



## ASSUMPTION COLLEGE

### Student Handbook – 2007-2008

Dear Students:

It is a pleasure to welcome you to a new academic year at Assumption College. Whether you are a new student joining us for the first time or a returning student, I am certain that you will find the year ahead to be both academically challenging and personally rewarding.

The word education comes from the Latin word “*educere*,” which means to lead forth. This implies that education is not simply the acquisition of a body of knowledge in a particular discipline or field of study, but also the development of the entire person. Consequently, education is both formative and transformative. Given this goal, at Assumption we recognize that learning is never confined to the walls of a classroom, but occurs in many different settings – in the residence halls, on the playing field, in your involvement in student clubs and organizations, in service activities on and off campus, and in the many extracurricular activities that are available. I urge you to become involved in the life of this campus so that you can enrich this community with the gifts and talents God has bestowed on you and tap into those gifts yet to be discovered.

This process of learning and self-discovery never occurs in isolation. By choosing to be a student at Assumption College you have chosen to be part of a community that is animated by a set of values that come to us from the Catholic tradition as reflected in the charism of the Assumptionist community. This means that faith and religious experience is integral to the life of this campus. During your college years take advantage of the many opportunities that exist at Assumption to deepen your faith and to grow in your knowledge of God.

Our Catholic identity also challenges us to create a campus culture that respects the dignity of each member of this community because all of us are created in the image and likeness of God. The activities we sponsor and the way we treat one another, in words and actions, should never be at odds with the values that we profess as a Catholic institution. Our behavior and the types of activities with which we become involved while on campus, especially in the residences, should be consistent with the mission of Assumption as a Catholic college. Consequently, involvement in activities that include academic dishonesty, alcohol and drug abuse, physical or verbal aggression towards others, immoral and unethical behavior, or the destruction of property, to name a few, will be dealt with swiftly in accordance with the policies outlined in this handbook.

As the new President of Assumption, I look forward to meeting each of you and listening to your ideas for the continued improvement of this community. Let us work together to create a supportive, welcoming, and respectful environment that truly reflects our motto, “Until Christ be Formed in You” so that everyone who comes to this campus will know and experience what a special place Assumption College is. God bless you and have a great year!

Francesco C. Cesareo, Ph.D.  
President

## **INTRODUCTION**

This handbook provides information about procedures, regulations, and activities at the College with which each Assumption College student should be familiar. In many instances more detailed information may be found in the Assumption College *Undergraduate Catalog* and other College publications. The policies stated herein are subject to revision, notice of which is made through normal channels of communication.

***Students are held responsible for checking their campus Post Office mailboxes, campus voice mailboxes, and their Assumption e-mail account. These are the primary forms of communication for the College.***

***Students are also expected to have a room phone since the residence phones are linked to the 911 emergency system. .***

## **THE COLLEGE MISSION**

Assumption College is a Catholic institution of higher learning founded by and conducted under the auspices of the Augustinians of the Assumption. It seeks to educate the student in the traditions of Christianity and the liberal arts and to promote Christian living. Accordingly, in the day college and continuing education programs at the undergraduate level, the College requires a liberal arts core, which includes philosophy and theology, and provides a variety of majors including career-oriented programs that are compatible with its liberal arts commitment. At the graduate level, the College provides programs designed primarily to prepare students for careers.

## **CHARACTER**

Dedicated to the pursuit of knowledge, Assumption attempts to equip its students with insights and skills that will encourage and enable them to continue their personal pursuit of truth throughout life. The education that it provides focuses on all dimensions of human life: moral (personal-social), cultural (the arts and sciences), professional (career preparation), and religious. It investigates the traditions of the past as these have shaped our present; it attempts to develop clear and independent thinking; it stresses the acquisition of personal values. As a Catholic institution bearing witness to the unity of all truth and to the harmony that exists between faith and reason, the College encourages students to submit their faith to a reflective and mature understanding and to give it living expression in the celebration of the Church's liturgy.

Assumption is aware that education is a process which involves not only the mind but also the total person in one's relationship to oneself, others, and God. The formal academic programs are therefore interspersed with opportunities for dialogue and counseling in order that each student might better understand himself or herself and more adequately serve humankind in response to the command of God.

Recognizing that individual freedom is a correlative of responsibility, the College also seeks to develop self-discipline and dedication in its members as guarantees of the integrity and enhancement of its life and commitment.

The College welcomes all persons who share its goals, respect process, and wish to participate responsibly in its life as a Christian academic community. Students, faculty, and administrators voluntarily affiliate with it. Their activities are expected to be consistent with its purpose and character.

### **ASSUMPTIONIST SPONSORSHIP**

The Assumptionists, whose spirit invites them to give “a doctrinal, ecumenical, and social dimension” to whatever they do, were founded by Father Emmanuel d’Alzon, an educator whose most cherished project was the establishment of a Catholic university. To all those who taught in his schools - religious and laity alike - he proposed the motto “Until Christ be formed in you.”

Father d’Alzon envisioned an institution committed to the pursuit of truth and academic excellence wherein faith and reason give harmonious witness to the unity of all truth. He sought the development of the whole person. He wanted students to grow in knowledge of their human condition as well as of their ultimate destiny.

Since the specific purpose of his Congregation is to extend the Kingdom of God, he concerned himself with the special bond that exists between a liberal education and the Gospel message. A true Liberal Arts program, posing as it does the fundamental questions about God and creation, sets the student on a personal quest for truth. Spurred on by the wisdom found through reflection on the visible world, and encouraged by an intellectual community willing to submit its faith to a reflective and mature understanding, the student is led to those deeper realities, which cannot be seen. A liberal education thus provides the dynamic vehicle for attaining one’s full development as a Christian human being.

The Assumptionists therefore maintain their involvement at Assumption College because they see it as a place where they can carry out the mission of the Church in the field of higher education. In collaboration with the trustees and the entire administrative, academic, and clerical staff, they have a primary role in guaranteeing the Catholic character of Assumption College, and in promoting a philosophy of education, which is consonant with the highest Christian and classical values and ideals. Through this commitment, they share in the building of an enlightened Church and in the formation of Christian leaders.

### **COLLEGE OBJECTIVES**

Assumption College is a community of learning founded on the Catholic tradition, ecumenically Christian, and concerned with truth wherever it is found. The relationship of teachers and students is at the center of the learning process that takes place in this community and is the most effective means for the fulfillment of the College’s intellectual, moral, cultural, social, and religious purposes.

In order to assure that the learning process is as successful as possible, ***The College***:

- holds the progress of each individual to be of central importance;
- encourages its teachers to explore with their students the personal and social dimensions of the life of faith;
- seeks within its means to provide the time and space needed for true learning to take place;
- sees broad participation in its governance as integral to its life as an academic community;
- fosters co-curricular activities that complement its formal course programs;
- encourages its teachers and students to pursue the highest standards of excellence in all their activities.

As scholars in a community of learning and as guides to their students, as well as to one another, **Teachers** at Assumption:

- should be committed to the liberal education of the intellect in the arts and sciences;
- should strive to act responsibly toward God and neighbor and to encourage students to develop habits of responsible action;
- should be specialists in particular disciplines who strive to discern each discipline's relation to all other disciplines and to the goals of the College;
- should promote and participate in the co-curricular life of the College as an extension of their activity in the classroom.

In their pursuit of a life of inquiry within a community of learning, **Students** at Assumption:

- should be intent upon acquiring knowledge of the ideas, achievements, and figures that have formed the Western tradition;
- should seek to gain knowledge of the ways of peoples beyond their cultural horizons in order to better understand themselves and the world in which they live;
- should seek a balance between specialized professional preparation and a general program of studies and be aware of the need and place for both in their education;
- should undertake their studies for personal development both while in college and as a basis for lifelong learning.



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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.

## **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 than to punish. That is not to suggest that penalties 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 traditionally 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 outlined in various handbooks and catalogs. For all but the most minor infractions, students will be placed on disciplinary probation.

The following are regarded as special privileges. A student on disciplinary probation may not be eligible for some of these privileges.

- Participation in leadership positions including student government, Campus Activities Board, clubs and organizations and others.
- Participation in varsity athletics.
- Participation in Study Abroad or Washington Internship.
- Motor vehicle privileges.
- Choice of desirable housing through the housing lottery.
- On-campus housing.

### **CONDUCT CODE CLASSIFICATIONS**

Assumption students will at all times conduct themselves responsibly in accordance with the policies and regulations governing the College Community so as to reflect favorably upon themselves, the College, and their family. Some actions are obviously inconsistent with the ideals of this community and raise the question of whether the offender should remain a member of this voluntary society. A failure to show respect for the established policies and regulations will be handled by the Office of Student Affairs, The Office of Residential Life, the Student Conduct Board, Sexual Misconduct Board, or the College Conduct Board in conformity with the various policies and regulations stated herein. In addition to the specific policies and regulations listed in this handbook, the Office of Student Affairs reserves the right to take disciplinary action against individuals who in any way violate the welfare of the College and its members. Such action may include immediate and indefinite suspension or expulsion from the College.

**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. Students found to be in violation of the College Honor Code may be subject to immediate expulsion from Assumption College.

**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 - will result in the imposition of more severe sanctions that would normally be required by the Conduct Code. At the discretion of the Student Affairs Office, violations of the civility policy will result in the most severe sanctions, up to and including suspension or expulsion from residence, and suspension or expulsion from 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 judicial proceedings.

**Double Jeopardy** - The College reserves the right to adjudicate all matters in light of College standards. College disciplinary sanctions, rendered apart from (before or after) the findings of a court of law, do not constitute double jeopardy. The principle of double jeopardy does not apply to the College's disciplinary proceedings. Taking of action, or the threat of taking action by civil authorities, will have only such bearing upon College disciplinary proceedings as College authorities in their discretion may determine in the circumstances of each case.

**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.

### **STUDENT BILL OF RIGHTS**

In exercising these rights students are expected to maintain mature attitudes and must bear the responsibility to act in accordance with local, Commonwealth, and Federal laws, as well as those of the College. No right specified here is meant to be construed as enabling students to infringe upon the individual rights of another member of the community:

- The right to be presumed innocent until determined to be in violation. (It should be noted, however, that certain circumstances may require the College to impose sanctions or restrictions pending a hearing or pending some other manner of adjudication or resolution of the matter).
- Notification of allegations at least three days in advance of a FORMAL conduct hearing, unless waived by the student, or revoked by the College for the sake of expediency in serious matters involving the safety or well-being of the College community. In certain instances, additional infractions may be revealed as the hearing progresses. The student will, of course, be held accountable for such Conduct Code violations, even though said violations were not noted in the original notification.
- The right to a hearing either by a hearing officer designated by the Office of Student Affairs, or by the Student Conduct Board, or the College Conduct Board (depending upon the severity of the charges and the discretion of the appropriate College officials, particularly the Dean of Students).
- The right to admit or deny all charges, to call witnesses, and to present evidence on her or his own behalf.
- The right to seek an appeal as described elsewhere in this handbook.
- The right to be given a written summary of disciplinary decisions.
- The right to a degree of confidentiality in disciplinary matters, except for the proper use, internally and externally, of information by the College. In addition, the College reserves the right to notify parent(s)/guardian(s).

## GENERAL POLICIES AND PROCEDURES

The College recognizes the need for a number of policies and procedures to assure the good order of our educational venture. Non-resident students and resident students alike are expected to abide by all College policies and face disciplinary sanctions for any infractions. Any directive from the Office of Student Affairs has the force of a College regulation.

### VIOLATION LEVELS

**VIOLATIONS OF THE CONDUCT CODE ATTENDED BY SANCTIONS AND/OR STATUSES RANGING FROM:**

<b>LEVEL</b>	<b>SANCTIONS AND/OR STATUSES</b>
<b>I</b>	DISCIPLINARY WARNINGS AND FINES TO SUSPENSION/EXPULSION FROM THE COLLEGE
<b>II</b>	DISCIPLINARY PROBATION TO EXPULSION FROM THE COLLEGE
<b>III</b>	SUSPENSION FROM RESIDENCE TO EXPULSION FROM THE COLLEGE
<b>IV</b>	IMMEDIATE EXPULSION FROM RESIDENCE TO IMMEDIATE EXPULSION FROM THE COLLEGE

Detailed explanations of policies and sanctions are found elsewhere in this handbook and in other College publications.

**Alcohol Policy** - In conformity with Massachusetts law, only students who have attained the age of (21) twenty-one are permitted the use of alcoholic beverages in their private residences, within approved residential areas and at officially authorized campus functions. Massachusetts's law forbids the sale or serving of alcoholic beverages to persons under (21) twenty-one years of age. All students, faculty, administrators, and staff are expected to abide by such law. Illegal and/or unauthorized possession of alcoholic beverages in any form, intoxication, and possession of alcoholic beverage containers, whether empty or full, is considered grounds for disciplinary action under the College Conduct Code.

**Areas Restricted to Alcohol Possession – (LEVEL II)** Alcoholic beverages are permitted only in designated upperclass residence areas including Aubuchon, Authier, Bissonnette, Dion, Dufault, Hanrahan, Living/Learning Center, Moquin, North, South, Young, Wachusett, and West Halls and then, only by those (21) twenty-one years of age or older. Alcoholic beverages are never permitted in Alumni, Desautels, Nault, Salisbury, or Worcester Halls, or in the outside areas, public areas, athletic fields, or other campus buildings unless specifically designated. 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.

**Possession of Drinking Paraphernalia and/or possession or participation in drinking games - (LEVEL III)** Recognizing the serious health risks posed by excessive drinking, the College prohibits drinking paraphernalia, including drinking funnels, ice luges, and all manner of “drinking games.”

**False Identification - (LEVEL II)** Falsifying any identification cards and/or borrowing another student's I.D. to obtain alcohol or to gain entrance to functions where alcoholic beverages are being served will result in a minimum sanction of Disciplinary Probation and a \$50.00 fine; a repeated violation may result in suspension from the College. Production and/or alteration of identification cards for sale and/or mass-production of

such cards will result in sanctions ranging from one's suspension from on-campus housing to expulsion from the College.

**Intoxication - (LEVEL II)** Drunkenness and behavior encouraging or contributing to the intoxication of another student will not be tolerated. Students who abuse alcohol to the detriment of themselves or others may be suspended from residence or required to attend alcohol education sessions offered by the Office of Student Affairs. Non-resident students will be sanctioned comparably. Repeat offenders may be suspended or expelled from the College.

**Kegs, Beerballs, Spiked Punch, and/or other Common Sources of Alcohol - (LEVEL III)** It is generally agreed by colleges and universities nation-wide, that kegs, beerballs, and spiked punch contribute to higher levels of intoxication and are more frequently factors in alcohol-related injuries and health emergencies, including alcohol poisoning. As a result, Assumption College joins with most other colleges and universities in strictly prohibiting such items. Kegs and beerballs, whether empty or full, tapped or untapped, are prohibited and will be confiscated by the College. Possession of a tap will be regarded as evidence of a violation of the keg policy.

Spiked punch presents an additional problem in that it is impossible for an individual to know the alcohol content of each drink. As a result, spiked punch, no matter what the alcohol content, is strictly prohibited. Students who sponsor, organize, facilitate, are party to, in the presence of, and/or allow the use of their rooms or townhouses for such activities will immediately lose their privilege of residing in campus residences. 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.

Drinking games including but not limited to funnels and ice luge will be met with very severe sanctions. Off-campus students are also subject to disciplinary action (fines, restriction from campus areas or activities, and other appropriate measures). Seniors involved in such violations may lose the privilege of participating in Senior Week activities.

**Open Containers - (LEVEL II)** Carrying open containers of alcoholic beverages or consuming them in any public area of the campus, i.e., campus grounds, restricted residential areas, gymnasium, athletic fields, academic buildings, dining hall, Campus Center, except at approved functions, is prohibited and subject to disciplinary action. Possession of larger quantities of alcohol will be attended by more severe disciplinary sanctions. 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 obviate 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.

**Possession or Consumption of Alcohol by Minors - (LEVEL II)** Students under (21) twenty-one years of age are not allowed to possess, consume or be under the influence of alcoholic beverages anywhere or at anytime in the Commonwealth of Massachusetts, including on the Assumption College campus. Disregard of Commonwealth law or campus regulations will result in disciplinary action ranging from fines and loss of on-campus housing (as applicable) to suspension or expulsion from the College.

**Purchase and/or Transportation of Alcohol for Minor - (LEVEL II)**

**Minors in the Presence of Alcohol – (Level I)** Students under (21) twenty-one years of age are not allowed to be in the presence of alcohol at non-authorized events. Students found in the presence of alcohol will be required to meet with their Resident Director. Multiple documentations may be considered as an alcohol violation.

**Alcohol in the Presence of Minors – (Level I)** 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. Multiple documentations may be considered as an alcohol violation.

**Minimum Sanctions for Violations of the Alcohol Policy:**

1. First violations of the College alcohol policy will result in a minimum judicial status of Disciplinary Probation with any or all of the following: participation in a Community Restitution Activity, a fine of at least \$30.00 and loss of motor vehicle privileges. Large quantities of alcohol and/or other factors will result in more severe penalties, even in the case of a first offense. Failure to complete these assigned sanctions will result in further sanctions.)

***Parents/Guardians will be notified of all alcohol policy violations.***

2. Second violations of the College alcohol policy prior to completion of studies will result in a minimum judicial status of deferred residential suspension including any or all of the following: a minimum fine of \$50.00, participation in a Community Restitution Activity, immediate loss of motor vehicle privileges, and any of the privileges noted on page 119. If verbal or physical abuse of others, damage to property, general incivility or violation of the honor code is involved, the minimum sanction will be loss of housing for one semester. (Failure to complete these assigned sanctions will result in further sanctions.)

***Parents/Guardians will be notified of all alcohol policy violations.***

3. Third violations of the College alcohol policy prior to completion of studies will result in a range of sanctions from a minimum loss of housing for one year and loss of seniority in the housing lottery for future years and restriction from campus on weekends and evenings, to a permanent loss of on-campus housing as well as loss of any privileges noted on page 119. To be considered for re-admittance to on-campus residence the student must submit to a substance use assessment and agree to follow any and all recommendations. The College views the imposition of such a sanction to be most regrettable, and is aware of the many implications of loss of on-campus housing, particularly with regard to family finances, transportation, and distance from home. However, students are advised in advance that absolutely no exceptions will be made, nor extenuating circumstances considered. As a result, students are urged to adhere closely to the guidelines of the alcohol policy. \*

Third violations by a non-resident student will result in a ban from all campus residence halls and social functions for a period equivalent to a minimum of one academic year.

***Parents/Guardians will be notified of all alcohol policy violations.***

4. Fourth violations of the College alcohol policy prior to completion of studies will result in a minimum sanction of suspension from the College for one semester and restriction from visiting campus at any time.
5. It should be noted that offenses are maintained in a student's file from year to year. Additional disciplinary sanctions may be rendered in light of past violations.

\*The Athletic Department requires additional sanctions to be rendered 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.

**Bystander Policy** - 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 Public Safety (extension 7225) or the Dean of Students (extension 7325) as soon as possible. If the situation requires immediate intervention, contact the Department of Public Safety's 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 College's conduct code policy and the laws of the Commonwealth of Massachusetts.

**Civility Policy** – As stated earlier, 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.). Possible violations of the civility code include but are not limited to:

- **Conduct unbecoming an Assumption College student, whether on or off of the campus grounds – (Level III)**
- **Failure to comply with the directions of College officials (Resident Assistants, Resident Directors, Area Coordinators, other Residential and Student Affairs staff or Campus Police officers) acting in performance of their duties. Failure to disperse upon the instructions of Public Safety/Campus Police or any College employee exercising her/his responsibilities - (Level III)**
- **Conduct that threatens or endangers the health or safety of any person, whether or not such conduct occurs on College property - (Level II)**
- **Disruptive or disorderly conduct. Disruption of the orderly operation of College affairs or any College activity, whether in an academic, residential, or social setting. Violation of the rights and well being of others - (Level II)**
- **Expression that is lewd, indecent, or obscene – (Level I)**
- **Harassment or annoyance of another in any manner including telephone, electronic mail, written correspondence, or by proxy - (Level III)**
- **Expression of any form which is degrading or demeaning to others, particularly on the basis of gender, race, religion, cultural background, ability, or sexual orientation. This covers all forms of conveyance including written media, electronic media, and telephone - (Level II)**

- **Verbal abuse, and/or willful damage to the reputation or psychological well-being of another. This covers all forms of conveyance including written media, electronic media, and telephone - (Level II)**
- **Use of electronic devices used to violate the privacy of the College community or its members – (Level III)**

**Culpability** -Culpability is the assessing of responsibility, or blame, for violations on an individual(s) or group (room, pod, floor, townhouse, residence hall, or residential area) in situations where:

- it is difficult to accurately determine degrees of culpability.
- 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 that they have agreed upon by their enrollment. 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 concerns.

**Damage to Property – (Level III)** Malicious damage to College property or a student's personal property will result in disciplinary action and, in the case of a resident student, will generally result in the loss of on-campus housing privileges. A thorough inspection is made of all residence halls following the end of each semester, particularly after the Spring term. Any student who has accrued more than \$100.00 in damages (including personal damages as well as collective building, floor, pod, or townhouse damages) will 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. By directive of the Student Government Association, the Office of Residential Life will conduct room inspections during Spring vacation; should damages be found in excess of \$80.00, room residents will be lowered one point in the upcoming year's lottery process.

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.

**Drug Policy** - The College prohibits the illegal possession or use of any controlled drug or substance as defined by the statutes of the Commonwealth of Massachusetts. A student who possesses or uses drugs in violation of Commonwealth law or College policy will be suspended from on-campus residence for a minimum of two semesters and be subject to other serious disciplinary sanctions. To be considered for re-admittance to on-campus residence the student must submit to a substance use assessment and agree to follow any and all recommendations. Depending on the circumstances, s/he may be suspended or expelled from the College as well. 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, must be provided by a physician, psychologist, or treatment facility as appropriate. Any student who sells or distributes illegal drugs may be expelled from the College. Students are also reminded that they are subject to all City, Commonwealth, and federal laws while on campus.

- **Use or Possession of any illegal drug or substance – (Level III)**

- **Sale or Distribution of Illegal drugs – (Level IV)**

**Drug Paraphernalia** - The College also prohibits the possession, use or distribution of all types of drug paraphernalia, including but not limited to pipes, rolling papers, clips, and syringes. Possession of such paraphernalia will be considered sufficient evidence that a violation of the College drug policy has occurred. If found, any such item will be confiscated and the student subject to the full range of sanctions noted above.

- **Use or Possession of Drug Paraphernalia – (Level III)**

- **Sale or Distribution of Drug Paraphernalia – (Level IV)**

**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 will 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.

**Gathering Policy - (Level II)** It is acknowledged that upperclass townhouses and apartments (Aubuchon, Authier, Bissonnette, Dion, Dufault, Living/Learning Center, Moquin, North, South, and Wachusett) may comfortably accommodate more people on a periodic basis. As a result, a simple formula has been adopted for such occasions. To determine this, take the occupancy of the room, multiply it by 5, then add 5. For example Authier Hall has an occupancy of 6 students. You multiply 6 times 5, then add 5 for a total of 35 students. Please note this will be permitted for occasional gatherings on weekend evenings (evenings not preceding class days, study days, or examination days) provided the privilege is not abused. 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. Further, large quantities of alcoholic beverages and excessive consumption of such beverages is prohibited. Kegs and/or beerballs and/or spiked punch are never permitted. A complete list of policies and recommendations is available from the Student Affairs Office. 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. ("Dram Shop" laws hold hosts responsible for the behavior and safety of their guests, both during and after such an event).

**Guest Policy - (Level II)** 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 sole responsibility of the host student to inform their guests of details of this Guest Policy. All off-campus guests are expected to observe the policies and regulations of the campus during their visit. Residents 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 his/her own sex.

**Intra-College:**

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

**Off-campus:**

Guests remaining or arriving on campus after 6:00 p.m. must be registered with the Department of Public Safety/ Campus Police. Students are encouraged to pre-register their guests 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 drivers licenses, state issued identification, school identification, etc.
- Guests must have their passes with them at all times while on campus.
- Guests must be accompanied by an Assumption College student 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.
- Department of Public Safety/ 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 Public Safety/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, etc.

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

**Visitation Policy – (Level II)** In order to guarantee the privacy of all students, to increase security, to provide a context for sound emotional and psychological growth, and to foster an atmosphere consonant with its educational goals, the College, with the approval of the Board of Trustees, has adopted the following 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 entrance lounges only.

Since there are common areas within apartments for socialization and studying the College does not have designated visitation hours for other 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 College will fully support a student whose roommate violates the guest policy.

**Disciplinary Sanctions** - The Office of Student Affairs will take disciplinary action against individuals who violate this policy. Hosts of such individuals will also be subject to disciplinary action. Off-campus offenders will be escorted from the campus and/or subject to arrest.

**Hazing** - 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.”

**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, 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 the same 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 or other persons therein. Students must be advised that 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 against federal, Commonwealth, local laws, or College policy are occurring, they may, with a document of approval from the President of the College and the Vice President for Student Affairs, or a lawfully issued search warrant without his/her consent, thoroughly search a student's person, room, motor vehicle, and belongings. Evidence obtained will be confiscated and used in disciplinary procedures. Such searches by Assumption personnel will take place in the presence of the suspected student whenever possible.

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

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

**Sexual Misconduct I – (Level III)**

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 – (Level 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 – (Level II)**

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- (Level II)**

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.*

**Smoking Policy - (LEVEL III)** Smoking poses a significant risk to the health of the smoker. Additionally, research has shown that exposure to secondhand smoke is also harmful to the nonsmoker and such involuntary smoke may increase the nonsmoker's risk of developing lung disease.

In an effort to consider the needs and concerns of smokers and nonsmokers alike, Assumption College is committed to providing a healthy, comfortable, and productive working and living environment for its employees and students. All Assumption College employees, students, and visitors are expected to comply with the smoking regulations detailed in this policy.

Federal and Commonwealth regulations prohibit smoking in all campus common areas: office, academic, and residential (stairwells, waiting areas, restrooms, and hallways); shared work areas; classrooms; conference rooms; laboratories; and auditoriums. The Hagan Campus Center, Plourde Recreation Center and Taylor Dining Hall are designated "smoke free" areas. In addition, smoking is prohibited in all areas within the Residence Halls, including student rooms.

**Prohibited Areas (Smoke Free)**

All buildings including:

1. All areas within the Residence Halls and townhouses, including students' rooms.
2. Shared work areas.
3. Classrooms, conference rooms, laboratories, and auditoriums.
4. Charlie's, Hagan Campus Center, Laska Gymnasium, Plourde Recreation Center, Taylor Dining Hall.
5. Library.

**Designated Smoking Area:**

Outside of the buildings and away from entrances and lobby areas. Please be considerate of the environment in which we live and dispose of cigarette butts appropriately.

**Violence** - The College abhors all manner of violent behavior; the College may pursue disciplinary remedies 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, including expulsion from the College and/or civil remedies, for disciplinary infractions that involve violent behavior.

- **Fighting, even when said fighting is mutually instigated – (Level III)**
- **Physical abuse of another – (Level III)**
- **Violent Behavior directed toward property or persons, whether physical, verbal, or threatened – (Level III)**
- **Contributing to the violence of others – (Level III)**

**OTHER COLLEGE POLICIES AND 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.

**Demonstrations** - Demonstrations must be registered twenty-four (24) hours in advance with the Office of Student Affairs. All demonstrations (and expression of any form) 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, nor interfere materially 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 preference, gender, ability or handicap, or any such grounds.

**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.

**Fund Raising** - All fund raising 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, in many cases, the profits from raffles and other fund-raising activities are taxable. Please contact the Director of Student Activities or College Treasurer for more information regarding taxable profits.

**Gambling - (Level II)** 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 (extension 7409), GAMBLERS ANONYMOUS (617/899-7943), or GamAnon (617/227-2700).

**Identification** - 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 official of the College, including Campus Police, dining hall staff, Campus Center Managers, and Resident Assistants or any other Residential Life staff member. All students for their tenure at Assumption College must maintain I.D.'s. If a student's card is stolen, lost, or damaged, a new one may be obtained at the Department of Public Safety for a fee. The utilization of false identification will result in disciplinary action and possibly criminal prosecution. Similarly, a student who fails to identify her/himself properly to a College official (including Resident Assistants, Resident Directors, Area Coordinators, Campus Police Officer, or Campus Center Managers) will be subject to severe disciplinary action. A student who fails to identify her/himself properly is also subject to Honor Code penalties. **(Level II)**

**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 the Department of Public Safety. 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 the Department of Public Safety for further information. A copy of the Annotated Traffic Regulations may be obtained at the Department of Public Safety/Campus Police. It is the responsibility of all students to be familiar with motor vehicle regulations. Residential Freshmen 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 Department of Public Safety/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 the Department of Public Safety/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.

**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 Affairs or Office of Student Activities. Approval stamps are available in both these offices. 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 Affairs, Office of Student Activities, Athletics, or Student Development and Counseling Center 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.

**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 the Public Safety Office/Campus Police extension 7225.
2. When walking at night, remember the buddy system and walk with a friend, or call Public Safety/Campus Police at extension 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. Keep them readily available. Public Safety/Campus Police can be reached at extension 5555 for emergency situations.
6. **Never prop exterior doors:** Un-prop the doors if they are open and use keys to open them rather than trying to force the lock. These efforts keep intruders out and secure the building for everyone else.

**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 the Department of Public Safety/Campus Police.

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

## **RESIDENTIAL LIFE**

### **INTRODUCTION**

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.

### **RESIDENTIAL LIFE STAFF**

Within the residential areas there are individuals who are employed by the College specifically to assist and serve students. These people are particularly important to students and we recommend that you become familiar with who they are and what they do.

#### **Head Resident Assistant/Resident Assistant (HRA/RA)**

Of foremost importance to students are the Head Resident Assistant and/or the Resident Assistants. As employees of Assumption, the Head Resident Assistants and Resident Assistants are students assigned to a particular hall or area and live with their peers. Their responsibilities include: getting to know each of the residents in the residence halls/areas; familiarizing students with the College's policies and regulations; helping to maintain an environment conducive to learning and assisting students with study techniques, personal problem solving, and personal conduct issues.

#### **Resident Director (RD)**

Resident Directors are full-time professionals who live in assigned residence halls or areas. They are responsible for the overall operation of an area or building in addition to special assignments within the Residential Life program. They supervise the Resident Assistants and Head Resident Assistants and act as a resource for their staff in areas such as campus information, maintenance requests, referral, and residential policies and procedures. The

Resident Director is also responsible for residential programming, and promoting social, academic, spiritual, and recreational programs for their assigned areas. Resident Directors are available to all residents for consultation or assistance.

#### **Area Coordinators**

Area Coordinators are full-time professionals who live in assigned residential areas. They are responsible for the overall operation of the area they live in, as well as supervising Resident Directors in their assigned areas. They also supervise Resident Assistants and Head Resident Assistants and act as a resource for their staff in areas such as campus information, maintenance requests, referral, and residential policies and procedures. The Area Coordinator is also responsible for residential programming, and promoting social, academic, spiritual, and recreational programs for their assigned areas. Area Coordinators are available to all residents for consultation or assistance.

#### **Associate Director Of Residential Life**

The Associate Director is responsible for the administering of the daily operational, educational, and counseling functions of the Office of Residential Life. These functions are all designed to foster personal development and a sense of community within the Residential Life Program. The Associate Director also supervises the Area Coordinators. The Associate Director is also available to assist students with personal, educational, and housing concerns.

#### **Associate Dean Of Campus Life/Director Of Residential Life**

The Associate Dean/Director is responsible for the overall supervision and operation of the Residential Life program. The Associate Dean/Director is responsible for developing and maintaining an environment that promotes a living/learning experience for the resident students and for coordinating the work of the Residential Life staff. The Associate Dean/Director is also available to assist students with personal, educational, and housing concerns.

### **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 will not be permitted to enter any residence hall or townhouse without written permission from the Associate Dean of Campus Life/Director of Residential Life or her/his 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.

**Living and Learning Together** - Regardless of the length of time you and your roommates have known each other, a challenge confronts you: to either create or continue a roommate relationship based on respect for each others' personal lifestyle choices, acceptance of the differences which exist between you, and the commitment for *open discussion and resolution* of problems which may arise.

#### **Landlord-Lessee Agreement**

**Housing Contracts** - As a resident student at Assumption you will 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.

Each year, sophomores, juniors, and seniors choose their housing by way of a computerized lottery and room selection process. At that time, students sign a housing contract that is binding for the full academic year. Transfer students and first-year students sign a full year contract at orientation or upon admission to the housing system and are given a room assignment by the Office of Residential Life on a space-available basis.

**Responsibility for Room/Townhouse** - Each resident student will 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 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. As a result, the capacity of all residential units is not to exceed "double occupancy, plus one." It is acknowledged, however, that upperclass townhouses and apartments (Aubuchon, Authier, Bissonnette, Dion, Dufault, Living/Learning Center, Moquin, North, South, and Wachusett) may comfortably accommodate more people on a periodic basis. As a result, a simple formula has been adopted for such occasions. To determine this, take the occupancy of the room, multiply it by 5, then add 5. For example Authier Hall has an occupancy of 6 students. You multiply 6 times 5, then add 5 for a total of 35 students. Please note this will be permitted for occasional gatherings on weekend evenings (evenings not preceding class days, study days, or examination days) provided the privilege is not abused. The College reserves the right to revoke occupancy/gathering privileges for individuals, apartments, and entire townhouses or residential areas at any time and for any reason, thus requiring a maximum occupancy of "double, plus one." In

addition, the College may, at its discretion, designate such areas as “dry,” thus prohibiting the presence of alcoholic beverages, even for individuals of majority age.

**Consideration and Quiet Hours** - It is essential to maintain residential units that are conducive to study, relaxation, and sleep. At all times, consideration must also be given to the rights and needs of others in the residence hall community. At no time may stereos be played from open windows. Quiet Hours must be strictly observed between 7:00 p.m. and 8:00 a.m., Sunday through Friday, and (24) twenty-four hours during final examinations and study days. Violations of “quiet hours” during study and exam periods may result in immediate loss of residency for the duration of the final examination period.

**Locking of Residence Halls** - For the safety and security of students, the outside entrances of residence halls are locked twenty-four hours a day, seven days a week. 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. If you are not a resident of a building and wish to enter after 8:00 pm, please do not knock, pound, or kick the door. The College has installed phones outside each entrance door, for you to call the resident you are visiting and have her/him open the door for you.

**Community Desk** - Every Thursday, Friday, and Saturday night a Community Desk will be set up in the lobbies of Alumni, Desautels, Hanrahan, Living and Learning Center, North, 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 attendant is also responsible for checking to make sure each non-resident has a Campus Guest Pass. Desk coverage goes from 8:00 pm - 3:00 am.

In order to enter the building:

- Residents of the building need to show the Community Desk Attendant 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 attendant 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.

**Entrance Inventory** - We recommend that you complete your inventory before you unpack your belongings! The careful completion of this inventory process upon occupancy (entrance) of your room works to your benefit. Any damage not properly recorded upon occupancy but noted on the inventory form at the time of your exit will be considered sustained during your residency in the room. You will be held accountable for any charges incurred.

Immediately upon occupancy, each resident 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 your room and the recorded condition of each of these items. You 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.). Be detailed and specific in describing damage, (i.e.: stains, burns, holes, scratches, tape marks, etc.).

Should you become aware of any change in the condition of your room during the course of your residence (i.e.: malfunction of a light, an item damaged by a visitor, etc.), please report it immediately to your Head Resident Assistant/Resident Assistant. Such action may speed repair and could save you money.

Questions pertaining to the inventory process and other information on this form should be directed to your Head Resident Assistant/Resident Assistant.

#### **Exit Procedures**

1. When moving out of a residence hall room, apartment or townhouse, the resident must contact her or his 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 s/he has 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.
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 the residence hall staff and/or the Maintenance Department and are subject to final evaluation by the Associate Dean of Campus Life/Director of Residential Life.

**Reporting Maintenance Requests** - Maintenance repairs in your room (i.e.: malfunction of a light, broken window, etc.) should be reported to Maintenance, extension 7391, to ensure a quick repair and potentially save you money. You can submit a building and grounds request with the Building and Grounds Department. They will determine its priority and should complete the repairs within 2-3 working days.

Repairs determined by the Office of Residential Life and Building & 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 your Damage Assessment Statement. Certain serious damage may be assessed immediately.

**Keys/Lock Change** - The first day of occupancy on campus each resident student will be issued a building/room or townhouse key. Should students become locked out of their room, they can, after trying to find their roommate(s), call Public Safety/Campus Police, extension 7225, to open the door. Public Safety/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 at extension 7505 or Building and Grounds at extension 7391. They will write up a work order for a lock change and determine all 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.

**Room Change Policy - Students should be 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 would be.**

The Office of Residential Life recognizes that not all people are compatible and, at times, a room change may be the only solution. 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/AC. The specifics of the room change policy are as follows:

- A. 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.
- B. A room change is an amendment to this contract. A change of room requires the written approval of the RD or AC. All room changes must be initiated with the HRA/RA, RD or AC of the student's assigned living area.
- C. Housing Freeze: during the first two (2) weeks of each semester, no student-initiated room changes are allowed.
- D. After the first two weeks of the semester, residents may change their rooms providing space is available. To initiate such a change these students must contact their Resident Director or Area Coordinator. S/he will assist them in completing the room change procedure and time line for moving.
- E. The College reserves the right to change room assignments at its discretion.
- F. 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:

1. The roommates of the person vacating a room assignment have five (5) working days to find an appropriate replacement from the "pool" of students already housed on campus.
2. After five (5) 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 (2) working days to accept or decline the space. It is important to note that only a handful of rooms are officially designated as single occupancy rooms, however, should residence hall occupancy fall below 100%, the College may be in a position to offer single rooms at an additional cost (to be determined by the Executive Vice President). Should this occur, students who are currently alone in their rooms (having no roommates) may request that their room be a single by paying an additional charge to guarantee it is a single room for the remainder of the year. If the student chooses not to pay for the single room, that student will be assigned another roommate or be asked to "consolidate" with other students who are in a similar situation. **Students who decline to accept an assigned roommate and/or decline to move to another room for the purpose of "consolidation" will be automatically assessed the single room charge.**
3. **In the event the person declines the offer, s/he is placed at the end of the waiting list.** *If you have placed your name on multiple waiting lists and you accept an offer of a new placement, your 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 strict disciplinary review. 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.

#### **HEALTH AND FIRE SAFETY**

**Health and Fire Safety Inspection/Right of Entry** - The Residential Life Staff will conduct monthly Health and Fire Safety Inspections of all students' rooms. The Director of Residential Life, Associate Director of Residential Life, Area Coordinator, Resident Director, or their designee, shall 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 Director of Residential Life, Associate Director of Residential Life, Area Coordinators, Resident Directors as well as 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 Maintenance 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 fire fighting equipment for any purpose, except that for which intended, is prohibited according to State law. Impairment of this system could cause loss of life, a great deal of damage to personal belongings and to the residence hall property. *Because malicious tampering with fire-equipment seriously jeopardizes the lives of residents, individuals who indulge 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 be dealt with as a serious disciplinary offense. **For your safety and the safety of others in your community the following are strictly PROHIBITED from students' rooms and townhouses:**

1. Smoking (Please see smoking policy in the General Policies and Procedures Section) – **(Level III)**
2. Candles, of any kind/shape/size. Decorative candles should not be in any room, apartment or townhouse. Potpourri burners and incense, whether burning or not, are prohibited. **Possession of candle, incense, or potpourri burner – (Level III)**
3. Fireworks including firecrackers, caps, roman candles, and sparklers.  
**Use and/or possession of fireworks including, but not limited to, firecrackers, smoke bombs, Roman Candles, and sparklers – (Level III)**
4. Weapons are not allowed on campus, even if a student is registered to carry such a weapon. This includes, but is not limited to, firearms, bows and arrows, sling-shots, hunting knives, blowguns, BB guns, pellet guns, air-soft guns, air propelled or any other weapon. – **(Level III)**
5. Items suspended from ceiling (i.e.: flags, fishing nets, tapestries, rugs). Cannot block any entrances/exits, windows, and/or fire safety equipment.

6. Any object that blocks the exit from a room or townhouse. That includes wardrobes (creating hallways with wardrobes is prohibited) in the underclass halls, and anything obstructing the exit from a bedroom inside an apartment and/or townhouse (The rule to follow is...a medical emergency stretcher needs to be able to fit easily through any doorway).
7. Temporary partitions or dividers.
8. Furniture that is stacked, such as desks.
9. Cinder Blocks.
10. 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.
11. Unauthorized locks on any door.
12. Obstruction of sprinkler heads or fire and safety equipment.
13. Dismounting or removal of a fire extinguisher. Extinguisher 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, 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). An extension cord may be plugged into the power strip and then be plugged into a single device (here's an allowable example: run a power strip into the wall outlet, plug an extension cord into the power strip and then plug an alarm clock into the extension cord). If you have any doubt or questions, the Office of Residential Life or Buildings and Grounds can provide help and direction.
16. Gasoline camp stoves are not allowed. Gas grills must be at least 25 feet from the building and used on hard, concrete surfaces, away from any wooded area. NO grills that utilize lighter fluid and/or charcoal may be used at any time. Propane tanks of any size may NOT be stored inside any room/apartment/townhouse.
17. Kerosene lamps, even as a decoration.
18. Combustible trash receptacles.
19. Paint cans without lids.
20. Outside antennas or aerals.
21. Rooms kept in unsanitary condition, uncovered food containers, excessive beverage containers, exposed food or disposal of trash other than in an appropriate trash receptacle.
22. Removal of screens, windows, and/or security screen tabs.

#### **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, North, Salisbury, South, Wachusett, West, Worcester, and Young Halls must be

located approximately 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; propane tanks, either empty or full, are NEVER permitted above ground level (i.e.: never permitted in the “tower” stairwells of Authier/Dufault).

In all cases, the grills should be attended to at all times while in use.

**Fire Emergency/Fire Drill Procedures** - In case of an alarm, touch your door to feel if it is hot, and look under your door for any smoke seeping in. If it is safe to evacuate, then you must leave immediately by way of the nearest exit. Do not use elevators during a fire alarm. Stay calm. Assemble outside at least 50 feet away from the building, not in the fire lanes, since these must be kept clear for fire equipment. Do not re-enter the building until Public Safety establishes the safety of the situation.

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. Do NOT wait for Residential Life staff members to tell you to evacuate.

Any student who does not leave a building when an alarm sounds will be subject to disciplinary sanctions. **(Level III)**

**False Alarms** - A false alarm is extremely dangerous. Repeated false alarms often 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. **(Level IV)**

**Fire and Safety Equipment** - Due to the risk posed to the community by tampering with fire safety systems, the College may, at a minimum, suspend students from the College for involvement in any of the following: causing a fire or flood, registering a false fire alarm (from a pull station or in conjunction with other inappropriate activities, including but not limited to the use of fireworks and “hall sports”), discharging a fire extinguisher, removing, disabling, or tampering with general alarms, smoke detectors, door alarms, fire extinguisher, or stand pipes. A student may be suspended from residence for damaging or tampering with exit signs or emergency lighting. In addition, students will be charged restitution for any damages, fined up to \$200.00 by the College, and subject to any charges imposed by the Worcester Fire Department. Students are advised that “accidental” tampering is not regarded as a suitable defense in such matters. Finally, students who fail to evacuate a building during an alarm will be subject to Disciplinary Probation and a fine of \$50.00.

If no one takes responsibility for unauthorized use of equipment, all residents living in the damaged area will be assessed the cost of replacement of the fire extinguisher and any excessive cleaning charges. To avoid unnecessary charges, take responsibility for the area in which you live. Report vandalism when it occurs and confront those who destroy College property.

- **Disabling, removing or tampering with exit signs or emergency lighting – (Level III)**

- **Disabling, misuse, removing or tampering with fire alarm systems and/or other building safety equipment – (Level IV)**
- **Tampering or discharge of fire extinguishers - (Level IV)**
- **Tampering with or damaging smoke detectors, sprinklers, or stand pipes - (Level IV)**
- **Causing or contributing to a fire or flood - (Level IV)**
- **Possession, use or distribution of explosives, firearms, and or dangerous materials - (Level IV)**

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

**Air Conditioners** – Air conditioners are not allowed without ADA committee approval.

**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 and disturb roommates.

- \* Please note: If you live in the Living and Learning Center, North, or South Hall there is a bike storage room. In order to get a key you must see the Area Coordinator or Resident Director.

**Dart Boards** - Due to the damage that can occur to people and property, dart boards 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.

**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 am, Sunday - Thursday; 2:00 am, Friday and Saturday). These lounges are not for sleeping. The Residential Life Staff or Public Safety will ask students to vacate the lounge if they are not being used for their intended purpose.

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 fines up to \$100.00.

**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, Area Coordinator, or Department of Public Safety/Campus Police must be removed.

3. Personal furniture should be used to supplement, not replace the College furniture provided. If it all does not fit in your room/apartment/townhouse safely, the personal furniture 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 the Maintenance Department.
6. **All furniture must remain inside the residence hall or townhouse. Any piece found outside will be immediately removed. Only exception: "patio-style" furniture may remain outside in accordance with safety considerations as outlined in #1.**

If College officials must intervene and move such furniture, a fee will be charged to those individuals responsible for this violation of policy.

#### **Resnet/Cable Television**

Assumption College has installed wiring for Internet access (Resnet) and basic cable television in every room and every apartment.

For "Cable" access, simply connect a coaxial cable to your "cable ready" television. For Internet access and general Resnet questions you may call Information Technology at extension 7347.

**Trash Removal** - Many students have commented on the attractiveness of the campus, and on the care that represents. To maintain beauty for the enjoyment of all, we urge residents to take pride in the cleanliness of the campus and to help keep it in good shape.

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, walks, or roadways.** *Any townhouse engaged in the practice of leaving trash in the stairwells, walks, roadways, or any area besides designated trash receptacles, will face disciplinary sanctions and automatically be charged \$25.00 for each "bag" of trash removed.*

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

**Theft** - Assumption College and the Residential Life Office do **NOT** accept responsibility for loss, theft, or damage to personal property. ***It is strongly recommended that each student provide 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 the Department of Public Safety/Campus Police and should be locked. Report any property loss immediately to your Head Resident Assistant/Resident Assistant and to the Department of Public Safety/Campus Police, who will notify the Residential Life Office.

Students should check periodically with the Residential Life Office extension 7505 and Public Safety/Campus Police extension 7225 in case missing articles have been returned to the lost and found collection.

**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 will result in more severe disciplinary action in addition to a fine. At no time may stereos be played from open windows; such an infringement on the rights of others will be met with disciplinary action and a fine.

**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), she/he must request permission from the building’s Resident Director/Area Coordinator. Of course, no extension can be granted beyond the day of the last final exam.

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

You must:

1. Contact your Resident Director, Area Coordinator or the Residential Life Office and inform them of your decision to withdraw.
2. Contact your Head Resident Assistant/Resident Assistant and complete an exit inventory.  
*Be sure to sign your exit inventory or you will forfeit the right to contest (appeal) your damage assessment statement.*
3. Return your room and building keys to the Residential Life Office prior to leaving. Failure to do so will result in a minimum charge of \$50.00 for a lock change and new keys.
4. Students studying abroad during the Spring semester and wishing 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 your interests and participate in the Lottery process on your behalf. Follow-up information will be sent to your “proxy” regarding Lottery and Room Selection for the following academic year by early March.
5. Students should also contact the Academic Affairs Office for appropriate refunds to their Business Office account.
6. 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 Leave of Absence or commuter students).
7. 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 Associate Dean of Campus Life/Director of Residential Life.

**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 you 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 strict disciplinary action. This action could result in the loss of College residency for the remainder of the academic year.

Students who feel that they have a valid reason to remain in campus housing during an interim must submit a letter to the Office of Residential Life at least ten (10) days prior to residence hall closing. A late fee may be assessed for students who do not adhere to the ten (10) day minimum. **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. Vacation housing is not included in the housing contract. The College reserves the right to deny vacation 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 will be asked to move into temporary interim assignments. In instances other than noted above there is a charge per night for vacation housing.

**Summer and Vacation Housing** - During vacation periods the College is officially closed. Under special circumstances, housing is made available to certain students during the summer months and during some vacations. Such housing is considered to be a special privilege and in no manner guaranteed by the housing contract. The student requesting permission must do so, in writing, to the Director of Residential Life, at least one week prior to the break or on the date set by the Residential Life staff. Failure to do so may result in a denial of the request. Students in traditional residence halls will be asked to relocate to a townhouse or apartment with kitchen facilities.

Vacation 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 of the Office of Residential Life. Guest privileges during Summer Session will be granted on an individual basis at the discretion of the Department of Public Safety/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.***

**Common Area Damages** - The designation "Common Areas" includes:

- | <b>Residence Halls</b> | <b>Townhouses and Apartments</b> |
|------------------------|----------------------------------|
| ▪ Floor                | ▪ Living room                    |
| ▪ Bathroom             | ▪ Bathroom                       |
| ▪ Lounge Areas         | ▪ Kitchen                        |
| ▪ Stairwells           | ▪ Areas immediately outside      |
| ▪ Lobby Areas          | townhouse/apartment              |

In these areas, students sharing such facilities due to their room assignments are jointly responsible for them. 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 and disrespectful behavior to College property.

Students who witness others involved in damaging college property are encouraged to report such incidents to their Head Resident Assistant/Resident Assistant, Resident Director, or Area Coordinator. Failure to "get involved" will cost you unnecessary inconvenience and expense.

**Damage Assessment Statement** - All damage charges, which are determined to be assessable to the residents, will be summarized on a regular basis. This summary of "proposed" charges will be mailed to students via campus P.O. Boxes. Students will be given time to contest any personal damage and then the proposed and/or adjusted amount will be charged to students (***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 in this situation 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.

**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.

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

## **JUDICIAL INFORMATION**

### **DISCIPLINARY PROCEDURES**

When policies and regulations are not observed, the College reserves the right to take disciplinary action.

### **ADMINISTRATIVE HEARING**

Students accused of violations of College regulations will be subject to disciplinary action by a member of the Student Affairs staff. Following what is generally an informal hearing, students found to be in violation of College policies will be subject to disciplinary sanctions. In general, decisions will be in writing and a copy given to the student and all appropriate parties, including parents (in more serious cases) and complainants at the discretion of the Student Affairs Office.

### **STUDENT CONDUCT BOARD**

For certain offenses, or repeated offenses, the Dean of Students or Director of Judicial Affairs may require adjudication by a student board, advised by a member of the Student Affairs staff.

### **COLLEGE CONDUCT BOARD**

A student who is charged with violating a policy may, at the discretion of the Student Affairs Office, be offered a College Conduct Board hearing when the sanction to be imposed may result in her/his suspension or expulsion from the College. The College Conduct Board is composed of students, faculty, and staff, and advised by a member of the Student Affairs staff. If a board hearing is to be held, the student will be provided with additional information about the process.

### **SEXUAL MISCONDUCT BOARD**

The Sexual Misconduct Board is composed of faculty and staff, and advised by a member of the Student Affairs staff. If a board hearing is to be held, the student will be provided with additional information about the process.

### **ALTERNATIVE RESOLUTION**

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

### **OTHER CONSIDERATIONS**

- The Office of Student Affairs, acting through its various departments, reserves the right to take immediate action for the welfare of the College.
- Whenever possible, the hearing officer will attempt to resolve a disciplinary matter in an informal meeting with the student and render appropriate sanctions based upon their mutual discussion.
- All Board hearings will be closed unless formally requested by the student and subsequently approved by the Dean of Students. Such a request must be submitted to the Dean within twenty-four (24) hours of the notification of charges. Administrative hearings are always closed to the public.
- Any student may bring another member of the College community into a hearing to act as an advisor, but the student must state the case in her/his own words. The advisor may not participate in the hearing; rather he/she will lend personal support to the student. The student may not be represented at a hearing by legal counsel.

- The Assumption College disciplinary process relies on a standard of proof of “more likely than not” or “a preponderance of the evidence.” In other words, evidence supports a fifty-one percent (51%) likelihood that disciplinary charges are founded and that a student is guilty of said charges.
- 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.
- Should a student charged with a violation of College policy or other misconduct whether under the advice of counsel or for any other reason choose not to participate in a College disciplinary hearing, the hearing will be conducted without benefit of her/his input. (However, failure to participate in the hearing may result in “negative inference” being drawn). A student who chooses not to participate in a disciplinary hearing will forfeit her/his right to an appeal.
- Any audio and/or video cassettes are the sole property of Assumption College.

### **APPEAL PROCESS**

Students are permitted to seek an appeal of any formal disciplinary sanctions as defined below. Appeals are heard and/or considered by an appropriate College administrator or an Appeal Board identified at the time of notice of sanctions.

**College Appeal Board:** A student seeking an appeal may, at the discretion of the Student Affairs Office, be offered a College Appeal Board hearing. The College Appeal Board is composed of students, faculty, and staff, and advised by a member of the Student Affairs staff. If an appeal board hearing is to be held, the student will be provided with additional information about the process.

A student seeking an appeal must file an “Intent to Appeal Form” with the Office of Student Affairs within forty-eight (48) hours (excluding Federal/Commonwealth holidays and weekends) of her/his hearing. The student will then have three days to prepare and present, in writing, a formal letter of appeal to the appropriate appeal officer unless the well-being of the College requires greater expediency. The following are the only grounds upon which appeals may be sought:

1. The evidence was insufficient to warrant the action.
2. The decision was inconsistent with existing College policy.

The appeal officer will first review the grounds upon which the appeal is made and decide whether such grounds are valid. If the officer decides that there are valid grounds, s/he will review the information received from both parties and render a decision.

1. to uphold the decision and sanction rendered by the original hearing officer or board.
2. to reverse the decision and reduce the sanction rendered by the original hearing officer or board.
3. to modify the decision of the original hearing officer or board and offer modified sanctions.

Under certain circumstances, the appeal officer may ask the student to schedule an appointment to discuss the appeal in person. The appeal officer is not charged to re-evaluate the truthfulness or relevance of the facts presented in the original hearing, but rather will evaluate the sanctions and decisions rendered based solely upon the two criteria stated above. The purpose of an appeal process is to foster checks and balances in the disciplinary process. The actual facts of a case, however, must always prevail; at no time will a “loop-hole” in policy or procedure be considered as the sole grounds for an appeal nor ultimately interfere with the determination of culpability and imposition of proper sanctions. The decision of the appeal officer is final.

## **GENERAL SANCTIONS**

The range of sanctions, which will be followed in assessing disciplinary penalties for misconduct and violations of College rules and regulations, is listed below. In the event that a student is charged with having violated more than one College rule or regulation, resulting from one single action, a combination of sanctions may be imposed. Official documentation concerning the incident will be placed in the student file in the Office of Student Affairs. Repeated offenses will result in more severe sanctions.

***Failure to follow disciplinary sanctions and restrictions may result in Suspension from Residence Halls or Suspension from College.*** In some instances, students may be banned from campus or the residence halls. Presence of the student in those areas may result in her/his arrest for trespassing.

## **SANCTION/STATUS LIST**

**Disciplinary Warning** - A written warning to a student reminding her/him of the obligation one accepts as a student to adhere to the standards of conduct established by the Assumption College community and the College Conduct Code.

**Disciplinary Probation** - Official notification that any further Conduct Code or policy violations (generally, during a stated period of time) will result in a range of serious sanctions from one's suspension from on-campus residence to sanctions including suspension from the College for not less than one semester or permanent expulsion from the College. Formal written notice of this action is sent to the student and may be sent to the student's parents so that all may be made aware of the consequences if such violations occur in the future.

**Weekend Suspension** - Suspension from on-campus residence and/or from the entire campus grounds for one or more weekends. Generally, a student is suspended for weekends up to a semester or more. In such circumstances, students must be off campus and/or out of the residence halls between 5:00 p.m. on Fridays and 5:00 p.m. on Sundays.

**Suspension from Residence Halls** - The individual is not permitted to enter any residential area for a specified period of time. To be found in these areas during this period will result in serious disciplinary actions and may result in the student's arrest for trespassing.\*

**(Deferred Suspension from Residence:** Under certain circumstances, a student may be suspended from residence and have said suspension placed in abeyance. This may be done with the agreement that no further violations of College policy will occur. Should the student be involved in additional disciplinary infractions, the original sanction would immediately take effect.)

**Expulsion from Residence** - Permanent loss of on-campus housing. A student who is expelled from housing may not reapply for housing at any time in the future and may not enter any residence hall or townhouse. A student who fails to heed such a restriction will be subject to serious disciplinary sanctions and may be arrested for trespassing. Formal written notice of this action is sent to the student and the student's parents.\*

**Suspension from The College** - An individual is not permitted to be enrolled at the College nor enter the College grounds for a specified period of time, generally not less than one academic semester. To be found on campus during one's suspension will result in more severe disciplinary sanctions and may result in arrest for trespassing. Formal written notice of this action is sent to the student and the student's parents.\*

**(Deferred Suspension from The College:** Under certain circumstances, a student may be suspended from the College and have said suspension placed in abeyance. This may be done with the agreement that no further violations of College policy will occur. Should the student be involved in additional disciplinary infractions, the original sanction would immediately take effect.)

**Expulsion from The College** - An individual is permanently barred from enrollment at the College and similarly banned from entering the campus grounds at any time in the future. To be found on campus will result in one's arrest for trespassing. Formal written notice of this action is sent to the student and the student's parents.\*

\***NOTE:** A student who is suspended or expelled from the College and/or suspended or expelled from on-campus residence is not eligible for a refund on her/his tuition, room, or board.

### **ALTERNATIVE SANCTIONS**

**Area Ban** – Restriction of individual from certain buildings or areas on campus.

**Change of Residency** - Re-assignment of individual to a different residential room or area.

**Community Restitution** - Under certain circumstances, students may be required to complete a stated number of community restitution hours, special projects or educational programs, particularly when such service can be related to her/his violation of the Conduct Code.

**Education/Awareness Programs** - At the discretion of individual hearing officers, students may be given the opportunity to choose an alternative sanction in lieu of more severe fines or penalties. Possible alternatives include community restitution work, attending or arranging educational programs, participation in the Drug Education Seminar, and/or participation in the Student Development and Counseling Center's "Coping with Anger" or "Rights and Responsibilities" Groups.

**Fines** - Assessments to students as a result of disciplinary action may range from \$10 to \$200 and must be paid to the Finance Office within two weeks of the date the student receives notification of final action. Failure to do so will result in further disciplinary action. Money collected as a result of disciplinary action is deposited in the College's general account. All checks should be made payable to *Assumption College*.

**Loss of Privileges** - Specific privileges revoked.

**No Contact Order**- Formal order by Campus Police/Student Affairs that a student must avoid any contact with specified individual(s), listed on order, whether by telephone, mail, e-mail, or proxy. Order may include restrictions from buildings and/or areas on campus.

**Restitution** - Cost of repairs, replacements, and reimbursements must be paid by date specified.

**Social Probation** - Generally reserved for non-resident students, limits one's access to the campus for academic reasons only (classes, library, meeting with faculty or advisor). Presence in other areas (i.e. Residence Halls, Dining Hall, Gymnasium, social events, or after certain designated hours, etc.) is not permitted. Violations of these restrictions are attended by more severe disciplinary sanctions and may require suspension or expulsion from the College and/or arrest for trespassing.

## **DIVISION OF STUDENT AFFAIRS**

### **OFFICE OF STUDENT AFFAIRS**

**Hagan Campus Center**

**Extension 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, Judicial Affairs, Office of Multicultural Affairs, Plourde Recreation Center, Reach Out Center, Office of Residential Life, Office of Student Activities, Student Development and Counseling Center (including personal counseling, career planning and the 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

## **ATHLETICS DEPARTMENT**

**Andrew Laska Gymnasium**

**Extension 7279**

Sports at all levels, intercollegiate, intramural and recreational, are recognized not simply as an important part of Student Affairs, but as an important part of life in general, both in terms of physical and moral growth. The Department of Athletics offers competition in 22 intercollegiate varsity sports.

The College competes as a member of the National Collegiate Athletic Association (NCAA) Division II and is a charter member of the Northeast-10 Conference which now includes American International (Springfield, MA), Bentley (Waltham, MA), Bryant (Smithfield, RI), Franklin Pierce (Rindge, NH), LeMoyne (Syracuse, NY), Lowell (Lowell, MA), Merrimack (North Andover, MA), Pace (Pleasantville, NY), Saint Anselm (Manchester, NH), Saint Rose (Albany, NY), Saint Michael's (Colchester, VT), Southern Connecticut State (New Haven, CT), Southern New Hampshire University (Manchester, NH), and Stonehill (Easton, MA).

The women's intercollegiate program includes basketball, cross-country, field hockey, lacrosse, rowing, soccer, softball, tennis, indoor and outdoor track & field, and volleyball. The men compete in baseball, basketball, cross-country, football, golf, ice hockey, lacrosse, soccer, tennis, and indoor and outdoor track & field. All students are afforded the opportunity to tryout for an intercollegiate athletics team.

**Eligibility** - There are academic eligibility requirements to compete on an intercollegiate team per N.C.A.A. and the College, These rules are administered by the College's Faculty Athletic Representative to NCAA, Professor Kevin Hickey, Department of Economics & Foreign Affairs and Peter Gardula, Associate Director of Athletics for Compliance. Prior to competing, first-year student/athletes must be declared academically eligible via the NCAA Initial Eligibility Clearinghouse. To obtain more information visit the Clearinghouse website at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) and/or consult your high school Guidance department. The ongoing eligibility at the College is determined each semester by the College rules, which require student/athletes to achieve a 2.00 Grade Point Average (GPA) in their preceding semester. In addition, student/athletes cannot fall more than six (6) credits behind their graduating class. Students who have questions should contact Professor Hickey at extension 7296.

## **OFFICE OF MULTICULTURAL AFFAIRS**

**Charlie's, Hagan Campus Center**

**Extension 7100**

The Office Of Multicultural Affairs (OMA) is committed to the enhancement of a campus that fosters the achievements of all students who are eager to increase their understanding of diversity in a global society. The office is responsible for providing campus-wide programming and educating the community about multiculturalism. The Director, Advisors and Graduate Assistant advise the different student organizations on campus, as well as the ALANA Network, and works closely with other departments, clubs and organizations to promote multicultural awareness and educational opportunities for community members. OMA encourages an environment that is accepting and supportive of members from a variety of cultural backgrounds. The office issues I-20's and assists international students with immigration issues.

**OFFICE OF JUDICIAL AFFAIRS**

**Salisbury Hall  
Extension 7325**

The Office of Judicial Affairs is charged with upholding the policies of the College. The goal is to provide a fair and expeditious process for the community that holds students accountable for violations of policy but also includes an educational component as appropriate.

The Office of Judicial Affairs, located in the suite of offices on the first floor of Salisbury Residence Hall, is comprised of the Director of Judicial Affairs, and two Area Coordinators who assist with the adjudication of cases.

The office works closely with the Office of Residential Life, Campus Police, and other departments as necessary. They can be reached at [judicial@assumption.edu](mailto:judicial@assumption.edu).

**RECREATIONAL SPORTS  
PLOURDE RECREATION CENTER**

**Extension 7072**

The Plourde Recreation Center provides extensive recreational and intramural facilities for the College community. The 69,000 square foot complex is the largest building on campus and features a six-lane swimming pool, jogging/walking track, three full-sized multi-purpose courts for basketball and volleyball with individual scoreboards, four racquetball courts, a mirrored aerobic/dance studio, a fitness center and weight room, lounges, and locker rooms with saunas.

The intramural program is one of the largest and most popular on campus with some sixteen team and individual sports including softball, flag football, floor hockey, basketball, co-ed volleyball, soccer, wiffleball, racquetball, and many more. Flag football is now an outside sport in the Multi-Sport Stadium. More than seventy-five percent of the student body participates in the program that features students submitting teams to compete against student and staff teams. The Plourde Recreation Center features a variety of weekend activities including day trips, intramural tournaments, and other unique weekend escapes designed to provide more alternatives for weekend leisure time.

The instructional program features such programs as aerobics, lifeguard training, spinning, first aid/CPR training, ballet class, yoga, hip hop class, massage therapy, and other programs to relieve stress, relax, and improve the quality of life.

The Club Sports program are groups of individuals who share a common interest in sport activity and have gained College recognition via registration procedures governed by Club Sport Council. Club Sports differ in scope and purpose, as some are highly competitive while others are more social in nature. The key to the success of this program and each club is student leadership, interest, involvement and participation. There are currently 6 active clubs and additional clubs may be added pending feasibility and registration guidelines. The 7 current Club sports are Cheerleading, Dance Team, the Outing Club, the Ultimate Club, Step Team Club, the Equestrian Club, and the Capoeira Club.

The Plourde Recreation Center is accessible to students, faculty and staff with a valid College I.D. card.

**Center Hours**

**Monday – Thursday** ..... 6:30 a.m. – 11:00 p.m.  
**Friday** ..... 6:30 a.m. – 10:00 p.m.  
**Saturday** ..... 9:00 a.m. – 10:00 p.m.  
**Sunday** ..... 10:00 a.m. – 11:00 p.m.

**REACH OUT CENTER**  
**Charlie's, Hagan Campus Center**  
**Extension 7142**  
(Community Volunteer Services)

The Reach Out Center (ROC) provides opportunities for students at Assumption College to engage in community service with their peers in the greater Worcester area. The ROC seeks to enhance students' liberal arts education through meaningful, pro-active service, as well as creating a campus environment that inspires and supports civic responsibility and community action.

The Reach Out Center strives to encourage and cultivate student leaders as they develop programs with agencies in Worcester, recruit volunteers, and assess effectiveness. Student leaders are also given opportunities to attend both regional and national conferences.

Some of the agencies served by the Reach Out Center include the Central Massachusetts Veterans' Shelter, The Friendly House Shelter, Girls, Inc., Rainbow Child Development, Inc., Pernet Family Services, and St. Peter's Mentoring.

The Reach Out Center is open five days a week and welcomes all interested students.

**OFFICE OF RESIDENTIAL LIFE**  
**Salisbury Hall**  
**Extension 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 Associate Dean of Campus Life/Director of Residential Life, an Associate Director of Residential Life, two area coordinators, seven Resident Directors, and fifty-six Resident Assistants 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.

**Mission Statement**

As members of the office of Residential Life at Assumption College, we are dedicated to the development of an inclusive residential community that fosters individual growth and learning.

We promote a safe and supportive living environment by encouraging mutual respect, and openness toward individual differences.

We provide opportunities for leadership development, individual success, and social responsibility, utilizing the college's theme, "Learn. Achieve. Contribute."

Ultimately, our mission is to provide a residential environment that extends the students' education beyond the classroom, emphasizes personal choice and accountability, establishes a network of support and guidance, and develops the whole person: mind, body, and spirit.

Our goal is to create a community-oriented environment that maximizes a person'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.

### **Substance-Free Housing**

Beginning in the Fall of 1992, Nault Hall was designated as a substance-free residence. Students who choose to live in such housing 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. Residents also participate in a wide range of group activities, ranging from regularly scheduled meetings to social and educational programs.

### **OFFICE OF STUDENT ACTIVITIES**

**Charlie's, Hagan Campus Center**

**Extension 7403**

The Office of Student Activities, located in Charlie's, Hagan Campus Center, seeks to complement the educational process that begins in the classroom by coordinating many of the social, recreational, and cultural activities that are offered on the campus. The Office is responsible for Student Leadership Development, First Year Student Orientation, Campus Programming, and the Hagan Campus Center. Working with the Student Government Association (SGA), The Campus Activities Board (CAB), classes, and many clubs, they provide a wide range of co-curricular events. In addition, many activities such as Siblings' Weekend and Family Weekend are planned in conjunction with this Office. The Office also provides assistance with leadership development by offering programs such as the Worcester Consortium of Higher Education Student Leadership Conference, leadership training geared specifically towards Assumption College's own student leaders, and serving as an available resource. The Associate Dean of Campus Life/Director of Student Activities, the Assistant Director of Student Activities, Graduate Assistant, and Administrative Assistant staff the Office of Student Activities.

### **STUDENT DEVELOPMENT AND COUNSELING CENTER**

**26 Old English Road**

**Extension 7409**

The Assumption College Student Development and Counseling Center, located at 26 Old English Road (across from the Chapel and up the cement stairs) offers a broad range of services to help students with their personal, social, educational and career concerns. These are available on both an individual and group basis. The staff of the Student Development and Counseling Center offers a variety of special programs that include testing for self-assessment, group counseling, assertiveness training, communications, personality development, and other activities as need and interest warrant. The Center is handicapped accessible at 26 Old English Road (front of building).

**Career/Life Planning** - Services are available to undergraduate students. The goal of the CALLS program (Career, Academic, Lifetime Learning Skills) is to support the transition of students into a liberal arts community and connect them to the many resources available on campus. First-year and sophomore students are encouraged to begin the process of self-assessment and portfolio development process as early as possible working with the Coordinator of the CALLS program. The First Year Mentor Program is part of the CALLS Program. As part of the First Year Mentor Programs, upperclass students reach out to incoming first year students.

All juniors and seniors are encouraged to continue meeting with the Office of Career Services and to participate in the numerous offerings, which may include internship preparation and the on-campus recruiting programs for seniors. Copies of the on-campus recruiting policy and guidelines are available upon request. The staff of the Student Development and Counseling Center/Office of Career Services offer a wide range of assistance including individual and group guidance; part-time and full-time job banks; workshops on résumé and cover letter writing; interview preparation, including programs on dress for success, networking, and business protocol and dining etiquette; preparation for graduate school and professional examinations. The Career Resource Room includes books, periodicals and videotapes relevant to career issues, as well as company literature and annual reports. The SIGI PLUS computerized self-assessment, interest and career exploration program, is available to all students by appointment or online.

**Personal Counseling** –Counseling for personal growth addresses issues of development and adjustment for students at all stages of their college years. Services are available to all full-time undergraduate students who need to resolve specific questions related to student life, as well as those who are dealing with the more general process of self-discovery and understanding. Group programs addressing such topics as women’s and men’s issues, weight and body image concerns; and anger management are also offered to students. Information shared in counseling is confidential.

**Alcohol and Drug Education** – Alcohol and other drug use choices can have a significant impact on the academic, emotional, physical, and spiritual life of students. The Alcohol and Drug Education Program provides responses to alcohol and other drug related concerns of students. The program offers consultation, information, assessment, and referral for students’ concerns about their own or someone else’s use of alcohol and/or other drugs. Other services include educational workshops and classroom presentations. The Director also facilitates campus-wide awareness of alcohol and other drug related issues and advises the Students for Safe choices, Assumption College’s Peer Educators Program. The Office also provides students with educational programs that may be participated in voluntarily or associated with judicial sanctions. The Director also facilitates campus-wide awareness of alcohol and other drug related issues and oversees the implementation of AlcoholEdu for College, an on-line alcohol education program for first year students.

**Hours of Service**

**Monday – Wednesday** ..... 8:30 a.m. to 9:00 p.m.

**Thursday and Friday** ..... 8:30 a.m. to 4:30 p.m.

*(Closed daily 12:00 p.m. until 1:00 p.m.)*

**Summer and Break Hours**

**Monday - Friday** ..... 8:30 a.m. to 4:30 p.m.

*(Closed daily 12:00 p.m. until 1:00 p.m.)*

Please check out our web page: <http://www.assumption.edu/nhtml/stulife/StuDev/default.php>

## **STUDENT HEALTH SERVICES**

**Armanet House**

**Extension 7329**

### **Clinic Hours**

**Monday - Friday** ..... 9:00 a.m. to 5:00 p.m.

**When classes are in session**

### **Administrative Hours**

**Monday - Friday** ..... 9:00 a.m. to 4:30 p.m.

**12 months per year**

### **Mission Statement**

*In support of the college's mission in Christ, we commit to the provision of high quality, compassionate health services to individual undergraduate students and their college community. We recognize that health and healing are complex. Through skilled care, education and counsel, we support students in reasoned, reflective consideration of health behaviors and their potential effects on the student, the college community, and society.*

### **Services and Programs**

Student Health Services, located in Armanet House (next to the tennis courts), offers a campus-wide wellness program and clinic-based health care services to full-time undergraduate students. The wellness program includes health education programming in residence halls, in common areas, and on the web. Clinic services, provided by Nurse Practitioners and a consulting physician, include urgent care, monitoring and support for students with chronic conditions, individualized health counseling, women's health, pregnancy and STI testing, lab, pharmacy delivery, and other services. Clinic services support, but do not replace, students' relationships with their Primary Care Providers and specialists. Students arrange routine primary care, such as annual exams and all immunizations, through their own Primary Care Providers. Undergraduate women arrange their routine gynecologic care with their own Women's Health Providers.

When students come to Assumption for their first semester, they submit their immunization records and health histories, including information about their current medications and significant past or current illnesses, allergies, and other conditions, as well as their health insurance information. Students experiencing significant changes in this information must update their information by calling or by sending written documentation to Student Health Services when the change occurs.

### **Appointments and Phone Consultations**

Appointments with Nurse Practitioners are available Monday through Friday, 9:00 a.m. -- 4:15 p.m. when classes are in session. Call ahead for an appointment (Ext. 7329). In most cases, appointments will be "same day" or on the next business day. Students should show their ID card when checking in. It is a good idea to bring a Health Insurance card as well.

Students may also call to request a phone consult with a Nurse Practitioner at Ext. 7329 on days when the clinic is open. Practitioners will return calls between 9:00 a.m. and 5:00 p.m. Students should provide their most current contact information, such as a cell phone or room extension, depending on where they can be reached that day.

*Note: Student Health Services staff cannot authorize excused absences; Contact the professor or the Dean of Undergraduate Studies about absences related to illness.*

### **Services Are Confidential**

All clinic services are strictly confidential under the provisions of federal HIPAA law. Under the law, staff may only disclose a student's personal health information to administrators, faculty, parents and most others with the student's consent. Consent is optional. Consent forms are available at Student Health Services.

### **Cost and Health Insurance**

Undergraduate tuition includes all wellness programs, as well as clinic visits with Nurse Practitioners and the College's consulting physician. Before recommending additional services such as prescriptions, outside laboratory, or radiology services, staff helps students check their health insurance coverage. Charges for laboratory, pharmacy and other "outside" services may be billed to the student's health insurance by the lab, pharmacy or other service vendor. The student is responsible for these costs, including co-payments and any costs not covered by the student's insurance.

All full-time undergraduates may seek care at Student Health Services, regardless of the source of their health insurance. Note that the school's health insurance plan is a low-cost option for students who need access to individual health insurance. Students who have or want to purchase the school's plan should direct their questions to the College's Finance Office, which administers the plan.

### **Off-Hours Care**

When Student Health Services is closed, students seeking care should notify their RA for support and their Primary Care Physician for treatment advice. Their physician or insurance carrier can advise on care options, coverage, and cost if students are unsure about seeking urgent care or emergency room treatment. Check the Student Health Services website for information and instructions about access to off-hours care.

### **Emergencies at Any Time**

**In the event of an emergency call Public Safety at (508) 767-7225.**

**If you are calling from a campus phone, call Ext. 5555 to report an emergency.**

## **SELECTED CAMPUS OFFICES, SERVICES, AND ORGANIZATIONS**

### **ACADEMIC SUPPORT CENTER** Second Floor, Emmanuel d'Alzon Library Extension 5232

The Academic Support Center is located on the second floor of the Emmanuel d'Alzon Library. The services of the Academic Support Center are available to all students at the College as part of tuition. The Center is supervised by the Director of the Academic Support Center and staffed by trained peer tutors in various academic disciplines, including writing, math, foreign languages, economics, finance, history, accounting, biology, chemistry, statistics, psychology, anthropology, philosophy, theology, and physics. A Learning Specialist is also available to work with students on individual learning needs. All students are encouraged to use the Center for assistance. One-on-one tutorials may be set up by just walking in or by appointment. To make a tutoring appointment, call extension 5232, off-campus 508-767-7000 then extension 5232. Course-specific group tutorials are conducted each semester. Study skills workshops are organized by the Director and are open to all students.

### **ASSUMPTION COLLEGE ALUMNI ASSOCIATION** Bishop Wright Building Extension 7223

The Assumption College Alumni Association is made up of over 18,000 graduates of the College. These alumni form a strong network of people around the world who are involved in many professional careers. There are several alumni clubs located in the Northeast and occasionally receptions are held in other parts of the country, which serve as the embodiment of the alumni network; that network is accessible to both alumni and Assumption College students. Students enroll at Assumption so they may be successful in their personal and professional lives after college. Thousands of Assumption alumni have been quite successful and are interested in helping other alumni and students achieve that same goal. Contact the Assumption College Alumni Office for more information, or visit their website on [www.assumption.edu](http://www.assumption.edu).

### **CAMPUS ACTIVITIES BOARD** Charlie's, Hagan Campus Center Extension 7058

The Campus Activities Board (CAB) sponsors many of the social entertainment events on the campus. All students are welcome and encouraged to attend CAB meetings and become involved in the planning of such programs as movies, comedy shows, concerts, and games shows. In the past, CAB-sponsored events included Family Weekend, Siblings' Weekend, concerts such as *Better than Ezra*, *Tonic*, *Vertical Horizon*, *Guster*, and *Howie Day*, Comedy Nights with Billy Burr and Tiny Glover, Roommate Feud, the Spring Formal, the Holiday Ball, "Live @ Charlie's" coffeehouses and many more. Get Involved!

## CAMPUS CLUBS AND ORGANIZATIONS

Each student is strongly encouraged to take advantage of the many opportunities for personal development and leadership that are offered at Assumption College. Following is a partial listing of campus organizations, clubs, and other such opportunities. To inquire further about these groups and/or membership, please contact the Student Government Association, the Office of Student Activities, or any other appropriate College office.

A.C. Acapella	Environmental Club
A.C. Allies	<i>Eta Sigma Phi</i>
A.C. Band	(Classics National Honor Society)
A.C. Improv Asylum	Education Society
A.C. Step Team	Entrepreneur Club
A.C. Upstage: Drama Club	French Club
ALANA Network	Gerontology Club
Alcohol and Drug Advisory Board	<i>Heights</i> (yearbook)
<i>Alpha Delta Kappa</i> (Sociology Honor Society)	Jazz Club
<i>Alpha and Omega</i>	<i>Kappa Mu Epsilon</i> (Math Honor Society)
(Interdenominational Fellowship)	<i>Le Provocateur</i> (newspaper)
American Productions and Inventory	Math and Computer Science Club
Control Society (APICS)	Natural High
Campus Activities Board (CAB):	<i>Omicron Delta Epsilon</i>
• Special Events Committee	(Economics Honor Society)
• Formal Events Committee	<i>Omicron Delta Kappa</i>
• Family Weekend Committee	(National Leadership Honor Society)
• Concert Committee	Outdoors Club
• "Live @ Charlie's" Committee	Paintball Club
• Comedy Committee	Peace and Justice Committee
• Siblings' Weekend Committee	<i>Pi Delta Phi</i> (French Honor Society)
Campus Ministry:	Philosophy Club
• Chapel Choir	<i>Phoenix</i> (literary magazine)
• Chapel Ministers/Lectors	Psychology Club
• Chapel Players	Politics Club
• Discussion Groups	Reach Out Center Volunteers
• Mexico Mission Program	Resident Assistant Staff
• Spring Break Immersion Program in Baltimore and Philadelphia	Residence Hall Council
• Retreats	St. Luke's Society
• Study Break with the Bible	SAC (Students Advocating Change)
Capoeira Club	SGA (Student Government Association):
Cheerleading	Executive Board
Chess Club	Senators
Class Officers	Class Officers
Classics Club	Class Assembly
College Chorale	Social Rehabilitation Club
College Democrats	Sociology Club
College Republicans	Spanish Club
Commuter Club	SPARC (Students Promoting and Advocating Responsible Choices)
Creative Writing Club	Students for Life
Dance Team	Summer Orientation Committee
<i>Delta Epsilon Sigma</i> Honor Society	Thoreau's Rooster
Delta Xi Scientific Research Society	WACT College TV Station

### **OMICRON DELTA KAPPA**

Omicron Delta Kappa is a national leadership honor society that brings together students (Juniors, Seniors and Graduate students), faculty, staff and administration, by recognizing past leadership and academic achievement. This organization goes beyond recognition in that it inspires continued campus and community involvement. ODK recognizes achievement in five major areas: 1) scholarship 2) athletics 3) campus or community service, social, religious activities and campus governance 4) journalism, speech and the mass media and 5) the creative and performing arts. On May 10, 1998, the Leadership Circle at Assumption became the first and only recognized in Massachusetts.

### **CAMPUS MINISTRY**

**Bissonette Townhouse 8**

**Extension 7419**

Christian truth is not only to be systematized or reflected on. It is especially something to love. When the person who searches for truth and longs for it, it becomes his consuming passion.

Where will we find this truth, except in God himself, by delving into the very depths of God, by assimilating that true life which is the life of God, who is to be found in the Church.

- Venerable Emmanuel d'Alzon,

*Founder of the Assumptionists*

Campus Ministry strives to give life and meaning to the motto of Assumption College, "until Christ be formed in you" by its efforts to enable the members of the college community to be seekers of truth who are rooted in the Gospel and who embrace the personal responsibility of their baptismal call to bring about a world of justice, peace and love. With the assistance of the Assumptionists, the Religious of the Assumption, and a Core Team of student leaders, the Campus Ministry Staff strives to carry out this mission through a variety of student programs. Programs include liturgical ministries (Chapel Choir, Eucharistic Ministers, Lectors, Greeters, and Altar Servers), prayer, retreats, reflection groups, discussion groups, faith-based service opportunities and a variety of other spiritual development programs. All who seek to discover more about spirituality, self, faith and God, regardless of religious affiliation, are welcome in all Campus Ministry programs.

#### **Programs**

In response to the call of the Church to reach out to the poor and marginalized of society, Campus Ministry's SEND program provides multiple Spring and Winter Break immersion experiences that offer students an opportunity to work with people in need and reflect on their service in the light of faith. SEND destinations include seven domestic and two international locations. Many students explore and deepen their faith through our popular START I and START II retreats and other students offer retreats for high school Confirmation students in the Worcester Diocese through our SEARCH program. The Chapel Choir, open to any student with a desire to sing, provides music at our weekly liturgies and offers additional programs each year. Weekly prayer opportunities include Sunday and daily Mass, Candlelight Prayer, and a rosary group.

The main office for Campus Ministry is located in Aubuchon Townhouse 8 and a satellite office is in Charlie's in the Hagan Campus Center

Chapel of the Holy Spirit Chapel schedule:

<b><u>Monday - Friday</u></b>		<b><u>Saturday</u></b>
<b>Morning Prayer</b> .....	8:00 a.m.	<b>Morning Prayer/Mass</b> ..... 8:00 a.m.
<b>Mass</b> .....	5:00 p.m.	
<b>Evening Prayer</b> .....	5:35 p.m.	<b>Evening Prayer</b> .....
		5:35 p.m.
<b><u>Sunday</u></b>		
<b>Morning Prayer</b> .....	8:00 a.m.	
<b>Morning Mass</b> .....	10:00 a.m.	
<b>Evening Prayer</b> .....	4:45 p.m.	
<b>Confession</b> .....	6:30 p.m.	
<b>Student Masses</b> .....	7:00 p.m. and 10:00 p.m.	
<b><u>Tuesday</u></b>		
<b>Candlelight Prayer</b> .....	10:00 p.m.	

The Rosary is recited one evening each week on a schedule to be determined by students.

**COLLEGE BOOKSTORE**  
**Hagan Campus Center**  
**Extension 7249**

The College Bookstore is located on the upper level of the Hagan Campus Center. The Bookstore is one of several service facilities provided by the College. It is intended to serve students, faculty, administration and staff, as well as alumni, friends and guests of the College.

The Bookstore return policy is as follows:

- No returns accepted without cash register receipt.
- Returns will be accepted during the first two weeks of class.
- After the first two weeks of class, books must be returned within two (2) business days of purchase to receive a full refund.
- All books must be returned in their original purchase condition: books purchased "new" must be returned unmarked and in resalable condition. Shrink-wrapped books, software, CD's and tapes must be in complete, unwrapped and undamaged condition. This is a publisher regulation.
- A return will not be accepted if the book is in an unsatisfactory condition. WE RESERVE THE RIGHT TO REFUSE A REFUND AT ANY TIME.
- Non-book merchandise in original purchase condition may be returned within seven (7) days accompanied by cash register receipt.
- Cash purchases will receive a cash refund; check purchases will receive a cash refund after ten (10) days; credit cards will be credited; and Campus Cash purchases will be refunded to Campus Cash.

Cash, check, Campus Cash, MasterCard, Visa, and Discover are accepted.

## **COMMUTER STUDENTS**

### **Hagan Campus Center**

**Extension 7181**

Approximately 230 undergraduate students commute from their homes in the Worcester area. Commuter students enjoy relaxing in the Commuter Lounge, conveniently located in the Campus Center. This lounge is equipped with comfortable furniture, study tables, vending machines, television, and other amenities that are provided for the comfort of commuter students. Commuter students are encouraged to take part in any of the activities and events that are offered for all students and to become involved in campus organizations of particular interest to them.

## **DISABILITY SERVICES**

### **Academic Support Center**

**Second Floor, Emmanuel d'Alzon Library**

**Extension 7500**

Students with disabilities (including physical disabilities, learning disabilities, ADHD, chronic medical conditions or psychiatric disabilities) are asked to contact the Director of Disability Services, for assistance. Please refer to Appendix VIII in the back of this Handbook.

## **DEPARTMENT OF PUBLIC SAFETY**

### **CAMPUS POLICE**

**Lower Level, Kennedy Hall**

**Extension 7225**

The Department of Public Safety/Campus Police is located in the lower level of the Kennedy Science Center along the main road of the campus. They maintain twenty-four hour coverage of the campus, seven days per week.

In an effort to protect and assist students, and College personnel and guests, College students and employees are issued an identification card and parking permit to enhance security on campus. Guests to residential areas who enter the college after 6:00 p.m. must be registered by the sponsoring student with the Department of Public Safety prior to their arrival on campus.

Campus Police also provides other comprehensive programs, which include policing, security, crime prevention, fire safety and emergency medical services. Please refer to the website <http://www.assumption.edu/police> for alerts, policies and other Public Safety related issues.

As Special State Police Officers, Campus Police Officers are responsible for enforcing the laws of the Commonwealth and empowered to investigate crimes and arrest, where warranted, violators for criminal offense(s) committed on-campus in accordance with MGL, Ch. 22C, Sect. 63.

In compliance with the requirements of the Crime Awareness and Campus Security Act of 1990, The Annual Security Report is available on-line and hard copies may be obtained at the Department of Public Safety/Campus Police.

## **EMMANUEL D'ALZON LIBRARY**

**Extension 7135**

The Emmanuel d'Alzon Library currently houses a collection of over 200,000 volumes and subscribes to about 1,136 periodicals. Full-text to over 27,000 journals and 8000 books is available in electronic format. Also available are videos (VHS and DVD), audio CD's and microforms. A wide variety of more than 100 online databases are offered via the worldwide web, most of which are also accessible to Assumption students from off campus.

Our participation in local, regional, and national library networks provides access to additional resources through interlibrary loan. The Library, which is fully accessible, provides seating for 350 readers in a variety of arrangements conducive to study, research or relaxation, and there are three group study rooms. Microcomputers are provided for word processing and web browsing. The d'Alzon Library building also houses the Academic Support Center and the French Institute. Materials and services are readily accessible to all patrons during all the hours the library is normally open. If you have questions, ask a librarian!

It is normally open as follows:

**Monday - Thursday** ..... 8:00 a.m. - 1:00 a.m.  
**Friday** ..... 8:00 a.m. - 6:00 p.m.  
**Saturday** ..... 10:00 a.m. - 8:00 p.m.  
**Sunday** ..... 1:00 p.m. - 1:00 a.m.

### **MEDIA CENTER**

**DiPasquale Media Center  
Extension 7215**

The Media Center services the audio-visual needs of the campus community. The Media Center includes two studios, Studio A, which is a full production television studio, and Studio B that is used for viewing and videotaping. The Media Center is used primarily for the television courses, and WACT, the student run television station. Other uses of the studios include: psychology, counseling techniques, speech, sign language, and videotaping lectures.

The Media Center also houses the head end for the campus cable system, and maintains the programming on Channel 39 and Channel 40. Channel 39 is used by WACT and various satellite feeds. Channel 40 is the campus messaging system, and is updated by the Media Center.

The Media Center is normally open during the semester as follows:

**Monday – Thursday** ..... 8:30 a.m. - 10:00 p.m.  
**Friday** ..... 8:30 a.m. - 4:30 p.m.  
**Sunday** ..... 4:00 p.m. - 11:00 p.m.

### **NOTARY PUBLIC SERVICES**

Notary Public services are provided free of charge to all members of the Assumption College community from the following notaries:

- Mary H. Bejune, Administrative Assistant, Office of the President, La Maison
- Mary L. McNally, Unit Accountant, Sodexho Dining Services, Taylor Dining Hall
- Michael H. Rubino, General Counsel, Alumni Hall

Individuals are encouraged to make appointments to have items notarized.

### **SODEXHO DINING SERVICES**

**Taylor Dining Hall  
Extension 7231**

Sodexho Dining Services provides various dining options to students based upon their class ranking. First Year Students (Freshmen) and Sophomores choose either the 19 meal plan or the 14+ meal plan. Juniors and Seniors who live in residences *without* cooking facilities *must* choose between the 6+, flex 10, 14+, or 19 meal plans. Upperclass students

(or Sophomores in the Living Learning Center) who live in apartments or townhouses *with cooking facilities* are not required to be on a meal plan but are welcome to be. Such upperclass students may also opt to purchase CAMPUS CASH in \$25.00 increments, redeemable at both Taylor Dining Hall and Charlie's Snack Bar. Additional discretionary cash may be added during the semester at the Sodexo Office in Taylor Dining Hall. The 19 meal plan provides unlimited portions during all lunch and dinner hours at Taylor Dining Hall. The 14+ meal plan allows a student to eat 14 meals (unlimited portions at lunch and dinner in Taylor Dining Hall) and includes an additional \$100 of "points" which can be used in the Campus Center Charlie's snack bar (a la carte service).

Continuous dining is available throughout the day to fit all schedules, needs, and tastes. This plan allows the participants to have greater access and utilization of meals during posted "open hours." All meals are available in Taylor Dining Hall. A student can dine as often as they like during the posted "open hours" up to the maximum amount of meals allowed by their particular meal plan. The meal plan week runs Friday through Thursday.

*Commuter students* are welcome to purchase a variety of meal plans as well. *Specific questions about the board plan should be directed to Sodexo Dining Services*, extension 7231, Taylor Dining Hall.

**Taylor Dining Hall**

**"Open Hours"**

**Monday -Thursday**..... 7:30 a.m. - 7:00 p.m.  
**Friday** ..... 7:30 a.m. - 6:30 p.m.  
**Weekend Brunch** ..... 11:00 a.m. - 1:30 p.m.  
**Weekend Dinner** ..... 4:30 p.m. - 6:00 p.m.

**The Menu (Weekdays)**

**Full Breakfast**..... 7:30 a.m. - 10:30 a.m.  
**Omelette Bar** ..... 7:30 a.m. - 10:30 a.m.  
**Full Lunch** ..... 11:00 a.m. - 2:00 p.m.  
**Pizza, Grill, Deli, Pasta, Soups, Beverages and  
 Salad Bar**..... 2:00 p.m. - 4:30 p.m.  
**Full Dinner (Monday - Thursday)** ..... 4:30 p.m. - 7:00 p.m.  
**Full Dinner (Friday)**..... 4:30 p.m. - 6:30 p.m.

**Charlie's**

**(Campus Center)**

**Coffee Bar (Monday - Friday)** ..... 7:30 a.m. - 11:00 p.m.  
**Breakfast Grill (Monday - Friday)** ... 9:00 a.m. - 10:30 a.m.  
**Lunch/Dinner (Monday - Friday)** .... 10:45 a.m. - 8:00 p.m.  
**Saturday** ..... 4:00 p.m. - 10:00 p.m.  
**Sunday**..... 5:00 p.m. - Midnight

While there is no limit to the food consumed, students are asked to eat all they take. Also, food and beverage may not be removed from the building. Failure to adhere to this restriction will result in disciplinary action. Class conflicts and special diets can be addressed with the Dining Services Office.

*Students must bring their ID cards to be admitted to the dining hall or to use your discretionary cash (points) at the snack bar.* These are not transferable. Replacements may be obtained at the Department of Public Safety/Campus Police for a fee. The

Sodexo Dining Services Office is located in Taylor Dining Hall. The management team is always available to assist students with questions, comments, and concerns. Take advantage of Sodexo's Dial-A-Menu (extension 5484) line to hear the daily menu at Taylor or look to the weekly newsletter for the weekly menu and upcoming events. Interested students are welcome to participate in the Dining Services Committee that meets on a regular basis.

### **STUDENT GOVERNMENT ASSOCIATION**

**Charlie's, Hagan Campus Center  
Extension 7396**

The Student Government Association represents all full-time undergraduate students at Assumption College. The S.G.A. provides an opportunity for all students to actively contribute to the academic and social climate of the campus.

There are four class officers who are elected for each class. They include the Class President, Vice President, Treasurer, and Secretary. The class officers select a small committee called Class Assembly. Together they plan and execute all of their class events and fundraisers.

Assumption College encourages students to participate in the governance of the campus community. One avenue for this participation is through the election of student leaders. The elected representatives of the student body, including the Student Government Association President, Vice-President of Financial Affairs, Vice President of Student Affairs, Vice President of Academic Affairs, Senate Speaker, Class Presidents, and ten Senators from each of the Classes, comprise the Student Senate.

The Senate meets weekly to discuss and address issues of campus concern. Unless otherwise noted, weekly meetings are open to all students and other members of the Assumption College community. Everyone is encouraged to attend, to voice opinions, or to listen and observe.

The Student Senate is led by an Executive Committee comprised of the S.G.A. President, S.G.A. Vice President of Student Affairs, S.G.A. Vice President of Academic Affairs, Senate Speaker, and Vice President for Financial Affairs. These individuals serve as the primary Student Government Association liaisons with the faculty, staff, and administration.

All members of the College community are invited to visit the Student Government Association office, which is located in the main lounge of the Campus Center.

## **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 published handbook "Student Academic Honesty Policy." 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. Although maintaining the standard of honesty is primarily the responsibility of the faculty, 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 are responsible to clarify for students the expectations and boundaries about collaborations and information sharing in the courses of their academic disciplines.

It is the duty of faculty members to take measures to preserve and transmit the virtues of the academic community, both through 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.

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 Submission** - 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 and the library.

**ATTENDANCE POLICY FOR STUDENT ATHLETES**

During the first week of every semester, student-athletes must inform their professors that they are in-season varsity athletes. The Athletic Office will likewise inform the Dean of Undergraduate Studies.

At the discretion of the instructor, student-athletes may be allowed to miss 5 classes per semester to participate in a scheduled competition. Student-athletes must consult with their professors prior to participating in scheduled contests to make arrangement to minimize the effects of this lost classroom time. This policy applies to classes in which scheduled exams are administered, including final exams. Student-athletes are expected to make alternate arrangements with their professors as much in advance as possible. However, student-athletes may not miss class without receiving permission from their professor.

Student-athletes will be responsible to ask the Dean of Undergraduate Studies to confirm in writing to the professors their participation in the scheduled contest.

Student-athletes are expected to attend their classes and to abide by the attendance policies set by their professors. The Dean of Undergraduate Studies may grant a maximum of (5) excused absences for participation in athletic contest per semester (not per course) for each individual student-athlete. **For any course, the maximum number of excused absences is equivalent to one week's worth of classes.** Student-athletes must be on the roster and fully able to compete in order to receive an excused absence.

To mitigate against abuse of this policy by student-athletes through intentional misrepresentation of the facts, violation of this policy will be considered a violation of the College Honor Code as found on page 146 of this Handbook.

Note that this policy applies to athletic contests and not to practices. The College policy is that students will not be excused from class or exams to take part in practice for sports.

#### **LEAVE OF ABSENCE**

Matriculating students normally attend both Fall and Spring semesters in each academic year to remain on the active list of the College. A student in good standing, i.e., not liable for dismissal for academic or disciplinary reasons, may apply to the Dean of Undergraduate Studies for a leave of absence for health or other personal reasons. Leaves are granted on a semester by semester basis. A student receiving a leave of absence will be billed \$250.00 per semester by the Business Office.

#### **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. An instructor may file an incomplete grade only when the grade is accompanied by the written permission of the Dean of Undergraduate Studies; otherwise the Incomplete becomes an automatic "F." The Incomplete must be changed to a grade before the end of the sixth week of the following semester; otherwise, the Incomplete is changed to an "F." Any exception to this policy must have the prior approval of the Registrar and the Dean of Undergraduate Studies.

#### **PROBATION AND ACADEMIC STANDING**

All students are expected to maintain progress toward the degree. If a student does not make adequate progress, s/he will be reviewed by the Academic Policy Board. Reasons for review are:

- A. Failure to achieve an average of 2.00 in a given semester.
- B. Failure to achieve an average of 2.00 in the major.
- C. Failure to make adequate progress toward the degree.
- D. An excessive number of low grades and/or W's (withdrawals).
- E. Failure to fulfill any special requirements.

When the Academic Policy Board reviews a student's record, it will recommend that the student a) be placed on probation, or b) be placed on Conditional Enrollment and monitored, or c) be required to withdraw from Assumption College for at least one semester.

While on probation, the student works with the Faculty Advisor and the Dean of Undergraduate Studies. First year students on probation or conditional enrollment are *required* to meet regularly with the Assistant Dean of Undergraduate Studies. All other students on Conditional Enrollment are *required* to meet regularly with the Dean of Undergraduate Studies. Students with this status are also required to take five (5) courses and achieve a semester GPA of at least 2.00.

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.

<u>Progress Toward The Degree</u>	
<u>Number of Full-time Semesters</u>	<u>Credits Earned</u>
2	24
4	54
6	84
8	114
<u>Grade Point Average</u>	
<u>Credits Earned</u>	<u>Minimum GPA</u>
1 - 15	1.50
16 - 30	1.60
31 - 45	1.70
46 - 60	1.80
61 - 75	1.90
76 - 120	2.00

### **REGISTRATION PROCEDURES**

In courses other than Day College courses:

#### Permission for Graduate Course Form

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

#### Day Student Inter-College Registration Form

- A. Used for day students who want to take a course in Continuing Education.
- B. Students must consider how many courses have been taken off-campus (limit of four) and whether this is a sixth course.
- C. Required signatures: a) Dean of Undergraduate Studies; b) Registrar; c) Dean of Continuing 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) Instructor in the course at the other institution; d) Registrar at the other institution.

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

#### Off-Campus Course Approval Form

- A. Used to take courses that are outside the Undergraduate Day College and the Worcester Consortium. This includes classes taken in the Division of Continuing Education.
- B. Required signatures:
  - a) Department Chair or Dean of Undergraduate Studies;
  - b) Registrar.

#### Add/Drop Procedure

- A. To add an open course: a) signature of student's advisor is required
- B. To add a closed course: required signatures of a) course instructor and b) student's advisor
- C. To drop a course: a) signature of student's advisor is required

#### **WITHDRAWAL FROM A COURSE**

A student withdraws from a course by completing the course withdrawal form available in the Registrar's Office. The specific date for withdrawal is published in the Academic Calendar. After that date, a student can only withdraw with permission of the Dean of Undergraduate Studies. 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.

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

- A. Student who voluntarily withdraws from the College must:
  - 1. Return all College property and settle 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**

## **SEXUAL HARASSMENT POLICY**

### ***I. Introduction***

Assumption College is committed to maintaining an academic and work environment that is professional and treats all members of its community with dignity and respect. Sexual harassment by anyone, whether occurring within or outside the confines of the work site, during the workday or outside of normal work hours, while performing work-related functions or at social gatherings, is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because Assumption College takes allegations of sexual harassment seriously, the College will respond promptly to complaints of sexual harassment and, where it is demonstrated that such harassment occurred, corrective action will be taken.

### ***II. Definition of 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.

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

Unwelcome sexual advances whether they involve physical touching or not;

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;

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;

Unwelcome letters, notes, telephone calls, or electronic communications;

Displaying sexually suggestive objects, pictures, cartoons; unwelcome leering or whistling; brushing against the body; sexual gestures; suggestive or insulting comments.

### ***III. Complaints of Sexual Harassment***

If any member of the Assumption College community believes they have been subjected to sexual harassment or believes they have witnessed sexual harassment, it is our policy to provide that member with the right to file a complaint. This may be done in writing or verbally. 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 sexual harassment.

If the investigation reveals that sexual harassment did occur, the College will act promptly to eliminate the offending conduct, and where it is appropriate, impose corrective and disciplinary action. When the investigation is completed, the person filing the complaint will be informed of the results of that investigation.

Complaints of sexual harassment should be filed with:

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

Other appropriate individuals may include:

**General Counsel, Alumni Hall, Room 118, 767-7156**

**Executive Vice-President, Alumni Hall, Room 108, 767-7424**

#### ***IV. Private Counseling Option***

If you believe that you are a victim of sexual harassment or believe that you have witnessed sexual harassment, in addition to the right to file a complaint, you 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 you have and to provide information about the policy on sexual harassment and the complaint process. The Director will work with you to find a way of resolving your concerns in an informal manner acceptable to you and in a manner which would offer you as much privacy and confidentiality as possible.

#### ***V. Disciplinary Action***

If sexual harassment has been committed by one of our employees, the College will take such action as is appropriate under the circumstances. Such actions may include: formal or informal counseling, reprimands, verbal or written warnings, suspension, reduction in pay, reduction in duties, transfers, and other formal sanctions including termination from employment.

#### ***VI. State and Federal Remedies***

In addition to the above, if you believe you have been subjected to sexual 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  
One Ashburton Place, Room 601  
Boston, MA 02108  
(617) 727-3990  
424 Dwight Street  
Springfield, MA 01103  
(413) 739-2145**

## **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 the students' 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 Area Coordinators, 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. Such 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**

### **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 Computer Center and/or the Business 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.

## **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 rules 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**

Our College is committed to providing equal access to students with disabilities who are able to effectively function in a campus-based liberal arts environment.

Although the decision to self-identify and request accommodations is a matter of choice, our experience shows that students achieve higher levels of academic and personal success when they demonstrate initiative. The student's responsibility is to become informed about and to make use of the resources and services that are available.

The Director of Disability Services is available to answer questions regarding support services and accommodations for prospective students interested in learning more about the college, for newly enrolled students, and for returning students.

Individuals with disabilities a) have a physical or mental impairment that substantially limits a major life activity, b) have a record of such an impairment, or c) is regarded as having such impairment.

Examples of major life activities include but are not limited to: caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, lifting, thinking, concentrating and interacting with others.

### **REQUESTING ACCOMMODATIONS**

Students with learning disabilities, ADHD/ADD, chronic medical conditions, physical disabilities, or psychiatric disabilities who plan to request academic accommodations must self-identify and provide appropriate recent documentation of disability to the Director of Disability Services.

**Individual Education Plans (IEP) and 504 Plans are not considered documentation and do not carry over to higher education.**

Documentation guidelines are available at:

<http://www.assumption.edu/acad/ASC/disabilities.html>

### **ACCOMODATION DETERMINATION**

Once documentation has been reviewed by the college, the student must schedule a meeting with the Director of Disability Services. During this meeting the student and director will engage in an interactive process to determine reasonable accommodations.

Please be aware that some accommodations may take up to 12 weeks to implement. Students are strongly advised to begin the process of self-identification, eligibility and accommodation determination well before the start of the semester in order to provide the college with reasonable notice.

**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 at the start of each semester.

**Please note that IDEA only applies to K-12 students. Previous accommodations provided under IDEA may not be considered reasonable accommodations under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.**

### **INFORMING YOUR FACULTY**

Students will be asked to sign a consent form allowing the director to create a confidential memo of accommodation, which the student will deliver to their faculty members.

When students deliver memos of accommodation to faculty members, there is an opportunity for meaningful conversation. This conversation might include:

- An overview of the accommodations listed and ideas on how these accommodations might be implemented.
- A request for more detailed information on the course format, including exams and assignments.
- More detailed information on the ways in which their disability impacts academics possibly including learning style, strengths and weaknesses.
- Make clear that they are serious, motivated students who will succeed in class as long as reasonable accommodations are made for their specific needs.

\*If a student encounters an unsatisfactory situation or is uncomfortable in making initial contact with faculty, they should contact the Director of Disability services for assistance.

### **REQUESTING HOUSING ACCOMODATIONS**

Students with disabilities (as defined by the Americans with Disabilities Act of 1990) who would like to request a residential accommodation on the part of the College should visit the Office of Residential Life or the Office of Disability Services to obtain the necessary forms. Those students requesting a housing accommodation must complete the "Housing Accommodation Application", and have their diagnosing physician complete the "Physician Referral Form". Both of these forms must be completed and returned to the Office of Residential Life before being sent to the Special Accomodations Committee for their review and recommendation. The Committee may request additional information of the physician as deemed appropriate. (New documentation must be completed each year an accommodation is requested). Once a request for accommodation passes this stage and is determined reasonable, the College will work with the student in an attempt to find an appropriate accommodation. 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. To initiate the appeals process the student must submit a letter explaining why they believe the College should reconsider their case. This letter should be given to the Director of Disability Services and reviewed by The Disabilities Appeals Committee.

### **FORMAL APPEALS PROCESS**

What recourse is available to a student who feels the needs for accommodation are not being met?

1. The student should immediately discuss any concerns with the Dean of Undergraduate Studies. If the student does not feel that the issue has been resolved and chooses to pursue the concern, the student must submit the complaint in writing to the Dean of Undergraduate Studies. This should be done as soon as possible, but must be done within 30 days of the refusal of an accommodation or failure to resolve the concern. A meeting with the student will be scheduled.
2. If the question cannot be satisfactorily resolved and the student chooses to continue to pursue the concern, the student must submit a written request for a formal hearing to the Chairperson of the Disabilities Appeals Committee.

3. Following the hearing, the Disabilities Appeals Committee will forward a written report to the Dean of Undergraduate Studies for final approval.
4. 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 Disabilities Appeals Committee.)

### **COLLEGE SUPPORT SERVICES**

#### **Director of Disability Services**

The Director of Disability Services is the central administrative liaison for students with disabilities. This office evaluates clinical documentation presented by the student and makes recommendations and/or referrals to professors as well as to other offices or programs.

#### **Academic Support Center**

The Academic Support Center is located on the second floor of the Emmanuel d'Alzon Library. Tutorials are available to all students through the Academic Support Center. Students with disabilities requesting additional tutoring should contact the Director of Disability Services and the Director of the Academic Support Center. Please refer to the Academic Support Center section of this handbook for additional information.

#### **Student Development and Counseling Center**

The Student Development and Counseling Center is located at 26 Old English Road and offers a broad range of services to assist students. Please refer to the Student Development and Counseling Center section of this handbook for additional information.

#### **Student Health Services**

Student Health Services is located in Armanet House (next to the tennis courts). Please refer to the Student Health Services section of this handbook for additional information.

## **APPENDIX IX**

### **NOTICE OF NONDISCRIMINATION**

Assumption College does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation or disability in admission to, access to, treatment in or employment in its programs and activities, except where such conditions may constitute bona fide qualifications for the program or activities in question.

**Director of Human Resources  
Assumption College  
500 Salisbury Street  
Worcester, MA 01609-1296  
(508) 767-7318**

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U. S. Department of Education, J.W. McCormack P.O.C.H., Room 222, Boston, MA 02109-4557.

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

### ON-CAMPUS

Academic Questions:	<i>Academic Affairs</i> .....	7486
	<i>Academic Support Center</i> .....	7311
	<i>Disability Services</i> .....	7500
	<i>Registrar</i> .....	7355
	<i>Absences of more than one day</i> .....	7486
	<b>To locate a faculty member call her/his department secretary</b>	
Campus Activities Board (CAB):	.....	7058
Counseling/Career Planning/Substance Abuse:		
	<i>Student Development and Counseling Center</i> .....	7409
Health Information and Services: <i>Student Health Services</i> .....		7329
Emergencies: .....		5555
Financial Aid:.....		7158
International Student Issues: .....		7325
Gay And Lesbian Discussion Group: <i>Campus Ministry</i> .....		7419
Multicultural Affairs/ALANA Issues:.....		7100
Campus Ministry: .....		7419
Pregnancy Counseling: <i>Student Health Services</i> .....		7329
	<a href="http://www.assumption.edu/stulife/HealthServices/pregnancy.html">http://www.assumption.edu/stulife/HealthServices/pregnancy.html</a>	
	<i>(for a complete brochure on available resources)</i>	
	<i>Student Development and Counseling Center</i> .....	7409
	<i>Campus Ministry</i> ....	7419
Public Safety: .....		7225
Residential Life:.....		7505
Sexual Harassment Contact Person: <i>Affirmative Action Officer</i> .....		7318
Student Activities:.....		7403 or 7181
Student Government Association:.....		7396
Volunteer Opportunities: <i>Reach Out Center</i> .....		7142
	<i>Campus Ministry</i> ..	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, Al-A-Non, and 1-800-ALCOHOL, a 24-Hour Helpline.
- Support services for students from alcohol or drug involved 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

#### **Henry Lee Willis Outpatient Program**

110 Lancaster Street  
Worcester, MA 01609  
508-799-0702

#### **Spectrum Addiction Services**

585 Lincoln Street  
Worcester, MA 01609  
508-854-3320

### **ON-CAMPUS RESOURCES**

**Office of Alcohol & Drug Education  
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

Cocaine (Schedule II)	500 - 4999 gms mixture	<p>First Offense: 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: 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: 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: 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: 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>DEMI TICS</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	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 serous 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 seroius 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 *2007-2008 Student Handbook* is published by the Student Affairs Office. 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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