7156  
Executive Vice-President  
Alumni Hall, Room 108  
508-767-7424

Official allegations of harassment or discrimination are to be made to the Director of Human Resources in writing within 180 calendar days of the allegedly harassing or discriminatory event. The complaint must include the following information: name, address, and telephone number of the complainant; the nature of the complaint; date(s) and location(s) of the alleged occurrences(s); evidence on which the complaint is based; and the redress sought by the complainant.

The Director of Human Resources shall have 20 calendar days in which to conduct an investigation of the complaint. The Director of Human Resources may act as investigator or may arrange for another individual to act as investigator in the matter. The investigator shall be familiar with the appropriate sanctions that might be imposed against the individual against whom the complaint is made in the event that harassment or discrimination is found to have occurred. The investigator's report will be provided to a College officer or supervisor with the requisite authority to impose such sanctions.

The purpose of the investigation is to establish: (1) whether there is a reasonable basis for believing that the alleged violation of the policy has occurred; (2) the factual circumstances surrounding the claim; and (3) the appropriate sanction to be imposed on an individual found to have engaged in prohibited conduct. The investigator shall promptly provide the person against whom the complaint is made with a copy of the formal complaint and shall notify the appropriate College officer or supervisor of the nature of the complaint and of the identity of the parties.

In conducting the investigation, the investigator may interview the complainant, the person against whom the complaint is made, and any other persons believed to have pertinent factual knowledge. At all times, the investigator shall take steps to maintain strict confidentiality. The parties and any notified College officer or supervisor shall maintain strict confidentiality as well.

The investigator shall be in communication with the complainant until the complaint is resolved. The complainant shall be informed of general actions taken, but shall not be informed of specific conversations held with the person against whom the complaint is made.

Upon the expiration of the 20 calendar day period the investigator shall have an additional 10 calendar days to produce a written report summarizing the findings of fact and providing recommendations as to the appropriate administrative action to be taken. This report will be provided to the parties, to the appropriate College officer or supervisor and to the

President of the College. If sanctions are imposed, this report will become a part of the personnel file of the individual against whom the complaint was made.

Recommended sanctions may include, but are not limited to, written reprimand of the person against whom the complaint is made, suspension or dismissal of the person against whom the complaint is made, a change of grade or other academic record, a change of course section, a change of reporting line for an employee, or any other appropriate sanction(s) under the circumstances.

A complaint may also be brought by a person outside the College community if the alleged offense occurred with regard to application for admission as a student, to inquiry or application for employment, to bidding for contracts by individuals or company representatives, or to any other official action by a member of the College community. Such complaints shall be to the Director of Human Resources.

### **Appeals**

If either party disputes the findings or is dissatisfied with the procedures or recommendations of the investigator's report, the party may appeal such findings by filing a written appeal with the President of the College within 15 calendar days of receipt of the written report. The President of the College will review the record of the matter and will reach a final determination as to any action to be taken within 10 calendar days of receipt of the appeal.

The determination of the President of the College is final and may only be addressed further by petition to the appropriate grievance committee of the party who remains dissatisfied or who continues to be accused.

Victims of discrimination or sexual harassment or those individuals who have witnessed an act of discrimination or sexual harassment, in addition to the right to file a complaint, may also seek advice from the Director of Human Resources, Alumni Hall, Room 109, 767-7318. The Director of Human Resources is available to discuss any concerns one may have and provides information about the policy on discrimination and sexual harassment and the complaint process. The Director will work with individuals to find a way of resolving concerns in an informal manner acceptable to the victim and in a manner which would offer as much privacy and confidentiality as possible.

### **State and Federal Remedies**

In addition to the above, if you believe you have been subjected to harassment, you may file a formal complaint with either or both of the following government agencies:

United States Equal Opportunity Commission

One Congress Street  
10th Floor, Room 1001  
Boston, MA 02114  
617-565-3200

Massachusetts Commission Against Discrimination

424 Dwight Street  
Springfield, MA 01103  
413-739-2145

Or

One Ashburton Place, Room 601  
Boston, MA 617-727-3990

### **Anti-Retaliation Statement**

Retaliation of any kind against anyone filing a complaint of harassment or discrimination is prohibited. Initiating a complaint of harassment or discrimination will not affect a complainant's employment, compensation or work assignments or, in the case of students, grades, class selection, or any other matter pertaining to student status.

Distinguishing between harassing or discriminatory conduct and conduct that is purely personal or social without a harassing or discriminatory work or educational effect requires a determination based on all of the facts pertaining to the situation. False accusations of harassment or discrimination can seriously injure innocent people. Initiating a false harassment or discrimination complaint or initiating a harassment or discrimination complaint in bad faith may result in disciplinary action. A finding for the accused does not constitute a finding the complaint was in bad faith.

### **Hostile Environment in Absence of Complaint**

If the College has credible notice – either direct or indirect – of possible discrimination or sexual harassment of a member of its community or notice of a sexually hostile or discriminatory environment, then it will take immediate and appropriate steps to investigate or otherwise determine what occurred and take steps reasonably calculated to end any harassment and/or discrimination, eliminate a hostile environment if one has been created, and prevent harassment and/or discrimination from occurring again.

## **APPENDIX II**

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar, Dean of Undergraduate Studies, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.

Students may ask the College to amend a record that they believe is inaccurate or identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Higher Education; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without a student's consent to officials of another school in which a student seeks or intends to enroll.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5902

The items listed in the following paragraph may be released at the discretion of the College. Under the provisions of the Family Educational Rights and Privacy Act of 1974 (As Amended), students have the right to withhold the disclosure of any or all of the items. Written notification to withhold any or all items must be directed to the Registrar's Office by the publicized deadline.

Items: The student's name, address, telephone listing, campus e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, current photo, and the most recent previous educational agency or institution attended by the student.

A request to withhold any or all of the above data in no way restricts internal use of the material by the College.

Only parents of dependent students have access rights to the records of students. In compliance with the Family Education Rights and Privacy Act of 1974 (As Amended), the College reserves the right to disclose information about dependent students to their parents without student's written consent. Information will not be released until the College is assured that the parent is entitled to such information.

Students have the right to review their disciplinary records, which are maintained by the Office of Student Affairs. Students may challenge the content of those records which they believe to be inaccurate or misleading. In order to review records, students should make an appointment with the Dean of Students. In order to maintain the confidentiality of other students, the Dean of Students will review the file with the student in summary form. Duplicate copies of the file will not be issued to the student.

## **APPENDIX III**

### **POLICY REGARDING STUDENTS WITH SUBSTANCE ABUSE OR ADDICTION PROBLEMS**

Abuse of and/or addiction to various substances such as alcohol and other drugs is becoming increasingly apparent in our society. Assumption College wishes to recognize that this situation exists and to take the steps necessary to address the problem on the campus. Our concern focuses on the welfare of the affected individual and of the entire College community. When a student indicates by her/his behavior that abuse and/or addiction is possible, professional assessment will be requested by the Office of Student Affairs. Upon recommendation from qualified professionals, the Office of Student Affairs will take the following measures:

- determine whether a student is capable of continuing studies, and under which conditions;
- determine whether a student should live on campus, and under which conditions;
- when appropriate, the Office of Student Affairs will notify certain or all individuals associated with the affected student, including Resident Directors, Resident Assistants, roommates, the Department of Public Safety/Campus Police, and/or parents, of any problems and restrictions that may exist. This is done in an effort to provide the affected individual with the necessary support in managing the abuse or addiction.
- require out-patient counseling and in-patient treatment if recommended.

Students with substance and/or addiction problems will not be exempt from disciplinary action whether or not they are participating in out-patient counseling or special programs. Students who fail to cooperate with College authorities in these matters may be subject to actions leading to their dismissal from the College.

Parents will be notified of this policy and, if advisable, will be apprised of individual cases.

## **APPENDIX IV**

### **WITHDRAWAL POLICY**

The Vice President for Student Affairs (or designee) may ask or require a student to withdraw if s/he:

- Poses a threat to the lives/safety of self or others or refuses to cooperate with efforts deemed necessary by the Dean of Students or his/her designee to determine if the student is in such danger. (Assumption College reserves the right to contact any student's parents/legal guardians when the administration deems it necessary to protect the student from physical or psychological danger);
- Is substantially unable to carry on her/his responsibilities as a student;
- Has interfered with the rights of other members of the College community or has repeatedly harassed any member of the College community.
- Behaves in ways that substantially interfere with the primary educational mission of the College.

The Office of Student Affairs will, within three days of involuntary withdrawal, hold a hearing and subsequent investigation into the student's ability to continue at Assumption College and supply a written statement as to the reasons for its concerns. Parents, or other



appropriate persons (i.e., faculty, roommates, etc.), may be contacted either by the student or the Office of Student Affairs for information and may participate in an informal meeting.

The hearing determines whether the student may continue classes or withdraw until requirements outlined by the Vice President for Student Affairs (or designee) are met.

## **APPENDIX V**

### **POLICY REGARDING HOSPITALIZATION**

Students hospitalized must submit (**prior to resuming classes and/or on-campus residence**) a note to the Office of Student Affairs from their professional caretaker indicating that they are physically and/or emotionally capable of resuming academic course work and, if applicable, the responsibilities of on-campus residency.

## **APPENDIX VI**

### **COMPUTER & NETWORK USE POLICIES**

#### **POLICY REGARDING COMPUTER SOFTWARE**

Assumption College licenses the use of its computer software from a variety of outside companies. Assumption does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it.

Assumption personnel (administrators, faculty, staff, and students) may use the software only in accordance with the license agreement. (Information on the agreement may be obtained from the Information Technology & Media Services Office.) In particular, unless authorized by the software developer, it is illegal to make copies, on diskette or otherwise, of software (programs, word processors, spreadsheets, etc.) that bear the copyright symbol and/or a copyright number.

Anyone caught making, acquiring or using unauthorized copies of computer software will be subject to appropriate disciplinary action.

According to the U.S. Copyright Law 17 U.S.C. Section 504, illegal reproduction of software can be subject to civil damages of \$100,000 or more and criminal penalties including fines and imprisonment.

Disciplinary action resulting from a violation of this policy will range from one year suspension from the College (as well as restitution for damages committed) to expulsion from the College.

### **ASSUMPTION COLLEGE TECHNOLOGY ACCEPTABLE USE POLICY**

#### **Purpose**

Information Technology & Media Services (IT&MS) at Assumption College supports the educational, institutional, and administrative activities of the College. The use of these resources is restricted to members of the Assumption College community. As a user of these resources, you have access to College resources, to sensitive data, and to internal and external networks. Consequently, it is important for you to behave in a responsible, ethical, and legal manner.

In general, acceptable use means respecting the rights of all computer users, the integrity of the campus facilities and all pertinent license and contractual agreements. If an individual is found to be in violation of the Acceptable Use Policy, the College may take disciplinary

action, including the restriction and possible loss of network privileges. A serious violation could result in more serious consequences, up to and including suspension or expulsion from Assumption College. Individuals are also subject to federal, state and local laws governing interactions that may occur on the Internet. These policies and laws are subject to change as state and federal laws develop and change.

This document establishes specific requirements for the use of all computer and network resources at Assumption College.

### **Scope**

This policy is directed at all users of computer and network resources owned or managed by Assumption College. Individuals covered by the policy include (but are not limited to) Assumption faculty and visiting faculty, staff, students, alumni, or guests of the administration, external individuals, and organizations accessing network services via Assumption's computing facilities.

Computing resources include all College owned, licensed, or managed hardware and software, and use of the College network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

These policies apply to technology administered in individual departments, the resources administered by IT&MS, personally owned computers, tablets and/or (smart)phones and devices connected by wired or wireless to the campus network, and to off-campus remote computers that connect to the College's network services through VPN.

### **Rights and Responsibilities**

As a member of Assumption College, the college provides you with the use of computing and work-related resources, including access to the Library, computer systems, servers, software and databases, to the campus telephone and voice mail systems, and to the Internet. You have a reasonable expectation of unobstructed use of these tools, of certain degrees of privacy and of protection from abuse and intrusion by others sharing these resources.

In turn, you are responsible for knowing the regulations and policies of the College that apply to appropriate use of the College's technologies and resources. You are responsible for exercising good judgment in the use of Assumption College's technological and information resources.

### **Acceptable Use**

- You may use only the computers, computer accounts, and computer files for which you have authorization.
- You may not use another individual's account, or attempt to capture or guess other users' passwords.
- You are individually responsible for appropriate use of all resources assigned to you, including the computer, software and hardware. Therefore, you are accountable to the College for all use of such resources. As an authorized Assumption College user of resources, you may not enable unauthorized users to access the network by using an Assumption computer or a personal computer that is connected to the Assumption network.

- The College is bound by its contractual and license agreements respecting certain third party resources; you are expected to comply with all such agreements when using such resources.
- You should make a reasonable effort to protect your passwords and to secure resources against unauthorized use or access. You must configure hardware and software in a way that reasonably prevents unauthorized users from accessing Assumption's network and computing resources.
- You must not attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.
- You must not use Assumption College computing and/or network resources in conjunction with the execution of programs, software, processes, or automated transaction-based commands that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users, or damage or degrade performance, software or hardware components of a system.
- On Assumption College's network and/or computing systems, do not use tools that are normally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffers, etc.)

#### **Assumption College Computing is a Shared Resource**

IT&MS expects to maintain an acceptable level of performance and must assure that unintended, excessive, or inappropriate use of the resources by one individual or a few does not negatively impact performance for others. The campus network, including RESnet, computer servers, mail and other central computing resources are shared widely and are limited, requiring that resources be utilized with consideration for others who also use them.

Assumption College may choose to set limits on an individual's use of a resource through quotas, time limits, and other mechanisms to ensure that these resources can be used by anyone who needs them. Monitoring is in place to determine the proper use of college resources.

#### **Adherence to Federal, State, and Local Laws**

As a user of Assumption College computing and network resources you must:

- Abide by all federal, state, and local laws.
- Abide by all applicable copyright laws and licenses. Assumption College has entered into legal agreements or contracts for many of our software and network resources which require each individual using them to comply with those agreements.
- Observe the copyright law as it applies to music, videos, games, images, texts and other media in both personal use and in creation of electronic information. The ease with which electronic materials can be copied, modified and sent over the Internet makes electronic materials extremely vulnerable to unauthorized access, invasion of privacy and copyright infringement.
- Do not use, copy, or distribute copyrighted works. Doing so may provide the basis for disciplinary action, civil litigation and criminal prosecution.

### **Inappropriate Activities**

Use Assumption College computing facilities and services for those activities that are consistent with the educational, research and mission of the College. Do NOT use college computing resources for political or personal economic gain. Do NOT use the campus computing facility in a way that would jeopardize the school's tax-exempt status.

### **Privacy and Personal Rights**

- All users of Assumption College computer and network resources are expected to respect the privacy and personal rights of others.
- Be professional and respectful when using computing systems to communicate with others; the use of computing resources to libel, slander, or harass any other person is not allowed and could lead to College discipline as well as legal action by those who are the recipient of these actions.

While Assumption College does not generally limit the content of information transmitted on the campus network, monitoring of College computing systems is ongoing. The College reserves the right to access and review such information under certain conditions. These include: investigating performance deviations and system problems (with reasonable cause), determining if an individual is in violation of this policy, or, as may be necessary, ensuring that Assumption College is not subject to claims of institutional misconduct.

Access to files on College-owned equipment or information by security officials, IT&MS or other pertinent College offices will only be approved by specific personnel when there is a valid reason to access those files. Authority to access user files can only come from the Executive Director of IT&MS in consultation with the Provost and the General Counsel. External law enforcement agencies and Public Safety may request access to files through valid subpoenas and other legally binding requests. All such requests must be approved by the General Counsel. Information obtained in this manner can be admissible in legal proceedings or in an Assumption College hearing.

### **Privacy in Email**

While every effort is made to ensure the privacy of Assumption College email users, this may not always be possible. Assumption College reserves and retains the right to access and inspect stored information without the consent of the user.

### **User Compliance**

When you use Assumption College computing services, and accept any College issued computer accounts, you agree to comply with this and all other computing related policies. You have the responsibility to keep up-to-date on changes in the computing environment, as published via Assumption College electronic and print publication mechanisms, and to adapt to those changes as necessary.

## **ASSUMPTION COLLEGE NETWORK USE POLICY**

### **Purpose**

This policy is designed to protect the Assumption College network and the ability of the campus to use it. The purpose of this policy is to define the standards for connecting all devices including computers, servers, tablets, phones or other devices to the College's

network. The standards are designed to minimize the potential exposure to Assumption College from damages (financial, loss of work, and loss of data) that could result from computers and servers inappropriately configured or maintained and to ensure that all devices on the network are properly connected and not adversely affecting network performance.

Assumption College must provide a secure network for educational, research, instructional and administrative functions and services. Damages from improperly connected or configured devices could interrupt or degrade service enough that the loss of sensitive and confidential data, interruption of network services and damage to critical Assumption College internal systems could occur. Schools that have experienced severe compromises have also experienced damage to their public image. Therefore, individuals who connect computers, servers and other devices to the campus network must follow specific standards and take specific actions.

### **Scope**

This policy applies to all members of the Assumption College community or visitors who have any device connected to the Assumption College network, including, but not limited to, desktop computers, laptops, servers, wireless computers, mobile devices, smartphones, specialized equipment, cameras, environmental control systems, and telephone system components. The policy also applies to anyone who has systems outside the campus network that access the Assumption College network. The policy applies to College-owned computers as well as personally-owned or leased computers that connect to the campus network.

### **Policy**

#### **NETWORK REGISTRATION**

Users of the Assumption College network are required to authenticate when connecting a device to it. Students on RESnet may need to install an agent on their computers before they are allowed on the network. The role of such an agent would be to audit the computer for compliance with security standards.

Information Technology & Media Services maintains a database of unique identifiers on RESnet containing network addresses and usernames for the purposes of identifying the owner of a computer when it is necessary. For example, the IT&MS Hub would contact the registered owner of a computer when his or her computer has been compromised or if a copyright violation notice has been issued for the IP address used by that person.

#### **RESPONSIBILITY FOR SECURITY**

Every computer or other device connected to the network has an associated owner (e.g. a student or staff member who has a personal computer). For the purposes of this policy, owners and caretakers are both referred to as owners.

Owners are responsible for ensuring that their machines meet the relevant security standards and for managing the security of the equipment and the services that run on it.

## **SECURITY STANDARDS**

These security standards apply to all devices that connect to the Assumption College network through standard College network ports, through wireless services, and through home and off campus connections.

- Owners must ensure that all computers and other devices capable of running anti-virus-malware software have Assumption College-licensed anti-virus software (or other appropriate virus protection products) installed and running. Owners should update definition files regularly.
- Computer owners should install the most recent security patches on the system as soon as practical or as directed by RESnet. Where machines cannot be patched, other actions may need to be taken to secure the machine appropriately.
- Computer owners of devices that contain PII (personally identifiable information) should apply extra protection as mandated by local, state and federal statutes.

## **NETWORK-BASED SERVICE PROVIDER**

IT&MS is responsible for providing reliable network services for the entire campus. Individuals or departments may not run any service which disrupts or interferes with IT&MS services. These services include, but are not limited to, email, DNS, DHCP, and Domain Registration.

## **PROTECTION OF THE NETWORK**

IT&MS uses multiple methods to protect the Assumption College network:

- monitor all traffic inbound-outbound on the network
- scan hosts on the network for suspicious activities
- block harmful traffic

All network traffic passing in or out of Assumption's network is monitored by an intrusion prevention system for signs of compromises. By connecting a computer or device to the network, you are acknowledging that the network traffic to and from your computer is monitored and may be scanned.

IT&MS continually scans the Assumption College network, looking for vulnerabilities. At times, more extensive testing may be necessary to detect and confirm the existence of vulnerabilities. By connecting to the network, you agree to have your computer or device scanned for possible vulnerabilities.

IT&MS reserves the right to take necessary steps to contain security exposures to the College and to block or remediate improper network traffic. IT&MS will take action to contain devices that exhibit the behaviors indicated below, and allow normal traffic and core college functions to resume.

- imposing an exceptional load on a campus service
- exhibiting a pattern of network traffic that disrupts core services
- exhibiting a pattern of malicious network traffic associated with scanning or attacking others
- exhibiting behavior consistent with the owner's device being compromised

IT&MS reserves the right to restrict certain types of traffic coming into and across the Assumption network. IT&MS may restrict traffic that is known to cause damage to the network or hosts on it, such as P2P, Bit Torrent, NETBIOS, Bonjour and Rendezvous. IT&MS also blocks other types of traffic that consume too much network capacity, such as all file-sharing traffic.

By connecting to the network, you acknowledge that a computer or device that exhibits any of the behaviors listed above is in violation of this policy and will be removed from the network until it meets compliancy standards.

## **APPENDIX VII**

### **POLICY REGARDING CONTRACTUAL RELATIONSHIPS**

The College as an entity maintains several types of contractual agreements with students that are not subject to College disciplinary procedures because they are not disciplinary in nature, but rather place the College in a role such as a proprietor. In these roles, the College may terminate students who fail to pay tuition or other expenses or may evict residents from their residence for major action that is inconsistent with the College's policies including non-payment of money owed the College. The President of the College delegates these powers to the appropriate administrative officer.

NOTE: Other regulations are contained in the College Catalog and other publications of the College. Regulations are subject to change at any time and will be communicated via written notice whenever possible or other means as appropriate.

## **APPENDIX VIII**

### **DISABILITY SERVICES**

Assumption College is committed to providing appropriate assistance to undergraduates with learning disabilities, ADHD/ADD, chronic medical conditions, physical disabilities or psychiatric disabilities who can effectively function in academic and educational environment.

For students entering the college environment and individual with disabilities must:

- Have a physical or mental impairment that substantially limits a major life activity
- Have record of such an impairment or
- Be regarded as having such impairment

#### **Taking the first step**

In order to provide academic or housing accommodations, students must self-identify and provide recent and appropriate documentation of disability to the Director of Disability Services. This office evaluates the clinical documentation and meets with students to discuss appropriate and reasonable accommodations.

Our experience shows that students achieve higher levels of academic and personal success when they demonstrate initiative to self-identify and request accommodations. The students become informed about the resources and services that are available and are involved with decisions about their options.

### **Need to know more?**

The Director of Disability Services can answer questions regarding support services and accommodations for prospective and current students, and works with students to determine appropriate accommodations.

### **ACCOMMODATIONS**

#### **Academic Accommodations**

Students are asked to sign a consent form allowing the Director of Disability Services to create a confidential memo of accommodation, which will be emailed to the faculty member. Students and their faculty will want to have a conversation, which might include:

- Discussing the accommodations listed and ideas on how these accommodations can be implemented.
- Requesting more detailed information on the course format, including exams and assignments.
- Providing more detailed information on the ways in which the disability impacts academics, possibly including learning style, strengths and weaknesses.

All students should feel they have been appropriately accommodated. If they feel this is not the case, they should contact Disability Services.

#### **Housing Accommodations**

Students who would like to request a residential accommodation should contact the Office of Residential Life for the most current Housing Accommodation Application. Housing Accommodation Applications are due for review by the Student Accommodations Committee at the following times:

- **Incoming Students:** prior to the final June Orientation program
- **Returning Students:** prior to the spring housing lottery

(New documentation must be completed each year an accommodation is requested).

If the request is granted, the College will work with the student to find an appropriate placement. Should the student's request for accommodation be denied, or should the accommodation proposed by the College be contested, the student has the right to appeal the decision.

#### **College Support Services**

The office of disability services works with faculty and staff across campus. A student may be referred to one or more of the following offices:

- **Academic Support Center (ASC)**  
The Academic Support Center provides tutoring services for all undergraduate students at Assumption. Students with disabilities may find tutoring helpful. This can be arranged for as an accommodation through the Director of Disability Services.
- **Student Development and Counseling Center (SDCC)**  
Assumption has mental health professionals available to provide counseling to students by appointment. The SDCC staff also makes referrals to local resources depending on the situation.



- **Student Health Services (SHS)**

Student Health Services provides medical care for a variety of issues. Students should call ahead to make an appointment. The Student Health Services staff also makes referrals to local resources depending on the situation.

### **Documentation**

Students who request reasonable accommodations must submit complete and current documentation of disability. The documentation should include an evaluation by an appropriately qualified professional and it should indicate the current impact of the disability as it relates to the request for accommodation. Some examples of documentation include educational evaluations, diagnostic reports, and medical reports. An Individual Education Plan (IEP) or a 504 Plan might serve as a helpful guide in the process, but they are not a substitute for complete and current documentation.

In addition to documentation, students are required to complete a consent information form.

Once documentation and the consent information is received, it will be reviewed in order of receipt. Because eligibility and the accommodation process take time, it is recommended that documentation be submitted well in advance of any accommodation request.

Once documentation has been reviewed by the Office of Disability Services, the student must schedule a meeting with the Director to discuss and determine reasonable accommodations.

### **Students must request accommodations each semester.**

Students who are registered with disability services will receive an email reminder, sent to their Assumption.edu email account prior to the start of each semester.

### **The Appeals Process**

Assumption College works closely with students to accommodate their individual situations. The following recourse is available to a student who feels the needs for accommodations are not being met:

- The student should immediately discuss any concerns with the Dean of Undergraduate Studies. If the student does not feel the issue has been resolved and chooses to pursue the concern, the complaint must be submitted in writing to the Dean of Undergraduate Studies. This should be done as soon as possible, but must be done within 10 days of the refusal of an accommodation or failure to resolve the concern.
- The Dean of Undergraduate Studies will assemble and chair a review panel consisting of objective and appropriate representatives from the offices of Student Affairs, Student Health Service, Student Development and Counseling, Human Resources, and Campus Police. After reviewing the appeal in light of all relevant information, the Student Accommodation Appeals Committee will either uphold the original decision/accommodation as determined either by Disability Services or the Student Accommodation Committee, or revise the accommodation. The decision of the Student Accommodation Appeal Committee is final.
- The Dean of Undergraduate Studies will notify the student in writing of the College's final decision. (The appeals process should be completed within 30 days from the time the appeal is referred to the Student Accommodation Appeal Committee)

## **APPENDIX IX**

### **JURY SERVICE**

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, “Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts”

It is not unusual for students residing in Worcester County to be summoned to serve as trial jurors. Jury service, on a short-term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community. Assumption College supports students in their fulfillment of this civic duty.

Students should carefully read all materials they receive with their summons to service, which contain helpful information about confirming, postponing, rescheduling, or relocating service, and address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

Students who must miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work. Students should also notify the Dean of Undergraduate Studies office and provide a copy of their summons notice or the certificate of service when making these arrangements.

If you have questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, please consult the Student’s Guide to Jury Duty brochure, available in the Office of Student Affairs or contact the Office of the Jury Commissioner (1-800-THE-JURY/1-800-843-5879). Further information can be found on the Office of Jury Commissioner’s website at [www.massjury.com](http://www.massjury.com).

## **APPENDIX X**

### **MISSING STUDENT NOTIFICATION POLICY AND PROCEDURE**

Assumption College takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating Assumption student(s) living in college-owned, on-campus housing, who based on the facts and circumstances known to the College are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing her/his routine without informing her/his roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to Campus Police as soon as possible. Every report made to Campus Police will be followed up with an immediate investigation. Once a student has been missing for 24 hours or if a situation indicates suspicious circumstances in the student disappearance the incident will be reported to appropriate local and/or state police

Depending on the circumstances presented to College officials, parents of a missing student will be notified. The suspected missing student’s parent(s) or guardian(s) will be notified if the student is under 18 years of age. In the event that parental notification is necessary, the Dean of Students (or his/her designee) will place the call.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event s/he is reported missing while enrolled at Assumption College. This emergency information will be maintained by the Office of Student Affairs and updated annually. Students are strongly encouraged to notify the Office of Student Affairs when there is any change in their emergency contact information

## **APPENDIX XI**

### **HEOA COMPLIANCE STATEMENT AND POLICY REGARDING THE USE OF UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIALS**

Assumption College Information Technology & Media Services in compliance with the Higher Education Opportunity Act (HEOA) of 2008, has in place plans to effectively control and eliminate unauthorized distribution of copyrighted materials. The campus provides alternatives to illegal downloading or peer-to-peer distribution of intellectual property.

#### **A) POLICIES AND PROCEDURES TO COMBAT UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL AT ASSUMPTION COLLEGE.**

Assumption College has in place programs to combat the unauthorized distribution of copyrighted material by users of the campus network without impacting educational freedom, intellectual curiosity along with the need to conduct the “business” of the college. These programs include the following:

- 1) **Technology Solutions.** Assumption College uses the following technology-based deterrents to combat the unauthorized distribution of copyrighted material by users of the campus network:
  - a) Bandwidth Shaping – Packet shaper blocks all known P2P programs and ports.
  - b) IPS – Tipping point blocks all known P2P ports.
  - c) Firewall rules block known websites and P2P ports.
  - d) Residence halls each have a separate vlan and cannot share with each other.
  - e) NAC prevents P2P from successfully connecting on RESnet.
  - f) Accept and respond to DMCA notices.
- 2) **Educating the College.** Assumption College distributes appropriate email/postal delivery of documents to inform students, staff, and faculty about the appropriate uses of copyrighted materials. These educational efforts include information that informs students that unauthorized distribution of copyrighted material may subject a student to civil and criminal liabilities. A description of the institution's policies regarding unauthorized P2P sharing is displayed each time a student logs into the RESnet network.
- 3) **Institutional Policies and Procedures.** The College has in place an appropriate Acceptable Use Policy as well hardware/software requirements to ensure all campus users can successfully connect and utilize the Assumption College network.
- 4) **Program Review.** Assumption College IT&MS Network Operations annually conducts an assessment of the effectiveness of its program to combat the unauthorized distribution of copyrighted material. Relevant assessment criteria include items such as bandwidth used for peer-to-peer applications

and the number of legitimate infringement notices received from rights holders. This review shall be conducted by the Executive Director of IT&MS with assistance from Network Operations staff.

#### **B) LEGAL ALTERNATIVES FOR DOWNLOADING.**

Assumption College through IT & MS makes available information about legal alternatives for accessing and downloading copyrighted material. As part of the annual review, the college shall reassess the availability of legal alternatives for downloading or otherwise acquiring copyrighted material. The results of the review will be made available annually to all Assumption students.

#### **C) RELATED POLICIES AND STATEMENTS**

##### **Legal Alternatives for Online Music and Movies**

The Internet offers a variety of legal entertainment alternatives, whether downloads or streaming, free or fee-based, DRM or DRM-free. Here's a sampling of your options:

- **Amazon** - Offering digital purchases of individual songs as DRM-free MP3s
- **eMusic** - Similar to iTunes but with subscription-based pricing; music offered as DRM-free MP3; works on both Mac and Windows
- **Grooveshark** - A music community that rewards users for sharing their own music, with a goal to compensate everyone from users to rights' holders.
- **iTunes** - Music, movies and more; service requires client download; basic content contains DRM, though iTunes Plus material is free of burn limits and DRM
- **Hulu** - A free online video service offering TV shows, movies and clips
- **Last.fm** - Offers Live streaming music much like Pandora
- **Live365** - Internet radio
- **Napster** - Subscription service with free trial
- **NetFlix** - Movie subscription service
- **Pandora** - Internet radio, including the "The Music Genome Project"
- **Rhapsody** - Subscription service for online listening and downloads; free trial
- **SHOUTcast Radio** - Free "audio homesteading solution"; lets you listen it on others radio channels or set up your own

Other recommendations:

- Several popular television programs are streamed at no cost, such as at **hulu**, or at their network's websites (**ABC** / **CBS** / **CWTV** / **FOX** / **NBC**).
- In addition, both the **MPAA** and **RIAA** offer their own lists of legal entertainment alternatives.

Questions or comments to: **blavner@assumption.edu**

##### **RIAA Anti-Piracy Enforcement Efforts**

The Recording Industry Association of America (RIAA) through 3<sup>rd</sup> party companies surveys computers connected to the Internet in search of violations of copyright law. A big focus is monitoring colleges and universities, due in part to the high speed Internet connections readily available at these institutions.

The RIAA's actions include sending **notices** to universities alleging network user violations of copyright laws. In these notices, the RIAA informs the schools of forthcoming copyright infringement lawsuits against network users (identified through Internet Protocol addresses), who they allege have been participating in illegal downloading or file sharing of copyrighted material. Additionally, in these notices, the RIAA indicates that prior to commencing litigation, it will send to the school a pre-litigation settlement letter with a request that the letter be sent to the alleged violator.

If Assumption College is requested to forward any **pre-litigation settlement letters** to alleged violators who can be identified using cited IP addresses, it will do so. However, in so forwarding any such letter, Assumption College does not vouch for the accuracy of what is contained in the letter; does not take a position on what the recipient should do in response to the letter; and will not offer legal advice to the recipient of such letters.

If a legal action is commenced by a recording industry party against alleged violators who are users of Assumption College's network, the university will identify these individuals if required by legal process (for example, a subpoena is served on the college seeking the identity of alleged violators).

If the RIAA subpoenas the university, we are legally required to identify a user associated with an IP address **if we are able to do so**. If a subpoena is served on the university, the university will provide notice of the subpoena to a user identified by the IP address cited in the subpoena. When and if an offending user is identified, User Services suspends network access and meets with the student to ensure the sharing is stopped and the user complies with the college's Acceptable Use Policy.

Sharing music (as well as movies, games, software or television shows) illegally and violating copyright law is a clear violation of Assumption College's Acceptable Use Policy.

### **Copyright Policy**

#### **What is Copyright?**

Copyright is legal protection to authors and creators of their work to control the use of their work. It applies to literary, musical, film, multi-media, graphic, analog, digital and/or any "created" work. Copyright is automatically created once the work is completed and copied/recorded.

#### **Who can claim Copyright?**

The author can claim copyright once the work is completed and recorded. Only the author can claim copyright. Authors of a joint work are co-owners of the copyright. Copyright owners have the right (exclusive) to reproduce the work, distribute the work (sell, rent, donate), create new works from the original and publicly perform/show the work.

#### **Who Owns the Copyright?**

Generally the creator or author does. However, if the work is created while in the employ or contract of his/her company of employment, the work becomes "work made for hire" and the employer owns the copyright. Sometimes a joint ownership can be negotiated in these instances.

#### **What is the DMCA?**

The present Copyright Act was crafted in 1978. In general it was crafted to cover written works. With the deployment and proliferation of the Internet and electronic

media the Digital Millennium Copyright Act (DMCA) was created and signed in 1998 to cover the digital transmission of copyrighted works.

#### **How Does the DMCA Impact Assumption College?**

The DMCA provides non-profit colleges and universities some protection if individual members violate copyright law by illegally sharing or downloading protected works. To maintain this protection, Assumption College must remove or block access to material which infringes on any current copyright law. Individuals caught infringing are liable for fines from \$30,000 to \$150,000 and up to 10 years in prison depending on intent. In addition, Assumption College, in compliance with the HEOA must annually disclose; a) its campus copyright law b) effectively deter unauthorized distribution of copyrighted materials using technology based deterrents c) offer alternatives to illegal downloading.

#### **Why is Copyright Suddenly So Important?**

Technology makes it easy to download and transmit copyrighted materials over the Assumption network. While Assumption College promotes Academic Freedom, it must support and follow all state and federal laws. Assumption College does not condone copyright infringement and proactively monitors and blocks illegal file sharing and P2P use.

## **APPENDIX XII**

### **NOTICE OF NONDISCRIMINATION**

Assumption College was founded in 1904 by the Augustinians of the Assumption (Assumptionists). The College strives to form graduates known for critical intelligence, thoughtful citizenship and compassionate service through its educational model grounded in the liberal arts and the Catholic intellectual tradition. Assumption favors diversity and welcomes all who share its goals and respect the College's mission and heritage.

The College recognizes the essential contribution of a diverse community of students, faculty and staff. Accordingly, Assumption College commits itself to maintaining a welcoming environment for all people and to complying with all state and federal laws prohibiting discrimination in employment and its educational programs on the basis of race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, genetic information or family medical history, military status, or other legally protected status.

Assumption College rejects and condemns all forms of harassment, wrongful discrimination and disrespect. It has developed procedures to respond to incidents of harassment whatever the basis or circumstance. The College does reserve its lawful rights where appropriate to take actions designed to promote the Catholic, Assumptionist principles that sustain its mission and heritage.

Assumption College has designated its Director of Human Resources to coordinate its efforts to comply with and carry out its responsibilities to prevent discrimination in accordance with state and federal laws, including Title VI, Title IX, Section 504 and the ADA. Any applicant for admission or employment, and all students, faculty members and employees, are welcome to raise any questions regarding this notice with the Director of Human Resources:

Assumption College  
500 Salisbury Street

Worcester, MA 01609  
Phone: 508-767-7172

The Director of Human Resources oversees compliance with Title IX and the efforts of Athletics Title IX Coordinator, the Senior Women's Administrator, reachable at 508-767-7086. In addition, any person who believes that an act of unlawful discrimination has occurred at Assumption College may raise this issue with the Assistant Secretary for Civil Rights of the United States Department of Education.

## WHERE TO GET HELP, INFORMATION, AND INVOLVED!

### ON-CAMPUS

Academic Questions:	<i>Academic Affairs</i> .....	508-767-7486
	<i>Academic Support Center</i> .....	508-767-7071
	<i>Disability Services</i> .....	508-767-7500
	<i>Registrar</i> .....	508-767-7355
	<i>Absences of more than two full days</i> .....	508-767-7486
	<b>To locate a faculty member call her/his department secretary</b>	
Campus Activities Board (CAB):	.....	508-767-7058
Career Services	.....	508-767-7248
Counseling/Substance Abuse:	<i>Student Development and Counseling Ctr</i> ..	508-767-7409
Health Information and Services:	<i>Student Health Services</i> .....	508-767-7329
Emergencies:	.....	508-767-5555
Financial Aid:	.....	508-767-7158
International Student Issues:	.....	508-767-7325
AC Allies - Campus Ministry:	.....	508-767-7419
Cross Cultural Center/ALANA Issues:	.....	508-767-7100
Campus Ministry:	.....	508-767-7419
Pregnancy Counseling:	<i>Student Health Services</i> .....	508-767-7329
	<i>Student Development and Counseling Center</i> .....	508-767-7409
	<i>Campus Ministry</i> .....	508-767-7419
Campus Police	.....	508-767-7225
Residential Life:	.....	508-767-7505
Sexual Harassment Contact Person:	<i>Affirmative Action Officer</i> .....	508-767-7318
Student Activities:	.....	508-767-7403
Student Affairs:	.....	508-767-7325
Student Government Association:	.....	508-767-7396
Volunteer Opportunities:	<i>Reach Out Center</i> .....	508-767-7142
	<i>Campus Ministry</i> ..	508-767-7419

### OFF-CAMPUS

Alcohol Problems:	<i>Alcoholics Anonymous (Worcester)</i> .....	508-752-9000
	<i>AdCare Hospital (24 hour help and referral line)</i> .....	1-800-252-6465
Ambulance:	.....	911
Battered Women:	<i>Daybreak (Worcester)</i> .....	508-755-9030
Child Abuse:	<i>Mass. Society for Prevention of Cruelty to Children</i> ...	1-800-442-3035
	<i>Parental Stress Line</i> .....	1-800-632-8188
Crisis Pregnancy:	<i>Compassion Pregnancy Center</i> .....	508-438-0144
	<i>Problem Pregnancy of Worcester</i> .....	508-856-0700
	<i>Pernet Family Health Center</i> .....	508-755-1228
Fire:	.....	911
Gambling:	<i>Gamblers Anonymous (Eastern Massachusetts)</i> .....	617-899-7943
	<i>Massachusetts Council on Compulsive Gambling</i> .....	1-800-426-1234
Healing from Abortion (for women and men):		
	<i>Project Rachel</i> .....	508-791-HOPE
	<i>Compassion Pregnancy Center</i> .....	508-438-0144
Personal Crisis:	<i>Emergency Mental Health Services, UMass Memorial</i> ..	508-856-3562
	<i>First Call (information/referral)</i> .....	508-755-1233
Poison:	<i>Massachusetts Poison Information Center</i> .....	1-800-682-9211
Police:	.....	911
Rape/Sexual Abuse:	<i>Rape Crisis Program (Worcester)</i> .....	508-799-5700
Suicide:	<i>Samaritans (Framingham)</i> .....	508-875-4500



### **AWARENESS ASSUMPTION**

Alcohol and/or other drugs can contribute to negative outcomes in many situations that concern college students. Driving while impaired, lowered academic performance, accidents or fights resulting in personal injuries, acquaintance rape, Sexually Transmitted Infections (e.g., genital herpes, HPV, Hepatitis and HIV), and unplanned pregnancy are some examples of problems that are often compounded or created by substance use. To assist you in addressing these and other concerns, your College offers the following services:

- Educational workshops for faculty, staff and students.
- Confidential discussion and referral for those concerned about their own alcohol or other drug use or someone else's use.
- Information about on-site and off-site community resources including: Alcoholics Anonymous, Narcotics Anonymous, AI-A-Non, and 1-800-ALCOHOL, a 24-Hour Helpline.
- Support services for students from alcohol or drug involved or affected families, recovering students and for non-users.
- Education programs for students addressing alcohol and drug concerns.

### **HEALTH RISKS**

There are a variety of health risks associated with alcohol and other drug use. Below is a general description of some of these risks:

#### **DEPRESSANTS**

ALCOHOL – (Beer, wine, liquor) – Addiction, accidents as a result of impaired ability and judgment, overdose potential when mixed with other depressants or by itself, heart, liver and brain damage, birth defects if used during pregnancy. Death can occur as a result of accidents, overdose, or the effects of long-term abuse.

NARCOTICS – (Heroin, junk, dope, black tar, china white, Demerol, Dilaudid, Morphine, Codeine) – Addiction, lethargy, weight loss, contamination from unsterile needles (Hepatitis, AIDS), accidental overdose.

BARBITURATES – (sedatives, tranquilizers) – Possible overdose, especially in combination with alcohol, muscle rigidity, addiction, withdrawal, and overdose require medical treatment, increased level of anxiety after drug wears off. Death can result from overdose.

INHALANTS – (Gas, aerosols, glue, nitrites, Rush) – Unconsciousness, suffocation, nausea and vomiting, damage to brain and central nervous system, sudden death.

#### **STIMULANTS**

COCAINE – (Coke, rock, crack, base) – Addiction, heart attack, seizures, lung damage, severe depression, paranoia, restlessness, and irritability. Death from heart failure can occur even for first time users.

AMPHETAMINES – (Speed, uppers, Adderall, crank, bam, black beauties, crystal, dexies) – Fatigue leading to exhaustion, addiction, paranoia, depression, confusion, possible hallucinations, weight loss high blood pressure, cardiomyopathy.

## **HALLUCINOGENS**

LSD – (psilocybin, mushrooms, peyote) – Unpredictable behavior, emotional instability, altered perception of time and place, vomiting, nausea, flashbacks, violent behavior (PCP), “bad trips”, psychotic reaction.

MARIJUANA - (Pot, dope, grass, weed, herb, hash, joint) – Panic reaction, impaired short term memory, addiction, lung disease, interference with body’s immune response to various infections and diseases, distorts perception, hampers judgment, diminishes motor skills, possible birth defects if used while pregnant, loss of ambition and diminished ability to carry out long-term goals. Long term use of marijuana has the same effects and causes the same brain changes caused by cocaine and heroin.

ECSTASY - (MDMA, XTC) – Anxiety, depression, dehydration, heart failure, liver damage, memory problems, hallucinations, vomiting, convulsions.

All of the above if used during pregnancy can cause serious birth defects. Alcohol use during pregnancy is the third leading cause of mental retardation in the United States.

PREDATORY DRUGS – (Rohypnol, GHB, ketamine) – Inability to remember events, “drunken-like” state of confusion, convulsions, seizures, depression, long-term memory problems, death.

### **COMMUNITY RESOURCES**

**Adcare Hospital**  
107 Lincoln Street  
Worcester, MA 01605  
1-800-ALCOHOL  
or 508-799-9000

**Alcoholics Anonymous**  
100 Grove Street  
Worcester, MA 01605  
508-752-9000

**Spectrum Addiction Services**  
585 Lincoln Street  
Worcester, MA 01609  
508-854-3320

### **ON-CAMPUS RESOURCES**

**Student Development & Counseling Center**  
508-767-7409

## **LEGAL SANCTIONS COVERING ALCOHOL AND DRUG ABUSE**

Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines, and assigned community service. Courts do not lift prison sentences in order for convicted persons to attend college or continue their jobs. A felony conviction for such an offense can prevent you from entering many fields of employment or professions.

Cities and towns in Massachusetts, specifically Worcester, prohibit public consumption of alcohol and impose fines for violation. The Metropolitan District Commission also prohibits public consumption of alcohol in its parks.

Massachusetts's laws prohibit sale or delivery of alcoholic beverages to persons under 21 with a fine of up to \$2000 and 6 months imprisonment or both. Misrepresenting one's age or falsifying an identification to obtain alcoholic beverages is punishable by a fine of \$300. The legal alcohol limit for driving for a person of age in Massachusetts is .08. For those under 21 it is .02. A conviction for either can include fines, prison sentences, mandatory alcohol rehabilitation, and revocation of license. For people under 21, there is an automatic 210 day loss of license.

Massachusetts has criminal penalties for use of controlled substances, or drugs with penalties varying with the type of drug. In general, narcotic, addictive and drugs with a high potential for abuse have heavier penalties.

Possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws penalties for possession, manufacture and distribution are much greater for second and subsequent convictions. Violation of the controlled substance laws are arrestable, and many laws dictate mandatory prison terms and full minimum terms must be served.

Massachusetts makes it illegal to be in a place where heroin is kept and to be "in company" of a person known to possess heroin. Anyone in the presence of heroin at a private party or dormitory suite risks a serious drug conviction. Sale and possession of "drug paraphernalia" is also illegal in Massachusetts.

Persons convicted of drug possession under state or federal law are *ineligible for federal student grants and loans* for up to one year after the first conviction and five years after the second. The penalty for distributing drugs is loss of benefits for five years after the first, 10 years after the second, permanently after the third conviction.

Under federal law, distribution of drugs to persons under 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs, if death or serious injury results from use of the substance.

Statutes M.G.L. 94C and U.S. Title 21 are available at the office of the Worcester Consortium for Higher Education, 37 Fruit Street, Worcester, MA 01609 508-754-6829.

## FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<p>First Offense:</p> <p>Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual</p> <p>Second Offense:</p> <p>Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual</p>	5 kgs or more mixture	<p>First Offense:</p> <p>Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.</p> <p>Second Offense:</p> <p>Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.</p> <p>2 or More Prior Offenses:</p> <p>Life imprisonment</p>
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
<b>PENALTIES</b>				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p>First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual</p>		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual</p>		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount	<p>First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>		
Flunitrazepam (Schedule IV)	Less than 30 mgs			
All Schedule V drugs	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

## FEDERAL TRAFFICKING PENALTIES MARIJUANA

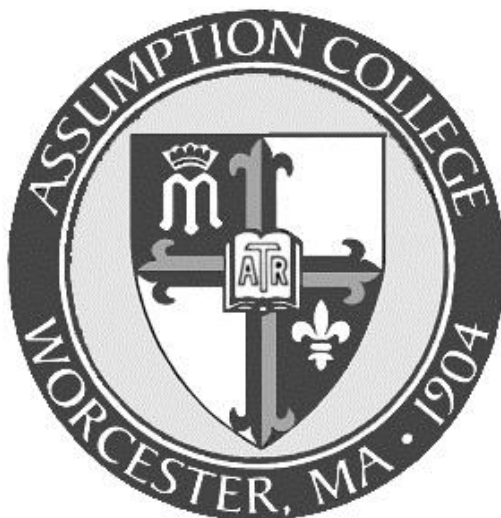
DRUG	QUANTITY	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life Fine not more than \$4 million if an individual, \$10 million if other than an individual	Not less than 20 years, not more than life If death or serious injury, mandatory life Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	Not less than 5 years, not more than 40 years If death or serious injury, not less than 20 years, not more than life Fine not more than \$2 million if an individual, \$5 million if other than an individual	Not less than 10 years, not more than life If death or serious injury, mandatory life Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	Not more than 20 years If death or serious injury, not less than 20 years, not more than life Fine \$1 million if an individual, \$5 million if other than an individual	Not more than 30 years If death or serious injury, mandatory life Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	Not more than 5 years Fine not more than \$250,000, \$1 million other than individual	Not more than 10 years Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

**DONEC FORMETUR CHRISTUS IN VOBIS**  
**“UNTIL CHRIST BE FORMED IN YOU”**

The shield on the Assumption College seal is divided into four sections by the Cross, symbol of Christ, denoting the College as a Christian institution. The crowned “M” is the symbol of the Blessed Virgin Mary in her Assumption. In the lower right panel is the fleur-de-lys, representing the French origins of the College. In the center is placed the book of scriptures inscribed *ART, Adventiat Regnum Tuum*, “Thy Kingdom Come,” the motto of the Augustinians of the Assumption. The College motto, *Donec Formetur Christus In Vobis*, “Until Christ Be Formed In You” (Galatians 4:19), was given by the Assumptionist founder, Fr. Emmanuel d’Alzon, as he considered the establishment of a Catholic university.

The *2014-2015 Student Handbook* is published by the Student Affairs Office. Cover created by **Roger Clapp** Class of 2014.

For additional policies, students and personnel should refer to other College publications, particularly to the *Undergraduate Catalog*. Policies stated herein are subject to change with notification of such change made through normal channels of communication.



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