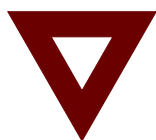


SPRINGFIELD
COLLEGE



**School of Professional and
Continuing Studies
Student Handbook
2016-2017**

Greetings!

We are glad you are part of the learning community of Springfield College's School of Professional and Continuing Studies.


As a learning community, we are a bridge that connects the experiences that you have had in the past with the opportunities that you will have in the future. During your studies in School of Professional and Continuing Studies, you assess what you have already learned, clarify where you want to be personally and professionally, and identify how to get there—a process that involves not just a couple of years of formal education, but a lifetime of learning to be all that you are meant to be as a human being in community.

And as a learning community, the School needs to establish guidelines by which we all can learn and live together and by which we can encourage honesty and integrity as individuals and as a community. Thus, the *School of Professional and Continuing Studies Student Handbook* is presented for those purposes.

The *School of Professional and Continuing Studies Student Handbook* is a reference tool and a guide to policies and procedures for all campuses of the School. As a member of the learning community of the School, you are responsible to adhere to all the policies included in the *Handbook*. Therefore, please read the contents carefully. If you have any questions in regard to the policies, feel free to contact me or the appropriate personnel at your campus.

I wish you success in moving toward your personal and professional goals through the learning experiences in the School of Professional and Continuing Studies,

Sincerely,



John A. Eisler, Ph.D.
Dean

Welcome!

I would like to welcome you to Springfield College's School of Professional and Continuing Studies. The School of Professional and Continuing Studies has a thirty year history of creating an educational environment that fosters collective learning and student success. Because of our commitment to **YOU**, our entire staff: faculty, administrators and support personnel look forward to supporting you during each juncture of your educational journey.

There is no student question, concern or thought that we consider insignificant. We value the varied life and community work that each of you bring to this adult learning environment as well as the knowledge you have gained from these experiences. Hence, through our student support services we will assist you in facilitating the appropriate personal, professional and career development that you need to achieve your goals.

Best wishes for a successful academic year.

Sincerely,

A handwritten signature in cursive script that reads "Camille Elliott".

Camille Butterfield Elliott
Associate Director for Student Services

Springfield College Phone Numbers

College Administrative Offices

263 Alden Street
Springfield, MA 01109

Office of the Dean, School of Professional and Continuing Studies	413/748-3985
Business Office	413/748-3183
Financial Aid Office.....	413/748-3112
Registrar's Office	413/748-3530
Babson Library.....	800/730-LBRY

School of Professional and Continuing Studies Campuses

Springfield College Boston

The Schrafft Center
529 Main Street, Suite 1M4
Boston, MA 02129
Phone (617) 242-3361
Toll Free (866) 272-9056

Springfield College Charleston

4390 Belle Oaks Drive, Suite 200
North Charleston, SC 29405
Phone (843) 554-7244
Toll Free (866) 272-6004

Springfield College Houston

2122 E. Governors Circle
Houston, TX 77092
Phone (713) 681-1120
Toll Free (866) 252-8801

Springfield College Manchester

500 Commercial Street
Manchester, NH 03101-1151
Phone (603) 666-5700
Toll Free (800) 727-0504

Springfield College Milwaukee

Tannery Business Center
700 W. Virginia Street, Suite 500
Milwaukee, WI 53204
Phone (414) 276-2300
Toll Free (866) 271-2983

Springfield College Southern California

17542 E. 17th Street, Suite 200
Tustin, CA 92780
Toll Free (888) 316-5111

School of Professional and Continuing Studies Springfield Campus

263 Alden Street
Springfield, MA 01109-3797
Phone (413) 748-3204
Toll Free (800) 727-0004

Springfield College St. Johnsbury

347 Emerson Falls Road, Suite 2
St. Johnsbury, VT 05819-9179
Phone (802) 748-5402
Toll Free (800) 441-1812

Springfield College Tampa Bay

10117 Princess Palm Avenue, Second floor
Tampa, FL 33610-8302
Phone (813) 626-3831
Toll Free (800) 724-2778

Springfield College Wilmington

1007 West Orange Street, Suite 500
Wilmington, DE 19801
Phone (302) 658-5720
Toll Free (800) 506-9270

Table of Contents

Springfield College Phone Numbers	iii
Mission Statements / Goals and Objectives	3
Statements of Importance	
Anti-Discrimination	6
Identification Cards	6
Official Communication	6
Instant Communication Related to Emergencies.....	6
Academic Policies	
Class Attendance for Face to Face Courses	7
Class Absence Due to Religious Observance	8
Class Attendance for Online Courses	8
Face to Face Course Participation	8
Online Course Participation	8
Pre-Course Assignments	9
Course Registration and Attendance.....	9
Auditing a Course	9
Nonmatriculated Students.....	9
Add/Drop.....	10
Leave of Absence	10
Withdrawal	11
Tuition Refund	11
Credit Balance Refund.....	12
Non-Payment.....	12
Course Cancellation.....	13
Grading.....	13
Incomplete Grade	14
Change of Grade	14
Repeating a Course	14
Course Overload.....	14
Grade Appeal.....	15
Grievance	15
Undergraduate Academic Progress Policy	16
Graduate Academic Progress Policy	19
Academic Honesty and Integrity.....	21
Academic Honors	25
Dean's List.....	25
Honor Society	25
Credit Requests for Professional Licenses, Certifications and Trainings	25
Health Insurance Policy	26
Immunization Requirements Policy	26

School of Professional and Continuing Studies Procedures

Registration.....	27
Billing and Payment Options	27
Graduation Petitions	28
Class Cancellation Due to Inclement Weather	28
Request for Refund of Portfolio Fee	28

Financial Aid

General Information and Policies	29
Important Information to Remember.....	29
Financial Aid Forms	31
Important Dates	31
Financial Aid Application Checklist.....	31

Student Services Information

Academic Advising.....	33
Academic Support Services	33
Appropriate Attire on Campus	34
Child Care.....	34
Mobile Devices in the Classroom	34
Learning Management System	34
Library Services	35
Smoke Free Environment	36
Support Services for Students with Disabilities	36
Section 504 Disability Grievance Procedure	36
Service Animal Policy.....	38
Veterans Administration Benefits	42

Code of Conduct Policies

Abuse and Assault.....	43
Abuse of College Resources Policy	43
Aiding in the Violation of Community Standards Policy	43
Alcohol and Drug Policy	43
Alcohol Policy and Procedures for Individual Use	44
Drug Policy	45
Bias Incident Policy.....	46
Communication Policy.....	46
Discrimination/Harassment Policy	46
Prohibited Conduct	47
Endangering Behavior Policy	52
Firearms and Weapons Policy	53
Gambling Policy.....	53
Gender-Based Misconduct Policy	53
Hate Crime Policy	53
Hazing Policy and State Law.....	54
Interference with the Student Conduct Process Policy	56
Mandatory Leave/Mandatory Withdrawal Process	56
Medical Amnesty Policy	57
Medical Clearance Policy	59
Non-Retaliation Policy.....	59
Release of Personally Identifiable Information and Student Records Policy	60

Springfield College Policies (Continue)

Reporting Off-Campus Address Policy	60
Responsible Use of Information Technologies Policy	60
Computer Code of Ethics/Acceptable use of Campus Network and Computing Systems	63
Solicitation Policy	63
Spectator Participation Policy	64
Smoking and Tobacco Use Policy	64
Student Demonstration Policy	64
Theft Policy	65
Guide to Community Standards Process	65
Vandalism/Damage Policy	65
Unauthorized Entry into College Facilities	65
APPENDIX.....	72

This edition of the *School of Professional and Continuing Studies Student Handbook* is in effect as of September 1, 2016. It replaces all previous editions of the *Student Handbook*

The contents of the *Student Handbook* are not to be interpreted as an irrevocable contract between the student and Springfield College. All policies and procedures in this handbook were accurate at the time of publication. Changes that occur after this publication will be described in official College documents that supersede all information in this handbook. Questions regarding interpretation of any policy or procedure should be directed to the Office of the Dean.

Springfield College Mission

The mission of Springfield College is to educate students in spirit, mind and body for leadership in service to humanity.

School of Professional and Continuing Studies Mission

In accord with the mission of Springfield College, the mission of the School of Professional and Continuing Studies is to provide broadly accessible higher education for adult learners that embodies the principles of humanics, community partnership, and academic excellence to achieve social and economic justice.

Our Goals and Objectives are:

To provide an educational experience that . . .

- is recognized as having special strengths in social analysis, critical thinking, communication skills, and leadership for social and economic change;
- responds to student, workplace, and community needs;
- incorporates the knowledge adult learners bring to the classroom through collaborative learning and critical reflection.

To recruit, enroll and graduate highly motivated students who are committed to the distinctive philosophy of the College and the School, and who . . .

- are economically and culturally diverse and have been historically denied access to higher education;
- reflect regional demographics;
- can and will engage in an education to help achieve economic and social justice.

To create and maintain mutually beneficial alliances with communities and organizations that . . .

- provide an environment where the human services community gathers to reflect and share knowledge and experience;
- provide resources and information to build and sustain organizations designed to serve community human service needs;
- provide fieldwork opportunities for students and faculty.

To help society achieve social and economic justice by generating new knowledge about...

- human services;
- adult teaching and learning;
- development and change in local, national and global communities.

To establish and maintain working and learning environments that . . .

- attract, develop, support, and retain competent faculty, administrators and staff who are committed to the School's mission;
- provide clean and attractive facilities as well as systems and equipment to support the programs of the School;
- foster meeting the objectives of the School through teamwork;
- clearly define roles, responsibilities and authority;
- encourage open, clear, comprehensive, and timely communication;
- acknowledge talent and creativity among faculty, administrators, staff, and students.

Statements of Importance

Anti-discrimination

Springfield College does not discriminate in its admissions or employment policies and practices on the basis of race, sex, sexual orientation, age, color, religion, national origin, gender, disability, or status as a veteran. Springfield College is committed to fostering multicultural diversity in its faculty, staff, and student body. Students who feel that they have been subjected to a form of discrimination are encouraged to contact the College's 504 Coordinator, Deb Dickens, Director of Learning Support Services, 263 Alden Street, Hickory Hall Room 109, Springfield, MA. 01109; (413) 748-3747 (Voice/TTY), (413) 748-3725 (fax); email: ddickens@springfieldcollege.edu. When acts of discrimination or exclusion are discovered, steps are taken to remedy such practices.

Identification Cards

All students are required to have a Springfield College Identification (ID) Card containing an assigned student identification number, which should be in their possession at all times. This card is used for identification purposes in accessing College building and grounds, borrowing material from Babson Library, and attending College sponsored events. The first Springfield College ID Card is issued to a student at no charge. Replacements for lost or stolen cards will cost \$35.00.

Students should be prepared to show their ID card when requested to do so by faculty, staff, or administrators.

Official Communication

Students are ultimately responsible for using official Springfield College communication methods. Failure to use official Springfield College methods does not excuse students from the content that may be received through each method.

The official Springfield College communication methods are:

- Springfield College e-mail system
- Last address provided by students for official communication purposes

Instant Communication Related to Emergencies

Springfield College provides an online service for instant communication as it relates to on-campus emergencies. This technology, SC ALERT, will allow Springfield College to communicate with students through a campus-wide text messaging system when there is an emergency on campus (such as severe weather alerts, snow days, or a major crisis).

This information is intended to be used for emergency purposes as it relates to student safety. For more information regarding this service and how to sign up, go to www.e2campus.com, or the Springfield College website. If you have further questions, please contact your instructional Campus.

Academic Policies

Class Attendance for Face to Face Courses

Class Attendance

Because of the accelerated schedule of all courses within the School of Professional and Continuing Studies of Springfield College, missing any class session means missing a significant portion of an entire course. Absences are therefore detrimental to academic achievement. Regular attendance is expected of all students and is necessary for optimizing the School of Professional and Continuing Studies learning experience and the overall value of classroom instruction. Furthermore, it is essential for the School of Professional and Continuing Studies to keep accurate attendance records in order to comply with federal and state financial assistance programs, Veterans Administration benefits, scholarships requirements, and accreditation standards. It should be noted that failure to attend classes impacts eligibility for financial aid. There is no eligibility for financial aid for a course in which a student never began attendance even if the student remains registered for that course. Students who stop attending all classes in a term may lose some or all eligibility for financial aid for that term.

Once a course begins, students are expected to attend all class sessions and workshops for courses in which they are enrolled. However, it is recognized that class absences are sometimes necessary for extenuating professional or personal reasons. It is for these reasons that the following policy and procedures are established.

Definition

An absence is defined as missing one-tenth of a class session (e.g. approximately 45 minutes of a seven-hour class at any time during the class).

Policy

Students cannot be absent for more than 25% of the number of class sessions within a course (e.g. one absence in a course that meets four times). Exceeding the number of absences during a course will result in an “F” for the course.

Class Lateness

Because of the accelerated schedule of all courses within the School of Professional and Continuing Studies of Springfield College, it is important that classes begin and end on time making full use of all available class time. Therefore, students are required to arrive prior to the time class begins and remain in the classroom until class time is over. Failure to fulfill any of these attendance requirements will affect the student’s grade for the course.

Note: The above policy relates exclusively to all courses taken on ground within any of the ten campuses of the School of Professional and Continuing Studies. Attendance Policy for online courses is consistent in principle with the above policy but differs in application to an asynchronous learning environment. Please check the School of Professional and Continuing Studies *Guidebook for Online Students* for further information.

Class Absence Due to Religious Observance

It is important that students review the academic calendar for possible conflicts with religious observances when registering for courses. If a religious observance falls on a scheduled class day, and the student chooses to register for a class meeting that day, the student can contact the instructor at the beginning of the term and make alternate arrangements to gain the information presented in class and fulfill course responsibilities. However, for attendance purposes, the student will be marked as absent for the day.

Class Attendance for Online Courses

The School of Professional and Continuing Studies online courses are 12 weeks in length. Student attendance is based on weekly participation in course assignments and activities. Therefore, students are expected to log into their online course **at least three (3) times a week on three (3) different days of the week** to post assignments and actively engage in threaded discussions in order to be considered present. If a student has not logged in on three different days, he/she will be considered absent for that week. Students that exceed three absences (25% of class time) automatically fail the course. The class week begins on Saturday and goes to the following Friday. Attendance is taken every week for online courses. The faculty must submit attendance every Saturday for the preceding week.

Face to Face Course Participation

All talk does not constitute good class participation. Class participation that contributes to a positive grade is characterized by the following:

- Ties personal experiences to the concepts being studied, gives an orderly, brief version of the experience, with a point that is stated clearly;
- Avoids repeating in a different form points made by others;
- Shows evidence of having completed, understood, and applied the readings for the course;
- Incorporates ideas shared by others and the instructor to create “a fuller picture” of the concept under discussion;
- Poses real-life questions or challenges that spring from the discussion and attempts to shape an “informed” conclusion.

Online Course Participation

In an online course the success of your learning experience depends on the active participation of all students. Therefore, it is imperative that you participate in the class discussions fully by posting your responses in a timely manner to allow others to respond. You are expected to log into your Moodle online course at least three (3) times a week on three different days of the week to post assignments and actively engage in threaded discussions. You must also respond/react/provide feedback to your colleagues’ postings.

Class participation in an online environment contributes to a positive grade and is characterized by the following:

- Ties personal experiences to the concepts being studied, and gives an orderly, brief version of the experience, with a point that is stated clearly;
- Avoids repeating in a different form points made by others;
- Shows evidence of having completed, understood, and applied the readings for the course;

- Incorporates ideas shared by others and the instructor to create “a fuller picture” of the concept under discussion;
- Poses real-life questions or challenges that spring from the discussion and attempts to shape an “informed” conclusion.

As an online student, you will need to review the .pdf document entitled “*School of Professional and Continuing Studies Policies for Online Course Instruction.*” You will find it located beneath the Courses Descriptions and Outcomes link in Topic O of your Moodle class. Read the entire document so that you will be aware of all online policies and expectations for participation in online classes.

Pre-Course Assignments

As part of the accelerated component of our curriculum, all students are required to complete a pre-course assignment for each on ground course. A pre-course assignment includes reading, writing, and/or other activities. The pre-course assignment is designed to establish a frame of reference for class discussion on the first day. The pre-course assignment is found on the course syllabus which is available on the campus website as well as in your Moodle classroom. Pre-course assignments are not dependent on a text book. Instructors will identify open sources or e-books. Students are expected to follow APA guidelines for all written assignments. Online courses do not have a pre-course assignment.

Course Registration and Attendance

Only students who are officially registered for a course may attend class sessions. Students may not "sit in" on classes to make-up for classes that they were registered for and did not attend. Students who miss one class in a course that they are registered for must complete a make-up assignment. If a student misses more than one class, they may not "sit in" another section to get credit for the course.

Auditing a Course

Students may register for one course for audit designation per term on a space-available basis. Audited courses are billed at prevailing tuition rates. Students are required to attend classes but are not required to complete course assignments. Audited courses are not eligible for financial aid.

An audit carries no credit, has no grade point equivalent, and is recorded as an X on the transcript. Although the course is entered onto a transcript, it does not affect a student's full- or part-time status. Audited courses are not eligible for credit earned through proficiency examinations, nor can the audited course be repeated for credit in subsequent semesters.

Nonmatriculated Students

Undergraduate

Individuals who have not been admitted to the School of Professional and Continuing Studies but who wish to take undergraduate courses may do so as nonmatriculated students, that is, nondegree seeking students. Nonmatriculated status is an appropriate option for individuals seeking personal enrichment, career advancement, strengthening of academic skills, completion of core requirements for a concentration, or exploration of possible admission into a degree program.

Individuals interested in this option must submit a Nonmatriculated Application Form, which may be obtained from the Admissions Office of the instructional campus. Applications should be submitted as early as possible to ensure enrollment and must be received no later than the first class session of the

course. Students must have already completed any prerequisites listed for courses for which they intend to register. A maximum of fifteen credit hours (equivalent to core requirements for all concentrations) taken as a nondegree seeking student may be applied to a student's bachelor's degree program in the School of Professional and Continuing Studies. Registration for additional courses beyond the fifteen credit hours as a nondegree seeking student will require approval from the Dean of the School of Professional and Continuing Studies. Nondegree seeking students are subject to all regulations of the College.

Financial aid is only awarded to students who have been accepted into a degree program. Nonmatriculated students are not eligible to receive financial aid.

Graduate

Students who have not been admitted to the graduate program who wish to take graduate courses are required to file a special student application along with transcripts demonstrating receipt of the bachelor's degree. Special students may be admitted to those courses for which they have the prerequisites with the approval of the faculty members who teach the courses and Graduate Division authorization. No more than 9 semester hours of credit taken as a special student at Springfield College prior to admission may be applied toward a degree.

Financial aid is only awarded to students who have been accepted into the degree program. Nonmatriculated students are not eligible to receive financial aid.

Add/Drop

Students are only permitted to add courses prior to the first class of the course each term. No course can be added after the first class has met. Students may not drop a course after the 15th calendar day of the second month of the term (October 15, February 15, June 15).

To add or drop a course(s), a *Change of Schedule Form* is used in consultation with the student's academic advisor. If dropping all classes for a particular term, the student must consult with his/her advisor and complete a *Leave of Absence Form* and meet with the campus administrator regarding financial aid and billing. Contact the campus Student Services Office with questions and/or problems. Failure to attend classes does not constitute withdrawing or dropping a class. The *Change of Schedule Form* can be found on the School of Professional and Continuing Studies website:

<http://www.springfieldcollege.edu/sites/default/files/documents/pcs/forms/shs-course-adddrop-form.pdf>

Leave of Absence

A leave of absence may be granted to a student who has completed graded courses for at least one term. Students wishing to drop all classes and take a leave of absence for a term need the approval of their academic advisor and must complete a *Leave of Absence Form* and a *Change of Schedule Form*. The Office of Financial Aid will notify all lenders that the student is not currently enrolled and repayment of all outstanding financial loans may commence.

If after one year a student has not re-enrolled, the student will be withdrawn from the College as of the date he/she terminated academic study. Any outstanding balance on the student's account will be pursued until collected.

Withdrawal

Course Withdrawal

Students may withdraw from a course between the Drop-Add Deadline and the last day of the second month of the term. The student will receive a grade of “W.” This grade appears on the students’ transcripts for the course.

Any course withdrawal after the last day of the second month of the term (October 31, February 28, June 30) must be approved by the Dean of the School. Approvals are given only on the basis of incapacitating illness or exceptional circumstances beyond the control of the student and is requested by the student completing a *Change of Schedule Form*.

Once registered for classes, students are responsible for the tuition incurred. To voluntarily withdraw from a course(s), students must report to the campus to begin the withdrawal process. In circumstances where in-person withdrawal is not feasible, the student may initiate withdrawal action by writing or telephoning the campus. Absence from classes does not constitute withdrawal from a course; students must submit official change of schedule forms.

The withdrawal process involves completing a *Change of Schedule Form*, having it signed by the academic advisor, and submitting the form to the records coordinator at the local campus. If the student has benefited from federal financial aid, he/she must meet with the financial aid coordinator at the local campus. A student who stops attending classes before the end of the term and fails to pass at least one course in the term is considered by the Department of Education to have unofficially withdrawn and the college may be required to cancel or reduce the student’s federal financial aid. The student must also contact the business services coordinator to clear any outstanding charges or holds that may prevent continuation of the program at a later date or prevent the release of academic records.

Program Withdrawal

Students who do not plan to continue their academic studies with the School of Professional and Continuing Studies must meet with the Campus Director for an exit interview, at which time the various steps of the withdrawal process will be reviewed. The purpose of the interview is for the student to have an opportunity to review options and bring closure to the experience at the School. At that time, an effective date will be determined. This date will be used in processing any possible tuition refunds.

Students who are withdrawing from the School must return the Student Identification Card that was issued to them. Withdrawals will not be processed unless the Student Identification Card is returned. Withdrawing students must complete a *Change of Schedule Form* if they are currently enrolled and a *Withdrawal/Leave of Absence* form. Please be sure to mail each of these forms to the instructional campus by Certified Mail, and request return receipt, or obtain a receipt if the *Withdrawal and Change of Schedule* forms are hand-delivered.

Tuition Refund

The refund policy for a School of Professional and Continuing Studies student is as follows: If a student’s written request to drop a course is received no later than the 15th calendar day of the second month of the term, provided that the drop of the course (s) is granted, the student will receive a 100% tuition refund. The course (s) will be dropped from the academic transcript.

The deadlines for 100% credit are:

October 15	for September Term
February 15	for January Term
June 15	for May Term

If a student's written request is received from the 16th calendar day of the second month until the last day of the second month in each term, provided that the Withdrawal or Leave of Absence is granted, the student will receive a 50% tuition refund. The course (s) withdrawn will remain permanently on the academic transcript with the grade of "W".

The deadlines for 50% credit are:

October 31	for September Term
February 28	for January Term
June 30	for May Term

If a student's written request is received after the last day of the second month and the request is approved by the Dean, the student will be held responsible for the total amount of tuition whether or not the student attended classes. The course(s) withdrawn will remain permanently on the academic transcript with the grade of "W".

Credit Balance Refund

If a student has a credit balance on his/her tuition account, a refund check will be issued within 14 days, unless the student authorizes in writing the College to hold the credit balance for a future semester. On the Friday following the refund check being generated, the check will be mailed to the billing address on the student account. The refund check will be made payable to the student, unless the student requests in writing that the check be made payable to another party.

Students can now have their refunds electronically deposited into their checking or savings account. To enroll please go to <http://commerce.cashnet.com/spfldcolpay>

Credit Balance Refund for the California Campus

The student has the right to a full refund of all charges less the amount of the Application Fee, if he/she cancels the enrollment agreement prior to or on the first day of instruction. In addition, the student may withdraw from a course after instruction has started and receive a prorated refund for the portion of the tuition and other refundable charges, if the student has completed 60% or less of instruction.

If the College cancels or discontinues a course or educational program, the College will provide a full refund of all charges. Refunds will be credited to the student account within 30 days of the cancellation or withdrawal.

Non-Payment

For currently enrolled students, non-enrolled students, students who have been separated, dismissed, suspended, expelled, disciplined, withdrawn and/or have taken a leave of absence, the College will withhold all official transcripts, the awarding of diplomas and access to registration for future courses from any student whose account is not paid in full. A late charge of \$75 will be assessed for each month that a payment is past due. The student and/or the party who is responsible for the payment of the student account shall be jointly liable to the College for all costs of collection and reasonable attorney's fees incurred. The student is required to make full payment of all accounts prior to the deadline for commencement (date established by the registrar). Non-enrolled students with a balance on their account will be placed in collections. Once students register for classes, they are responsible for the tuition and fees incurred. Not attending classes does not constitute withdrawing or dropping a class. Any changes to a student's course schedule require submission of a *Change of Schedule Form*. The *Change of Schedule Form* can be found on the School of Professional and Continuing Studies website www.springfieldcollege.edu, quick links, School of Professional and Continuing Studies, Student Services, forms, Change of Schedule, print.

There is a penalty charge of \$35 per check for all checks returned by the drawer's bank. After two returned checks, the Business Office will no longer accept personal checks.

Course Cancellation

If registration for any course is under six students, the course may be canceled. If the College cancels or discontinues a course or educational program, the College will provide a full refund of all charges. Refunds will be credited to the students account within 30 days of the cancellation.

Grading

Faculty members will evaluate students' work and course grades will be assigned. Written papers, oral assignments, fieldwork, performance in class, and/or class attendance may constitute the basis for the grade awarded for the course. Faculty members generally outline the details for determining grades on the course syllabus. Often, any weighted factors for assignments will be outlined in the syllabus. Grade points are assigned to each grade and used in the calculation of the student's grade point average for the term's work or cumulative average. The grades and point values are:

Grade	Grade Points
A (<i>exceptional</i>)	4.0
A-	3.7
B+	3.3
B (<i>good</i>)	3.0
B-	2.7
C+	2.3
C (<i>fair</i>)	2.0
C- (lowest passing grade on graduate level)	1.7
D+ (not awarded on graduate level)	1.33
D (not awarded on graduate level)	1.0
D- (not awarded on graduate level, lowest passing grade on undergraduate level)	0.7
F (<i>failure</i>)	0.0
P (pass C- or better)	Not included in computation
I (incomplete)	Not included in computation
X (audit)	Not included in computation
W (withdrawal)	Not included in computation
*	Grade not submitted by instructor
IP	Course in Progress
CP	Credit Pending

Faculty have sole responsibility for awarding all grades except X, W, and IP.

The grade point average (GPA) is determined by dividing the sum of the grade points by the sum of the credits. An example is shown below:

<u>Course:</u>	<u>Earned Credits:</u>		<u>Grade:</u>	<u>Total:</u>
Core	4	X	A (4.0)	16.0
Elective	<u>3</u>	X	C (2.0)	<u>6.0</u>
	7			22.0

22.0 divided by 7 credits is equal to a GPA of 3.15. A student's cumulative GPA is shown on his/her grade reports from the Registrar's Office.

Incomplete Grade

A student may request from the instructor a grade of incomplete (I) in situations where exceptional circumstances beyond his or her control (such as incapacitating illness or a death in the family) prevent him or her from completing course requirements. In order to be eligible for an incomplete, the student must have completed the majority of the coursework (such as 75 percent or more) with passing grades. The decision to grant an incomplete is at the discretion of the instructor. **A student will have a specified period of time, not to exceed one term, to complete incomplete work. A contract for incomplete grades must be completed and signed by both the instructor and student.** A copy of this contract will remain with the student, the instructor, the Registrar, and the campus offering the course.

Change of Grade

A request for a change of grade may be submitted under the following circumstances:

1. Fulfillment of the conditions of a *Contract for Incomplete Grade* (with the instructor's copy of the "Contract" attached to the *Official Change of Grade* form).
2. An error by the instructor, such as error in recording or calculating grades.

Faculty may not submit requests for grade changes later than one calendar year following the term in which the course was originally graded. After the degree has been conferred, no grade can be changed on the final transcript. This policy is not intended to supersede the academic grievance policy or the policy governing incompletes.

Requests for an exception to policy should be submitted by the student requesting the change to the Assistant Dean/Campus Director at the student's instructional campus.

Repeating a Course

Students may repeat a course in which they have received an unsatisfactory grade. To do so, they must register again for the course at their own expense. Both grade entries will appear on the record card, but only the credit hours and grade resulting from the repeated courses will be used in computing hours and honor credits for graduation. This is true whether the grade for the repeat is higher or lower than the original grade. Students are not eligible for financial aid for repeated courses.

Course Overload

Undergraduate

Undergraduate full-time enrollment is defined as 12 credit hours. Some financial aid requirements necessitate 12 credits per semester as full-time minimum. A student wishing to take more than 12 credits in one semester must:

- have completed the prior learning process;
- have completed two full terms of course work;
- be in good academic standing with a "B" (3.0) average;
- have approval from his/her academic advisor.

If the overload exceeds 15 credits, the student must have the written approval with signature of his/her academic advisor.

Graduate

Graduate full-time enrollment is defined as nine credit hours. Students wishing to take an overload must have completed one full term, be in good academic standing with a “B” average, and have permission of their academic advisor.

Grade Appeal

A student may file an appeal for a grade received only in cases when:

- There is a discrepancy between the criteria, expectations, or standards outlined in the syllabus and a professor's actions and practices.
- There is some inconsistency in treatment across the student body enrolled in a course

A student must follow the following process to get fair and timely resolution of his/her appeal:

1. The student communicates directly with the instructor within 30 days of receiving the disputed grade. The instructor must respond within 14 days.
2. If not resolved in (1), the student appeals in writing to the Assistant Dean/Campus Director or his/her designee within 14 days of the instructor's response. The Assistant Dean/Campus Director or designee must respond to the student within 14 days and also notify the faculty of the continuation of the appeal process. If the student is enrolled in an online course the appeal is directed to the Associate Dean.
3. If not resolved in (2), the student appeals to the Dean of the School in writing within 14 days of response from the Assistant Dean/Campus Director or designee. The Dean will notify all parties of his/her decision. The decision of the Dean is final.

Grievance

If a student believes that he/she has been treated unfairly, the student has the right to seek resolution of the concern through informal and formal processes. At any step in the process, the student may consult with his or her academic advisor or any other faculty or staff member for advice.

Step 1 (informal process):

Within 30 calendar days of the disputed action, the student must raise the concern with the instructor or appropriate party. The instructor or other party should respond to the student regarding this concern within 14 calendar days. (If the 30 days are interrupted by the close of a term or semester break, the remaining days will extend into the beginning of the following term. In situations in which the instructor or other party is on leave or no longer employed by the College, the student should proceed to Step 2).

Step 2 (informal process):

If the student and the instructor or other party do not agree to a resolution, the student has 14 calendar days from the instructor's or other party's response to raise the concern with the campus director in which the grievance occurred. The campus director should respond to the student regarding this concern within 14 calendar days and must notify the instructor or other party of the continuation of the grievance process.

Step 3 (formal process):

If accord is not yet reached through the steps above, the student may file a written grievance. The written grievance must be submitted to the Office of the Dean within 14 days following the campus director's response to the student. Upon receipt of the form, the Dean will conduct whatever review is needed to arrive at a resolution, including, if necessary, a meeting with the student and instructor. The

Dean will notify all parties involved in writing of his/her decision and any subsequent actions. The decision of the Dean regarding the grievance is final.

This policy is not intended to supersede the Grade Appeal Policy, the Academic Honesty and Integrity Policy, or the Harassment/Discrimination Policy.

Undergraduate Academic Progress Policy

This Institutional Academic Progress Policy applies to both full-time and part-time matriculated undergraduate students enrolled in the School of Professional and Continuing Studies at Springfield College. A student is matriculated if he or she received official acceptance into Springfield College through the admissions process as a degree-seeking student.

Academic Review

Following the close of each full term, a systematic School of Professional and Continuing Studies undergraduate records review is conducted by the Registrar to determine student academic standing status classifications. Undergraduate students will not be subject to review until they have attempted the completion of 12 cumulative credits at Springfield College.

Academic Progress

Full-time Status: In order to be considered a full-time student at Springfield College, an undergraduate student must enroll in at least 12 credit hours in a semester. Full-time students are expected to earn a minimum of 24 credit hours in an academic year, comprising September, January, and May terms. The student who does not earn a total of 24 credits in the September and January terms may earn credit sufficient to meet or exceed the criterion through coursework taken the May term immediately following the review at the end of the January term.

Financial Aid Eligibility: In order to maintain continuing eligibility for financial aid, an undergraduate student is expected to complete with a passing grade ('A' through 'D-') at least 75% of all credits attempted for completion at Springfield College (not including transfer courses), as calculated at each academic progress review.

The calculation for the 75% pass rate in credit hours attempted for completion includes the Springfield College credit hours for which a student received a grade of 'A' through 'D-' and 'P' divided by the total number of credits the student has attempted for completion at Springfield College, including courses in which a grade of 'F', 'I', 'CP', 'W', or '*' was recorded.

Academic Standing

A matriculated undergraduate student enrolled in the School of Professional and Continuing Studies must have a cumulative grade point average (CGPA) of at least 2.000 to be eligible for graduation with a bachelor's degree from Springfield College. The 2.000 CGPA is the minimum standard for the College; academic programs may have higher standards for entrance into or continuation in their undergraduate programs and students are responsible for reviewing program standards and requirements that are found in the official campus, school, or institutional documents.

An undergraduate student's academic standing status is assessed at the end of each term according to the Cumulative Grade Point Average criteria listed below. As a result of the academic standing review, School of Professional and Continuing Studies undergraduate students are assigned the appropriate academic standing status actions listed below.

1. Cumulative Grade Point Average Criterion

There are three minimum CGPAs that undergraduate School of Professional and Continuing Studies students must meet, depending on the number of credit hours they have attempted (credits attempted for completion include Springfield College courses graded "A" through "F, P, I, W, CP" plus transfer credits that have been accepted by the College.) Those minimum CGPAs are as follows:

Credit Hours Attempted for Completion	Minimum CGPA
• After attempting the completion of 12-29.5 credits:	1.80 CGPA
• After attempting the completion of 30-59.5 credits:	1.90 CGPA
• After attempting the completion of 60+ credits:	2.00 CGPA

2. Academic Standing Status Categories for the School of Professional and Continuing Studies:

A. Good Academic Standing

An undergraduate student whose CGPA is above the minimum standards (as noted above) is classified as an undergraduate student in good academic standing at the College. A student who has received an academic warning or an academic alert is considered to be in good academic standing.

1. Academic Warning

Upon reaching the first 12 cumulative semester hour academic standing review, a undergraduate student is given an academic warning when his or her cumulative GPA is at or above 1.500 but fails to meet the criterion cumulative GPA of 1.80. A student given an academic warning is considered to be in good academic standing.

Academic Warning will not be recorded on the student's academic transcript. A student will be removed from academic warning when he or she has successfully met the appropriate CGPA.

2. Academic Alert

The undergraduate student who is in good academic standing, but has a *term* GPA below the required CGPA, will receive an academic alert. The academic alert is designed to notify the undergraduate student that he or she is in danger of *not* continuing in good academic standing and to encourage that student to seek academic support. This action is advisory and will not be recorded on the student's academic transcript.

B. Academic Probation

The undergraduate student who at any academic standing review point fails to meet the CGPA academic standing criterion and who does not meet the criteria for academic warning is placed on academic probation. An undergraduate student who is placed on academic probation will maintain matriculation status but will *not* be eligible for financial aid.

The undergraduate student who is placed on probation will be notified of this academic standing by letter. As part of the letter of notification from the Office of the Dean of the School of Professional and Continuing Studies, the undergraduate student on academic probation may be informed that he or she is required to take

certain courses, limit the number of courses taken, or fulfill other conditions specified. Academic probation status will be recorded on the student's academic transcript.

An undergraduate student will be removed from academic probation when he or she meets or exceeds the criterion CGPA. When a student is removed from academic probation, it will be so noted on the transcript.

C. Continued Academic Probation

An undergraduate student who was on academic probation during the term of review will continue on academic probation if the student's term GPA shows significant improvement, but his or her CGPA remains below the required level. Significant improvement is generally defined as a student earning a term GPA of at least 2.000 and having met the conditions of his or her academic probation. If continued on academic probation, the undergraduate student will be subject to the conditions specified under Academic Probation. Continued Academic Probation will be recorded on the student's academic transcript.

D. Academic Dismissal

At any academic standing review point, an undergraduate student who is currently on academic probation or continued academic probation will be academically dismissed when the criteria for continued probation are not met. The Office of the Dean of the School of Professional and Continuing Studies will send the undergraduate student a notification letter of dismissal. The student may appeal the institutional academic dismissal and is required to submit the request in writing to the Campus Academic Standards Committee, via the Campus Director.

The institutional academic dismissal will be recorded on the student's academic transcript.

Academic Dismissal Readmission

An undergraduate School of Professional and Continuing Studies student who is academically dismissed does not maintain matriculation status and may not take courses at Springfield College for a minimum of three (3) academic terms [inclusive of September, January, May] following academic dismissal; and thereafter must make a formal application for readmission to the College. A student who is officially readmitted to the College following institutional academic dismissal will return on academic probation unless he or she has raised his or her CGPA to equal or exceed the appropriate academic standing criterion through course work transferred from another accredited institution and has met all other conditions of readmission from academic dismissal.

When a student is removed from academic dismissal, it will be so noted on the transcript.

Appeal Process for Undergraduate Academic Dismissal

An undergraduate of the School of Professional and Continuing Studies student who has been academically dismissed may appeal the dismissal to the Campus Academic Standards Committee (ASC) by submitting a written request of appeal to the Campus Director. The timeline for the appeal will be specified in the letter of notification of dismissal.

The undergraduate student's appeal should contain information about circumstances affecting the student's academic performance and the student's plans to remedy the situation. Students may bring one Springfield College employee to the appeal meeting for emotional support or to present brief information on the student's behalf. A College employee member invited to attend is under no obligation to do so. A lawyer may not be present at the meeting, either as a legal representative or as

the above-mentioned College employee. Any College personnel speaking on behalf of the student will not be in the room during the student's presentation but will be invited to speak following the student's appeal presentation. The student may also bring letters of support written by any individual.

The campus-based ASC will review the appeal according to the ASC operating guidelines. If the committee recommends that the appeal be supported, and the Dean of the School of Professional and Continuing Studies concurs, the student will be allowed to return on continued academic probation and will be required to adhere to all academic standing policies.

The Office of the Dean of the School of Professional and Continuing Studies will inform the undergraduate student of the appeal decision by letter. The outcome of the appeal will be noted on the student's academic transcript.

Graduate Academic Progress Policy

This Institutional Academic Progress Policy applies to both full-time and part-time matriculated graduate students enrolled in the School of Arts, Sciences, and Professional Studies (ASPS); the School of Health, Physical Education, and Recreation (HPER); the School of Health Sciences and Rehabilitation Studies (HSRS); the School of Professional and Continuing Studies; and the School of Social Work (SSW). A student is matriculated if he or she received official acceptance into Springfield College through the admissions process as a degree-seeking graduate student.

Academic Review

Following the close of each full semester, a formal graduate academic records review is conducted by the Registrar to determine student academic standing status classifications. Graduate students will not be subject to review until they have attempted the completion of nine (9) graduate credits at Springfield College.

For the purpose of determining academic progress, attempted hours are defined as *Credits for courses grade "A" through "C-"and "F", "P", and accepted transfer credits.*

A graduate student's institutional academic standing status is assessed according to the Good Academic Standing cumulative grade point average criterion (CGPA) of 3.00. As a result of academic standing review, graduate students are assigned the appropriate institutional academic standing status actions (listed below). Graduate students must have a CGPA of 3.0 or better to be eligible for graduation with master's and doctoral degrees. Academic departments or schools may have higher standards for entrance into or continuation in their graduate programs and students are responsible for reviewing program standards and requirements that are found in the official department, school, or institutional publications.

Academic Standing Status Categories

Following determination of status by graduate academic records review, academic standing status actions (Good Academic Standing, Academic Probation, Continued Academic Probation, and Academic Dismissal) go into effect at the start of the successive term (September, January, or May).

Good Academic Standing

A graduate student whose CGPA is at or above the minimum standard of 3.00 is classified as a graduate student in good academic standing at the College.

Academic Probation

The graduate student who at any academic review point fails to meet the 3.00 CGPA academic standing criterion on or after attempting the completion of nine (9) credit hours is placed on academic probation. A graduate student on academic probation will maintain matriculation status but will *not* be eligible for financial aid, including teaching and research fellowships.

The graduate student who is placed on academic probation will be notified of this academic standing by letter. Following this notice from the Office of the Dean, an academic plan for the graduate student on academic probation will be designed by the academic advisor and campus. This plan may require the graduate student to take certain courses, limit the number of courses taken, or fulfill other conditions specified.

A graduate student will be removed from academic probation when he or she meets or exceeds the criterion 3.00 CGPA.

Continued Academic Probation

A graduate student who is on academic probation during the semester of review will be continued on academic probation if his/her CGPA is below 3.00 and the student has attempted the completion of fewer than 18 credits at Springfield College *or* the student's CGPA is above 2.8 but below 3.00 following the completion of 18 credits at Springfield College. If continued on academic probation, the graduate student will be subject to the conditions specified under Academic Probation.

Academic Dismissal

A graduate student will be dismissed from candidacy for the graduate degree if his/her CGPA is below 2.8 at the end of the semester in which he/she has attempted 18 semester hours of graduate credit at Springfield College. Additionally, a student whose CGPA is below 3.00 following the completion of the required minimum number of semester hours in his/her program plus six credits is subject to dismissal.

The Office of Dean will send the student notification letters of all decisions concerning probation and dismissal. The student may appeal the institutional academic dismissal and is required to submit the request for an appeal in writing to the Campus Academic Standards Committee via the Campus Director.

A student who is dismissed may not take courses at Springfield College for one academic year following dismissal, but may reapply for admission thereafter. When the student is readmitted to the College, his or her academic standing will be reviewed. The appropriate academic standing category will be determined at that time.

Academic Dismissal Appeal Readmission

A graduate student whose academic dismissal appeal is supported by the Campus Academic Standards Committee and the Dean will be allowed to seek readmission for return on continued academic probation. In order to be readmitted, the graduate student must meet one of the following two conditions:

- a) the program of matriculation officially readmits the student, contingent on all program standards being met; and the final readmission is approved by the School Dean
- b) the student is officially granted admission to another Springfield College graduate program and the final readmission is approved by the School Dean.

Academic Honesty and Integrity

School of Professional and Continuing Studies students are expected to be academically honest. Misrepresentation of facts, omissions or falsifications in any connection with the academic process (including both course work and official documents) are violations of the School's Academic Honesty and Integrity Policy.

A student is urged to consider that the public value of his/her education depends on the integrity of the grading system, and that academic dishonesty in any form dilutes the value of those grades. The Policy is not intended to diminish collegiality at Springfield College. All of us learn from our colleagues, and education is a cooperative enterprise. Simple justice requires, however, that a student receive the quantity and quality of academic credit he/she has earned. Justice of this sort is compatible with the community values and shared experiences on which a liberal education is based. All students are expected to promote academic honesty and integrity at all times.

Misunderstanding the Policy will not be accepted as an excuse for dishonest work. If a student is in doubt on some points as they affect work in a particular course or as they may be interpreted in practice, he/she should consult with the instructor in the course or the Campus Director, so as to avoid the serious charge of academic dishonesty.

Academic achievement is generally evaluated on the basis of completed "exercises" (defined hereinafter) that a student produces independently. Obtaining credit for work, words, or ideas which are not the products of a student's own effort is dishonest. Such dishonesty undermines the integrity of the academic standards of the College.

Consequences of violating the Academic and Integrity Policy entail penalties ranging from failing an exercise, failing a course, reprimand, suspension, dismissal, expulsion from the College, forfeiture of a diploma and/or legal action. This Policy also applies to alumni, insofar as it relates to Springfield College transcripts and other records of work at Springfield College.

Basic Policy

A student's name on any "exercise(s)", which term shall include, but not be limited to, a theme, oral report, notebook, report, computer program, course paper, project, portfolio, quiz, examination, or any other assignment related to a course or internship thereto, is regarded as assurance that the exercise is the result of the student's own thoughts and study, stated in his/her own words, and produced without assistance, except as quotation marks, references, and footnotes acknowledge the use of printed sources or other outside help. In some instances an instructor, program, or campus may authorize students to work jointly in solving problems or completing projects. Such efforts must be clearly marked as the results of collaboration. Where collaboration is authorized, students should make sure that they understand which parts of any assignment must be performed independently. Students are not allowed to present the same exercise previously or concurrently completed for another course, without the permission of the instructor(s) of the course(s) in question. Students who perceive the possibility of an overlapping assignment should consult with their instructors before presuming that a single effort will meet the requirements of both courses.

Plagiarism

Plagiarism is defined as the appropriation, and use as one's own, of the writings and ideas of another. Intent to deceive does not have to be present for plagiarism to occur. Students should be cautious when "borrowing" material from other sources. Rewording (paraphrasing) of an author's ideas does not absolve the student from giving credit and making the appropriate citation. Students who plagiarize are subject to dismissal from the School's Academic Degree Program.

Offenses Against the Policy

Use of Sources

In preparing assignments a student often needs or is required to employ outside sources of information or opinion. All such sources should be listed in the bibliography/reference section.

For citations, references in text are required for all specific facts which are not common knowledge and which do not obtain general agreement. New discoveries or debatable opinions must be credited to the source with specific references to edition, page, or web page even when the student relates the matter in his/her own words. Word-for-word, including any part, even if only a phrase or sentence, from the written or oral statement of someone else (including the Internet) requires citation in quotation marks and use of the appropriate conventions for attribution. Paraphrasing or summarizing the contents of another's work is not dishonest if the source or sources are clearly identified (author, title, edition, page), but such paraphrasing does not constitute independent work and may be rejected by the instructor.

Laboratory Work and Assignments

Notebooks, homework, and reports of investigations or experiments must meet the same standards as all other written work. If any of the work is done jointly or if any part of the experiment or analysis is made by anyone other than the writer, acknowledgment of this fact must be made in the report submitted. It is dishonest for a student to falsify or invent data.

Creative Work

A piece of work presented as the individual creation of the student is assumed to involve no assistance other than incidental criticism from another person. A student may not knowingly employ artwork, story material, wording, or dialogue taken from published work, motion pictures, lectures, the Internet or similar media, without full acknowledgment.

Examinations, Quizzes, and Tests

The educational philosophy at the School of Professional and Continuing Studies emphasizes critical education rather than banking education. Therefore, tests, examinations and quizzes given in courses should be used primarily for the purpose of learning assessment, educational development and practice exercises. Tests may also be used to assist students with test taking skills that may be required for professional advancement. In writing examinations and quizzes, the student is required to respond entirely on the basis of his/her own memory and capacity, without any assistance whatsoever except as specifically authorized by the instructor.

Cheating on examinations and quizzes can take many forms including, but not limited to, using another individual to take an examination in one's place, bringing into the exam room unauthorized materials from which one gains assistance, appropriating an exam or exam materials without authorization, purposely missing an exam in order to gain an advantage, copying during an examination, improper collaboration or unauthorized assistance on take-home examinations, or other actions that undermine equity and reduce the objectivity of evaluation of student work.

Internships

Students involved in community projects, practica, independent studies, or fieldwork experiences related to their academic program should be aware that their behavior is a reflection of themselves and the College. Their behavior related to such experiences should be appropriate and professional and is subject to this Policy. Violations of this Policy in such circumstances include, but are not limited to, misrepresenting oneself, misrepresenting the College, misusing a position of authority, or failure to honestly report the results of experience or research.

College Documents

Any misuse of official College documents connected with the academic process constitutes a violation of the Policy. Such documents include, but are not limited to, registration cards, *Change of Schedule Form*, applications to change majors, grade report forms, applications for internships or fieldwork, and transcripts. Misuse of such documents includes, but is not limited to, unauthorized alteration of a form, forging of signatures, or misrepresentation of personal or academic information requested.

Other Offenses Against the Policy

In addition to improper uses of sources as described above, dishonesty includes a number of offenses that circumvent procedures set up to produce a fair grade. The use of commercial "research" companies is cheating and a punishable offense. Any falsification of records or routines for grading is dishonest, whether before or after graduation. Gaining access to a recommendation (without permission) once rights have been waived is a violation of the Policy. Withholding, removing, or destroying materials needed by other students for class exercises is as much an offense against the Policy as is plagiarism. Lying in the course of an investigation or a hearing pursuant to the Policy shall be deemed a violation of this Policy.

Students should be scrupulous in learning the principles that govern each new area of computer operations to which they are introduced. Unauthorized collaboration, unauthorized borrowing of someone else's data or programs, and use of the Springfield College computer for unethical purposes and/or other purposes which violate any of the terms of this Policy, are a violation of this Policy and are subject to disciplinary and/or legal action.

Procedures

All cases of suspected academic dishonesty shall be referred to or made by the instructor of the course in which the offense occurred. The person alleging a violation of the Policy shall provide or have copies of the work in question and indicate clearly the nature of the alleged violation in an accompanying narrative. In cases of plagiarism, the person making the charge shall provide or have copies of original sources, if available, marking plagiarized phrases, sentences, and/or paragraphs, and shall indicate borrowings in the accuser's text and in original sources. In the case of an examination, the person making the charge shall provide or have copies of the examination in question, indicate specifically the grounds for the charge, and explain his/her process of discovery. Other alleged offenses of the Policy should be documented with equal thoroughness and in equal detail.

The instructor is expected to meet with the student and, if applicable, sanction the student with respect to the course work for which the instructor is responsible, as provided in I, II, or III below. If assistance with the investigation is needed, the instructor may consult with or refer the matter to the Campus Director or his/her designee. If the instructor determines that the student has violated the Policy, the sanction (I, II, or III) shall be assessed to the offender and that decision will be conveyed to the student in a letter by the instructor. The student will be informed in the letter that he/she has the right to appeal any decisions to the Academic Standards Committee of the campus wherein the Policy violation occurred.

The appeal must be in writing and include all materials the accused considers relevant, including a narrative clearly outlining the grounds of the appeal. The student will be informed in writing of the decision of the Academic Standards Committee. The student will be informed in the letter that he/she has the right to appeal the decision to the Dean of the School of Professional and Continuing Studies. The appeal must be in writing and include all materials the accused considers relevant, including a narrative clearly outlining the grounds of the appeal. The student will be informed in writing of the decision of the Dean. The decision of the Dean in response to this appeal will prevail.

In addition to sanctions I, II, or III, the faculty member or the Academic Standards Committee of the campus has the option of referring the matter to the Dean of the School of Professional and Continuing Studies or his/her designee to investigate whether further disciplinary action is warranted. If the Dean believes that a violation exists, he/she shall have the right to sanction a student, which may include, but not be limited to, suspension, dismissal, expulsion, revocation of degree, or legal action.

Course Related Sanctions

No student may withdraw from a course following an accusation of a violation of this Policy, unless it is determined that no such violation occurred. An instructor is authorized to enact any sanction under I, II, or III, which he/she judges to be appropriate with respect to the course in which the violation occurred.

1. Reprimand

In some cases in which a first offense has been judged to merit a minor penalty, the student will be allowed to repeat the exercise or complete an alternative assignment, as determined by the instructor of the course. Responsibility for evaluation of the student's work in the course continues to belong to the instructor of the course. The instructor should keep documentation of the offense and the reprimand.

2. Loss of Credit in the Exercise

For most offenses the least severe penalty will be loss of credit in the exercise. The student may be required to repeat the exercise or complete an alternative assignment, although credit will not be given. The student will be allowed to continue in the course. The instructor should keep documentation of the offense and the resulting sanction.

3. A Grade of "F" in the Course

When the offense is sufficiently serious to merit failure in the course, the student will be removed from the course immediately and the instructor will give a grade of 'F'. The instructor must write a letter notifying the student of his/her status. A copy of the letter shall be sent to the Campus Director for inclusion in the student's permanent file.

Academic Honors

An undergraduate student whose final cumulative grade point average (GPA) is 3.5 or above and who has completed all degree requirements is awarded his/her degree with honors according to the following criteria:

Summa Cum Laude	3.900 to 4.000
Magna Cum Laude	3.700 to 3.899
Cum Laude	3.500 to 3.699

The qualifying cumulative GPA shall be determined at the close of the spring semester for May commencement ceremony with honors cords. Academic honors shall be noted on diplomas and transcripts.

Dean's List

The Dean's List is published three times a year: in February, following completion of the September Term; in June, following the January Term; and in October following the May Term.

The criteria for selection to the Dean's List are as follows:

1. The student must have completed a minimum of 12 credit hours of graded coursework for the term, exclusive of "P" grades.
2. The student must not have any incompletes or missing grades in the designated term.
3. The student must have a minimum semester grade average of 3.500 for the term.
4. The student must not have been barred from the Dean's List due to disciplinary action.
5. If subsequent grade changes qualify a student for Dean's List honors for a previous term, that designation will be reflected on the student's transcript.

Notwithstanding the foregoing, even if all academic requirements for the Dean's List have been met, a student may be sanctioned pursuant to the student disciplinary policy, which may prevent the awarding of Dean's List credentials.

Dean's List status is not awarded to graduate students.

Honor Society

The School of Professional and Continuing Studies of Springfield College has established a chapter of the Pi Gamma Mu International Honor Society. The Honors Society recognizes undergraduate and graduate students who have demonstrated academic excellence in the social sciences, specifically in the field of human services. Campuses hold an event each academic year recognizing new members of the honor society. Students should check with the Campus Director at their campus regarding the qualifications for membership of the Pi Gamma Mu Honor Society.

Credit Requests for Professional Licenses, Certifications and Trainings

Undergraduate students who are requesting credit for human services training only or for pre-assessed awards as outlined in the Portfolio Handbook will be assessed a \$200 fee. The assessment fee will be charge at the time of credit evaluation.

Health Insurance Policy (for Massachusetts campuses only)

The Commonwealth of Massachusetts requires that health insurance coverage be provided to all students attending Massachusetts Colleges and Universities who are registered for nine or more semester hours. If registered for nine or more semester hours, the student will be automatically enrolled in the Springfield College Health Insurance Plan. If the student already has health insurance coverage, he/she will be required to complete an online Springfield College Health Insurance waiver form.

The Health Insurance Waiver form can be found on line at www.springfieldcollege.edu Select Offices/Services, Business Office, Health Insurance, "Click Here". For the charge to be credited, the waiver form must be completed by the 15th of the first month in which the student is registered.

Immunization Requirements Policy (for Massachusetts campuses only)

The Massachusetts Department of Public Health (105 CMR 220.600) requires all undergraduate and graduate students attending educational programs offered within the state to present documentation of the following immunizations effective September, 2011:

1. Measles, mumps, rubella (MMR) – 2 doses given at least 4 weeks apart beginning at or after 12 months of age or laboratory evidence of immunity (positive antibody/titer) for measles, mumps, and rubella
2. Tetanus – 1 dose of Tdap if it has been 5 or more years since the last dose of Td
3. Hepatitis B – 3 doses or laboratory evidence of immunity (positive antibody/titer) for hepatitis B
4. Varicella vaccine – 2 doses given at least 4 weeks apart beginning at or after 12 months of age or laboratory evidence of immunity (positive antibody/titer) for varicella or history of chickenpox disease verified by a physician, nurse practitioner, or physician assistant
5. Meningococcal vaccine for students who reside in campus housing (not required for students living off-campus) – 1 dose of meningococcal polysaccharide vaccine within the last five years or a dose of meningococcal conjugate vaccine at any time in the past

The preceding immunization requirements are effective for all incoming School of Professional and Continuing Studies students enrolled at both the Springfield and Boston campuses. Failure to comply with the immunization requirements will result in denied class registration. In order to meet these requirements, students are required to submit the official Immunization Record to the School of Professional and Continuing Studies of Springfield College prior to registration.

The *Immunization Record* form must be completed and signed by a health care provider (registered nurse, physician, nurse practitioner, or physician assistant) or students may attach a copy of documented immunizations or laboratory evidence of immunity. Students are advised to receive vaccinations through their own health care provider.

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Students may contact the School of Professional and Continuing Studies Immunization Information Line, at (413) 748-3899 with questions or for further assistance.

School of Professional and Continuing Studies Procedures

Registration

All matriculated, currently enrolled students (undergraduate and graduate) will select courses on-line. In order to access the online registration system, a student must be cleared to register by the academic advisor and not have any holds on his/her account from the Business Office, Financial Aid Office or Health Center (MA campuses only). If a student has any holds, he/she will be blocked from registration. Please address these holds before registration.

The student must meet with the academic advisor to complete the Advising Form. The advisor then will go online to release the student's advising hold. Once that has been done, the student can access the online registration process.

Billing and Payment Options

Springfield College offers two payment options for students to pay their tuition:

1. Students pay tuition charges in full less any applicable financial aid at the time of registration by personal check, or money order.
2. The College offers a Partial Payment Plan that extends tuition payments over a four month period. There is a \$25.00 fee per semester to utilize the plan. The plan is as follows:

May Term	September Term	January Term
25% at registration	25% at registration	25% at registration
25% May 1	25% Sept. 1	25% Jan. 1
25% June 1	25% Oct. 1	25% Feb. 1
25% July 1	25% Nov. 1	25% Mar. 1

Students within the following categories are required to sign up for the Partial Payment Plan:

- A. If a student does not expect to receive financial aid and cannot pay tuition and fees in full at the time of registration but can make payments on the above applicable dates, they must sign up for the Partial Payment Plan.
- B. If a student has received a financial aid decision letter, the letter must be presented to the campus administrator handling registration. If the student's awarded financial aid does not cover the entire semester's charges, including books and fees, he/she must either pay the tuition balance or sign up for the Partial Payment Plan for the balance.
- C. If a student has NOT met the published admissions and financial aid deadlines, and consequently has not received a financial aid decision letter by the time registration begins, the student must sign up for the Partial Payment Plan option for the full amount of the tuition and fees while pending notification of financial aid. The amount of the payments will be adjusted by the system once aid is awarded. It is the student's responsibility to make any other adjustments online. Questions should be directed to the Assistant Director for Administration at student's instructional campus.

Billing is processed and posted to Cash Net on a monthly Basis. Any billing activity posted to an account between monthly billing dates will appear on My Student Account on PrideNET.

NOTE: THE COLLEGE RESERVES THE RIGHT TO DENY PARTICIPATION IN THE PARTIAL PAYMENT PLAN TO STUDENTS WHO HAVE A HISTORY OF MISSED PAYMENTS AND CHECKS RETURNED FOR NON-SUFFICIENT FUNDS.

This signed payment plan constitutes a formal contract. In the event of any difficulties encountered by the student with respect to the agreed-upon tuition payment schedule, the student must call a staff person at the campus.

- Tuition Reimbursement: If a student's employer is covering the cost of tuition immediately upon receipt of a bill or statement, the student must bring an official letter from his/her employer. A statement of charges will be issued by the campus where the student is attending.
- If a student's tuition reimbursement is contingent upon grades, he/she must make arrangements to pay his/her own tuition and then have the employer reimburse the student upon receipt of grades.
- Tuition Vouchers: If a student is receiving aid through a State Vocational Rehabilitation Department, the student must bring the tuition voucher signed by his/her counselor to registration. It should be remembered that most vocational rehabilitation agencies also require students to apply for federal financial aid.

Graduation Petitions

Graduation Petitions are due at the beginning of your last term; specific dates will be announced or posted at each campus.

Petitions are due in the Student Services Office by the announced dates. The current fee for Springfield College graduates is \$50.00; students will be billed. If students fail to complete their requirements during the term for which they applied due to incomplete grades or other circumstances, they must resubmit a new Graduation Petition when appropriate. The Graduation Petition can be downloaded from the website at <http://springfield.edu/registrar/downloadable-forms>.

Springfield College holds an annual commencement ceremony in May at the main campus. School of Professional and Continuing Studies campuses may hold additional graduation events at their respective sites.

Class Cancellation Due to Inclement Weather

In the event that inclement weather and/or emergencies make it necessary to cancel classes or delay the opening of the campus, students must refer to the instructions outlined on the campus webpage.

Request for Refund of Portfolio Fee

Upon registration for the Human Services and Portfolio Development course, students are charged a \$500.00 portfolio assessment fee. If a student decides not to request credits through the portfolio process, this fee can be waived by a written request to the Associate Director of Academic Success by the end of the term in which the course was taken.

Financial Aid

General Information and Policies

The financial aid program at Springfield College is designed to assist eligible students with the challenge of meeting their educational expenses. The Office of Financial Aid is responsible for the administration of all student aid programs. The School of Professional and Continuing Studies campus staff is available to assist students with the financial aid process. Aid is awarded on the basis of financial need and federal eligibility and is subject to the relevant federal, state and College policies.

No person at Springfield College shall, on the grounds of age, color, national origin, or race, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or be so treated on the basis of gender under most educational programs or activities receiving federal assistance.

Important Information to Remember

- Students must take responsibility for the financial aid process. Students should carefully read all correspondence related to financial aid and respond as soon as possible. Good planning will help students avoid problems in the financial aid process. Students may get assistance from their instructional campus or by contacting the Office of Financial Aid directly.
- Financial aid information is available at the School of Professional and Continuing Studies web site. Go to www.springfieldcollege.edu/pcsfinaid. At this site, students will find the publication *Financing Your Springfield College Education* with details on financial aid policies and procedures.
- Financial aid application forms must be completed each year by every applicant for aid. The financial aid application year begins with the September term and includes the following January and May terms. Students who will be returning for the next academic year may obtain forms from their campus after July 1. Students must make themselves aware of the required forms and filing dates.
- Federal regulations require that students make satisfactory academic progress toward their degree to maintain eligibility for financial aid (loans, grants and work study programs). Satisfactory academic progress for financial aid has two components, qualitative and quantitative. The qualitative standard is defined by cumulative GPA. The School of Professional and Continuing Studies undergraduates are expected to maintain a cumulative GPA that meets the School of Professional and Continuing Studies academic progress requirements. Graduate students must maintain a 3.0 cumulative GPA. The quantitative standard is defined as passing grades in 75% of coursework attempted in the School of Professional and Continuing Studies degree program.
- Loans are a major component of almost all financial aid packages. Students must assess both their willingness to borrow as well as their ability to manage the expected student loan debt with their existing educational and personal debt. Loan counseling is available from the Office of Financial Aid and each School of Professional and Continuing Studies campus.
- Students need to complete 2016/2017 FAFSA and be accepted for admission before aid can be awarded
- Springfield College participates in federal programs for Pell Grants, Supplemental Educational Opportunity Grant, Stafford Loans, Perkins Loans, and Federal Work Study. Full-time undergraduate students who are eligible for Pell Grants receive priority for Springfield College Grants. The following states have programs to assist students who are attending Springfield College: California, Delaware, Florida, Maine, Maryland, Massachusetts, Pennsylvania, Rhode Island, and Vermont.

- Students must not delay the completion of their forms if their taxes have not been filed. USE ESTIMATED INFORMATION. Corrections will be made upon receipt of completed tax return transcript and completion of verification process.
- Changes in financial or enrollment status must be promptly reported to your campus financial aid administrator or the Office of Financial Aid.
- Aid is not released until attendance is verified by the campus each term for students enrolled at the campus. Attendance cannot be verified until a student has begun attendance in at least 6 credits in the undergraduate or 5 credits in the graduate programs, and has begun attendance in all courses that have met by that date.
- Aid will be revised if a student drops courses or fails to attend – even if a refund was previously sent.
- Federal aid is not allowed for courses not required to complete the degree.
- Aid is awarded based on full-time enrollment unless specifically noted on the award letter. Aid eligibility may change if less than full-time enrollment.
- Repeat courses are not counted in enrollment status unless an exception is requested by the campus and approved by the School's Blake Team.
- Loans cannot be processed if a student is no longer enrolled at least half-time (6 credits for undergraduate students, 5 credits for graduate students) in eligible credits.
- Students should investigate other sources of financial support (employers, state agencies, private scholarship organizations). Amounts received must be reported to the Office of Financial Aid.
- All financial aid information is confidential. Disclosure of student financial information is governed by the Family Educational Rights and Privacy Act.
- For questions, first contact your campus financial aid administrator.
- To contact the Springfield College Financial Aid Office :

By mail: Office of Financial Aid
263 Alden Street
Springfield, MA 01109-3797

By phone: (413) 748-3112

By email: financialaid@springfieldcollege.edu

By FAX: (413) 748-3462

PLEASE NOTE: There is at least one administrator at each campus with direct responsibility for financial aid counseling. This campus administrator has the latest financial aid information for all students at the campus.

Financial Aid Forms

All applicants must complete the **Free Application for Federal Student Aid (FAFSA):**

You are encouraged to file on-line at www.fafsa.ed.gov. You may also get a paper FAFSA form by calling the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). There can be significant delays with paper FAFSAs

Make sure that Springfield College, Springfield, MA is on the list of schools you want to receive your FAFSA information. Our school code is 002211.

Applicants may also need to:

Submit income information based on IRS data for 2015 to the Springfield College Financial Aid Office. Submit verification of household size (if requested) as defined by federal regulation. Submit other forms as requested. Consult the campus administrator if you have questions regarding additional requests for financial aid information before submitting completed forms.

Important Dates

Returning Students for September Term

May 1	Priority date for completion of application with the Office of Financial Aid
July 5 and after	Award Letters begin to be mailed to returning students (in order by date of when file becomes complete)
Mid September	Loan processing begins for September enrollment

New Students

September Enrollment

July 15	Priority date for completion of application
August 1 and after	Award Letters begin to be mailed to new students (application and acceptance complete at priority date).
Mid-September	Loan processing begins for September enrollment.

January Enrollment

November 15	Priority date for completion of application
December 1 and after	Award Letters begin to be mailed to new students (application and acceptance complete at priority date).
Mid-January	Loan processing begins for January enrollment.

May Enrollment

March 15	Priority date for completion of application
April 1 and after	Award Letters begin to be mailed to new students (application and acceptance complete at priority date).
Mid-May	Loan processing begins for May enrollment.

Financial aid is credited after the start of the second month of each term for all students who are eligible at that time. Aid will continue to be credited as students become eligible.

Financial Aid Application Checklist

Staying organized is an important part of the process. The Springfield College Financial Aid Office (SC-FAO) suggests that student's record the date they complete each step and that they keep copies of all information submitted. Before students send any information, check for completeness, legibility and required signatures.

Before students send any financial aid information they should, check for completeness, legibility and required signatures.

- ❑ **FAFSA** Complete online at www.fafsa.ed.gov
Remember to list Springfield College federal code: **002211**
Select IRS Data Retrieval option to speed processing.

- ❑ Federal **Student Aid Report** received from federal processor

- ❑ **Federal Tax Return Transcript** mailed to SC-FAO, if requested by FAO.
If married and filing separately, include a signed copy of spouse's tax return transcript.

Note: The IRS data retrieval process can usually be used when completing the FAFSA in lieu of submitting transcripts. Additional information may be found at <http://ifap.ed.gov/dpccletters/GEN1405.html>

- ❑ Other information mailed to SC-FAO, if requested by FAO.
- ❑ Financial Aid award letter received from SC-FAO, if requested by FAO.
- ❑ Award Reply completed, signed, and returned to SC-FAO.
- ❑ **Loan Entrance Counseling** completed online at www.studentloans.gov .
- ❑ **Federal Direct Loan Master Promissory Note** completed on line at www.studentloans.gov.

Student Services Information

Academic Advising

Academic advisors are assigned to students during the first term of both the undergraduate and graduate programs. Academic advisors and students work in partnership to meet the student's educational requirements and goals. An academic advisor:

- Determines if the student is meeting all requirements for graduation: General Education Requirements (GERs) concentration requirements and other program requirements;
- Monitors incomplete grades and progress toward completing course work;
- Assists in clarifying learning objectives and career plans;
- Addresses problems regarding work/instructors/expectations;
- Monitors progress of portfolio; and the use of the Academic Success Center;
- Counsels or refers student to appropriate source for assistance;
- Reviews transfer credits.

Academic advisors are required to post office hours.

Student's Responsibility

The ultimate responsibility for making educational decisions rests with the student. A student is expected to become knowledgeable of the School of Professional and Continuing Studies policies, procedures, and requirements, to utilize academic support services and to accept responsibility for his/her decisions.

It is expected that the advisee will be prepared to discuss experiential learning options and the resulting impact on the academic plan with the advisor. The student is expected to be an active partner in the advising process and meet with the advisor at least once every term.

Advising forms and supporting documents are available in the student portal. Students can access advising check sheets, information regarding the advising process, and advising vignettes. It is recommended that students refer to their degree audit prior to meeting with their advisor. The degree audit provides an electronic update indicating student academic progress and reflects the completion of degree requirements.

Academic Support Services

The School of Professional and Continuing Studies consists of ten campuses and each one offers accessible services in an Academic Success Center located on site. Services include writing support, study skills counseling, and resource support services. All services are coordinated with the assistance of an Academic Resource Specialist and focus on the development of sustainable skills to help students become independent learners. The Academic Resource Specialist is available during designated campus hours and by appointment. Students can learn about services or request assistance from their Resource Specialist by clicking on their campus homepage under Student Services and Academic Success Centers, or by using the support services tabs on the left side of their Moodle classroom. A student may self-elect to seek assistance or follow through on a recommendation. Students are strongly encouraged to take advantage of services offered through the Academic Success Center by contacting the Resource Specialist at the campus to set up an appointment, or learn more about these services and free reference tools.

Appropriate Attire on Campus

In the School of Professional and Continuing Studies, students are expected to wear clothing that is consistent with workplace attire or other professional settings.

Child Care

The School does not have a child care program and we cannot allow children to attend classes or be left on other parts of the campus. Students must make suitable child care arrangements before coming to school.

Mobile Devices in the Classroom

Mobile devices may be used to support the learning activities in the classroom. These include such activities as taking notes and accessing course readings under discussion. However, nonacademic use of mobile devices is distracting and seriously disrupts the learning process for everyone. Mobile devices are not to be used in the classroom for non academic reasons. This includes emailing, texting, social networking, and use of the Internet. The use of cell phones during class time is prohibited and should be set on silent before class begins. In the case of an emergency, please step out of the room to take the call. Failure to meet these expectations may result in academic and/or disciplinary consequences.

Learning Management System

Springfield College expects its faculty to use Moodle, the learning management system (LMS) adopted by the College as part of coursework requirements for each term. Students should enroll in the Moodle Web Enhanced student orientation to ensure that they can perform necessary navigation such as sending messages to their instructors and their colleagues, retrieving class assignments, sending completed coursework, engaging in group threaded discussions, participating in team oriented assignments, and linking to resourceful websites.

Moodle Web-Enhanced Instruction

Moodle is the learning management system adopted by Springfield College. Due to the accelerated nature of our program, federally-mandated guidelines require that instructor-student interactive activities be assigned and offered between class sessions in order to meet the required number of web-enhanced instructional hours. Therefore, School of Professional and Continuing Studies courses will include Moodle web-enhanced components that require you to participate online with your classmates in threaded discussions and/or to submit completed assignments online.

The success of your learning experience in online discussion is dependent on the active participation of all students. Therefore it is imperative that you enter each discussion link prepared to participate in the class discussions. This requires that you not only post your responses to the questions in a timely manner allowing time for others to respond, but you must also respond/react/provide substantive feedback to other's postings.

Online Etiquette

Students are expected to follow the Springfield College Student Code of Conduct at all times to ensure a respectful educational environment that is conducive to teaching and learning. Any student who violates the expected standards of behavior in their online interactions, may be subject to disciplinary action. In spirit of the Code of Conduct, each student should take particular care with the content and tone of intended messages. The web link below provides some online etiquette tips to follow:

<http://www.albion.com/netiquette/corerules.html>

Moodle Orientation for Students

Students must complete the Student Moodle Orientation and complete the web-enhanced assessment located at the end of the orientation passing with a grade of 70 or higher. The student can take the assessment as often as he/she wishes. Successful completion of the assessment qualifies the student to register for courses. The assessment needs to be taken only one time.

To assess the Moodle Orientation follow these 4 easy steps:

1. Enter PrideNet with your User Name and Password.
2. Click on "Moodle" at the top of your PrideNet page.
3. On the far left of the page, please click on "Moodle Help for Students"
4. Under Orientation Course Topics located in the center of the page, click on the red text "Moodle Student Orientation"

If the student wants to take **online courses**, he/she should return to the Moodle Orientation site and scroll down to the bottom section of the page. The student will find information related to online courses and the "Eligibility Assessment" that immediately follows. Completing the eligibility assessment with a score of 70 or higher qualifies a student to register for online courses. **Please note:** A student cannot register for more than two online courses in any one term.

Library Services

Babson Library, located at the main campus in Springfield, Massachusetts and online at <http://springfield.edu/babson-library>, serves the students, faculty, and staff of Springfield College at all of its locations. The library provides a rich collection of books, videos, articles, and more, much of which is available online. Library staff members are pleased to provide assistance to all library users.

Students may access library resources through the library's website, by visiting the library in person, or by using the guide to research that the library has developed for the School of Professional and Continuing Studies. This guide may be found on the library's website where it says "PCS Resources."

Materials that are either not available online or not owned by Babson Library may be requested on the library website. (This is also known as Interlibrary Loan.) Requested items will be emailed to you as quickly as possible or, if emailing is not an option (as in the case of requested books), sent to your home by two day mail after the library obtains them, though it is wise to allow for a week or more between your submission of the request and receipt of the item when asking for something not owned by Babson.

The library provides many ways for students to get assistance. Students are welcome to visit the library in person; to call the library at [1-800-730-5279](tel:1-800-730-5279); or to use one of the library's online tools, which include chat, texting, and an Ask the Library email form. In addition, students are encouraged to contact Amedeo DeCara, the School of Human Services library liaison. He may be reached directly by phone at [413-748-3504](tel:413-748-3504), or by email at adecara@springfieldcollege.edu.

For more information, please contact the library:

Babson Library website: www.springfieldcollege.edu/library

Toll-free number: [1-800-730-5279](tel:1-800-730-5279)

Requests & Interlibrary Loan: [413-748-3559](tel:413-748-3559)

Smoke Free Environment

Springfield College has adopted a Smoke Free Environment policy. Smoking is prohibited inside all campus facilities including: hallways, offices, lounges, and bathrooms. This prohibition includes electronic cigarettes, personal vaporizers, and/or electronic nicotine delivery systems.

Support Services for Students with Disabilities

Springfield College School of Professional and Continuing Studies is committed to providing an equal educational opportunity and full participation in College programs for persons with disabilities in accordance with state and federal laws. The College fully supports the antidiscrimination policies expressed in state and federal legislation for persons with disabilities. It is the College's intent that no person be subject to discrimination with regard to any College program or activity.

The School recognizes the unique needs of students with disabilities and encourages these students to use the support services offered by the College to assist them in attaining their educational goals. The policy of Springfield College School of Professional and Continuing Studies regarding admission and access to programs and activities prohibits discrimination on the basis of disability. Students should request services from the campus disability support services administrator.

Reasonable accommodations are provided for students with disabilities on the basis of need if the disabilities are documented with appropriate evaluations administered by qualified professionals such as psychologists, medical doctors, or agencies specializing in the diagnosis of such disabilities. For more information on Disability Support Services refer to <http://springfieldcollege.edu/school-of-professional-and-continuing-studies/student-support/disability-support-services>

Section 504 Disability Grievance Procedure

Springfield College ("College") has adopted this grievance procedure to assist in facilitating resolution of complaints alleging disability discrimination in violation of Section 504 of the Rehabilitation Act of 1973 ("Section 504"). The College has designated Andrew Wilcox, Director of Academic Success Center (the "Coordinator") to coordinate its efforts to comply with Section 504. The contact information for the Coordinator is as follows: Andrew Wilcox, Director of Academic Success Center, Hickory Hall Room 104, 263 Alden Street, Springfield, MA 01109-3797, Telephone: 413-748-3720, Email: awilcox@springfieldcollege.edu.

The College strives to provide prompt and equitable resolution of complaints alleging action prohibited by pertinent federal, state, and local disability anti-discriminatory laws. This Procedure applies to discrimination on the basis of disability including: disagreement with the decisions made about accommodations; physical inaccessibility of a College program or activity; disability harassment; or any other form of discrimination on the basis of a disability or perception of a disability.

A grievant may: (i) attempt to resolve the matter informally; or (ii) immediately file a formal grievance, at the option of the grievant, by utilizing the processes identified below.

Initial Discussion

An individual with a concern relating to his or her disability should first discuss the matter orally with the appropriate responsible office and official listed below who will attempt to resolve the individual's concern.

- For students in the schools of Arts, Sciences & Professional Studies, Health, Physical Education & Recreation, and Health Sciences & Rehabilitation Studies, the School of Social Work, and for third-parties: Deborah Dickens, Director of Learning Support Service, Hickory Hall Room 105,

263 Alden Street, Springfield, MA 01109-3797, Telephone: 413-748-3768, Email: ddickens@springfieldcollege.edu.

- For students in the School of Professional and Continuing Studies: Camille Elliott, Associate Director of Student Services, Blake Hall Room 333, 263 Alden Street, Springfield, MA 01109-3797, Telephone: 413-748-3978, Email: celliott@springfieldcollege.edu.
- For employees: Pamela Pettengill, Benefits Coordinator, Administration Building Room 202, 263 Alden Street, Springfield, MA 01109-3797, Telephone: 413-748-3963, Email: pptteng@springfieldcollege.edu.

Informal Resolution

If the individual is not satisfied with the resolution proposed by the appropriate responsible department/official listed above, the individual is encouraged to attempt to resolve the matter informally by discussing the matter orally with the following:

- For students and third-parties: the Coordinator
- For employees: Rosanne Captain, Assistant Vice President for Finance and Administration, Administration Building Room 221, 263 Alden Street, Springfield, MA 01109-3797, Telephone: 413-748-3118, Email: rcaptain@springfieldcollege.edu.

If the Coordinator or Ms. Captain, as applicable, are not successful in achieving a satisfactory resolution in a prompt period of time (that is, generally within seven calendar days), the Coordinator/Ms. Captain will inform the individual of his/her right to file a formal grievance.

Formal Grievance Procedure

If the individual chooses to file a formal grievance, the following steps should be followed:

1. The individual shall file a formal grievance within forty-five (45) calendar days after he/she becomes aware of the alleged violation or denial of accommodation. The individual shall file the grievance with the following:
 - For students and third-parties: the Coordinator
 - For employees: Rosanne Captain, Assistant Vice President for Finance and Administration

The grievance shall be in writing and include the following:

- The grievant's name, address, telephone number, and e-mail address;
- A full description of the problem;
- A description of what efforts have been made to resolve the issue informally; and
- A statement of the remedy requested.

2. Within fourteen (14) calendar days of receipt, the Coordinator or Ms. Captain, as applicable, or his/her applicable designee (hereinafter referred to as the "Grievance Officer") shall read the complaint and conduct an investigation. In undertaking the investigation, the Grievance Officer may interview, consult with, and/or request a written response to the issues raised in the grievance from any individual the Grievance Officer believes to have relevant information, including faculty, staff, and students. If necessary or requested, the Grievance Officer will hear testimony or receive written testimony from the student, relevant faculty or staff member(s), and other knowledgeable people. The grievant has the right to ask for testimony from any individual whom he/she deems relevant to the case.

After completing the investigation, the Grievance Officer shall report his/her conclusions and proposed disposition in writing to the grievant and all other relevant parties. This transmission will

be expected within forty-five (45) calendar days of the filing of the formal grievance. The deadline may be extended for good cause (e.g. reasons related to breaks in the academic calendar). The final report may also be provided, where appropriate, to any College officer whose authority will be needed to carry out the proposed disposition or to determine whether any personnel action is appropriate.

3. The disposition proposed by the Grievance Officer will be put into effect promptly.
4. Within ten (10) calendar days of the issuance of the final report, the grievant may appeal the Grievance Officer's determination by filing a written request for review to the following applicable Appeal Officer, or his/her applicable designee:
 - For students and third-parties: Mary Ann Coughlin, Associate Vice President for Academic Affairs, Marsh Memorial Building Room 201, 263 Alden Street, Springfield, MA 01109-3797, Telephone: 413-748-3959, Email: mcoughlin@springfieldcollege.edu.
 - For employees: John Mailhot, Senior Vice President for Finance and Administration, Administration Building Room 212, 263 Alden Street, Springfield, MA 01109-3797, Telephone: 413-748-3145, Email: jmailhot@springfieldcollege.edu.

The written request for review must specify the particular substantive and/or procedural basis for the appeal, and must be made on grounds other than general dissatisfaction with the proposed disposition. Furthermore, the appeal must be directed only to issues raised in the formal complaint as filed or to procedural errors in the conduct of the grievance procedure itself, and not to new issues.

If the grievance involves a decision that is being challenged, the review by the Appeal Officer usually will be limited to the following considerations:

- Were the proper facts and criteria brought to bear on the decision?
 - Were improper or extraneous facts or criteria brought to bear that substantially affected the decision to the detriment of the grievant?
 - Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the grievant?
 - Given the proper facts, criteria, and procedures, was the decision a reasonable one?
5. A copy of the Appeal Officer's written decision will be expected within thirty (30) calendar days of the filing of the appeal and will be sent to the parties, the Grievance Officer and, if appropriate, to the College officer whose authority will be needed to carry out the disposition. The deadline may be extended by the Appeal Officer for good cause (e.g. reasons related to breaks in the academic calendar). The decision of the Appeal Officer on the appeal is final.

Service Animal Policy

I. Purpose:

This Service Animal Policy ("Policy") sets forth Springfield College's ("College") policy, guidelines and requirements with respect to the admittance and use of Service Animals, as defined below, on its property.

II. Scope:

This Policy applies to any Service Animal on the College's property, owned by the College or under its control, and governs students, employees and third parties.

III. College Policy:

A. Policy

The College generally permits Service Animals assisting individuals with disabilities in all facilities maintained by the College. Therefore, an individual with a disability shall be permitted to be accompanied by his/her Service Animal in all areas of the College's facilities where members of the public are permitted, except as described below or otherwise governed by applicable law.

B. "Service Animal" Defined

The Americans with Disabilities Act ("ADA") defines a "Service Animal" as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. In addition, ADA regulations include as Service Animals miniature horses that have been individually trained to do work or perform tasks for people with disabilities. (Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.) Miniature horses may be permitted as an accommodation if reasonable under the following assessment factors: (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner's control; (3) whether the facility can accommodate the miniature horse's type, size, and weight; and (4) whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this Service Animal definition. However, in certain instances, the use of other animals as a Service Animal may be permitted under other laws. Requests regarding such may be made to: i) Learning Support Services (for students at the Springfield campus), ii) the Campus Disability Support Services Administrator (for PCS students on PCS campuses); or, iii) the Office of Human Resources (employees and visitors).

C. Type of Work or Tasks a Service Animal May Provide

Work or tasks performed by a Service Animal must be directly related to its handler's disability. Examples of work or tasks performed by Service Animals include, but are not limited to:

- assisting individuals who are blind or have low vision with navigation and other tasks;
- alerting individuals who are deaf or hard of hearing to the presence of people or sounds;
- providing non-violent protection or rescue work;
- pulling a wheelchair;
- assisting an individual during a seizure;
- alerting individuals to the presence of allergens;
- retrieving items such as medicine or the telephone;
- providing physical support and assistance with balance and stability to individuals with mobility disabilities; and
- helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Services that do not qualify as work or tasks performed by a Service Animal include:

- crime deterrent effects; or
- the provision of emotional support, comfort, or companionship, often referred to as "therapy" or "companion" animals.

D. Service Animal Documentation

A Service Animal's handler is responsible for ensuring that the Service Animal is in compliance with applicable state and local laws, which, depending upon the jurisdiction, may include but not be limited to the following:

- possession of an animal license;
- proper immunization and/or vaccination; and
- wearing a current license and/or rabies vaccination tag.

It is recommended that a Service Animal wear some type of recognizable symbol identifying it as a Service Animal. However, there is no requirement for documentation to prove that the animal has had particular training or is a “certified” Service Animal.

E. Service Animals in Training/Service Puppies

Service Animals in training / service puppies are allowed on College property in accordance with applicable state law. The handler must provide the College with evidence that a puppy is a bona fide Service Animal candidate supplied by an authorized Service Animal organization, and is one that the Service Animal organization expects will return for specialized training when the puppy is old enough (i.e. proof that puppy is not a program dropout and will, in fact, be given up after the raising period is over).

F. Registration of a Service Animal on Campus

Although not required, a student or employee seeking to use a Service Animal is requested to notify Learning Support Services (students at the Springfield campus), the Campus Disability Support Services Administrator (for PCS students on PCS campuses) or the Office of Human Resources (employees) prior to bringing the Service Animal onto College property to assist with safety and health questions, for example, ensuring that emergency staff know to look for the Service Animal during an emergency evacuation process.

G. Permissible Inquiries About a Service Animal

It is permissible for the College to make the following inquiries in order to determine whether an animal qualifies as a Service Animal:

- Is the animal required because of a disability? and
- What work or task is the animal trained to perform?

The College shall not inquire about the nature or extent of a person’s disability. Further, the College shall not make these inquiries about a Service Animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind, pulling a person’s wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

H. Control of a Service Animal

The College is not responsible for the care or supervision of a Service Animal. A Service Animal must be under the control of its handler at all times. A Service Animal shall have a leash or other tether, unless the handler is unable because of a disability to use a leash or other tether, or the use of such would interfere with the Service Animal’s safe, effective performance of its work or tasks. Under those circumstances where a Service Animal is not tethered, the Service Animal must be otherwise under the handler’s control (e.g., voice control, signals, or other effective means).

I. Health, Hygiene and Cleanliness

Service Animals must be clean. Daily grooming and occasional baths should be utilized to keep the Service Animal’s odor to a minimum. Adequate flea prevention and control must be maintained. If a Service Animal’s odor is offensive to other individuals, the handler will be requested to bathe the Service Animal prior to returning to the College. A Service Animal’s handler must clean up after the Service Animal. If due to a disability the handler is unable to do so, the handler shall make alternative arrangements to do so.

J. Financial Responsibility

A person who has a Service Animal on College property is financially responsible for property damage caused by his or her Service Animal including but not limited to cost of repairs, replacement or cleaning of facilities or furnishings, and any bodily injury or personal injury caused to other persons by the Service Animal.

K. Restricted Areas

The College may restrict the use of Service Animals in certain locations. Service Animals may be restricted when their presence would fundamentally alter the nature of the service, program or activity; or where the animal poses a direct threat to the health or safety of others. The safety of locations will be considered on an individual basis by the Section 504 Coordinator (for students) or Director of Human Resources (for employees), the laboratory director or professor, and the College's health and safety staff. If a location is determined to be unsafe, reasonable accommodations will be provided to ensure the individual equal access to the activity.

L. Exclusion of a Service Animal from College Property

The College may direct an individual with a disability to remove a Service Animal from the premises if the Service Animal:

- is out of control and its handler does not take effective action to control it (including the Service Animal poses a direct threat to others on campus and/or exhibits behavior that interferes with the educational process);
- is not housebroken, is ill, or presents a reoccurring offensive odor; and/or
- is not properly licensed and/or vaccinated as required by applicable state or local law.

If the College excludes a Service Animal from its premises, it shall still afford the individual with a disability the opportunity to participate in its programs or activity without having the Service Animal on the premises.

M. Public Etiquette Rules

Service Animals are working animals and are not pets. Accordingly, the College asks that members of the College community and visitors adhere to the following best practices when interacting with Service Animals.

Individuals should not:

- Assume that the Service Animal is a pet.
- Pet/touch a Service Animal. Petting distracts them from their responsibilities.
- Restrict the individual's and the Service Animal's full participation in programs and activities of the College.
- Assume the handler may have visible disability or make assumptions about the necessity of the Service Animal.
- Ask the handler about their specific medical condition.
- Prioritize the needs of another individual over the needs of an individual with a Service Animal.
- Feed a Service Animal.
- Deliberately startle, tease or taunt a Service Animal.
- Separate or attempt to separate a Service Animal from his/her handler. Service Animals are trained to be protective of the handler.
- Hesitate to ask the handler if he/she would like assistance if the handler and animal seem confused about a direction in which to turn, an accessible entrance, the location of an elevator, etc.

N. Complaints/Grievances

Any claims of discrimination on the basis of a disability or failure to provide reasonable accommodations regarding the use of a Service Animal on campus may be brought by any person (student, employee, visitor) pursuant to the College's Section 504 Grievance Procedure.

Veterans Administration Benefits

Students planning to utilize VA benefits to pay for tuition must contact the U.S. Department of Veterans Affairs to determine what benefits are available to them as they decide to matriculate. It may be helpful to use the internet at www.gibill.va.gov or contact 1-888-442-4551 to obtain the necessary information from the government agency and certification form. Students, then, must contact the VA certifying official at the local campus prior to the beginning of each term to have their enrollment certified. Recertification is not done automatically. If a student decides to withdraw from a particular semester's classes or from the program, he/she must submit Change of Schedule Form and indicate that he/she is receiving VA benefits. Springfield College requires the completion of "Veterans Request for Certification" forms each term before attendance can be certified.

All VA recipients of educational assistance should complete a FAFSA each year. Students applying for the School of Professional and Continuing Studies Yellow Ribbon grants must also complete the School's Yellow Ribbon Application form and submit this document with the certification form to the VA Certifying Official for processing.

Code of Conduct Policies

Abuse and Assault Policy

Springfield College has expectations of the student body to resolve differences in a mature and respectful manner. Physical abuse, verbal abuse, threats, intimidations, coercion, and/or other conduct that threatens or endangers the health and safety of any other member of the College community on or off campus is prohibited. Due to the serious nature of such incidents, students found involved in violation of this policy may be suspended or expelled from the College.

Abuse of College Resources Policy

Instances where a student's behavior disrupts normal College operations, consumes an inordinate amount of College staff time and/or resources, or may interfere with the educational process and/or the orderly operation of the College are not permitted. Examples include: accumulating an excessive number of parking tickets or excessively locking themselves out of their assigned residence hall. Students who abuse college resources will be subject to the disciplinary process.

Aiding in the Violation of Community Standards Policy

Any act or action that supports and/or facilitates a violation of College policies is prohibited, whether before or after the actual violation. A student may be held responsible as though they were a direct participant in the violation, even if information indicates that they were not directly involved in the committing of the violation.

Alcohol and Drug Policy

The illegal or abusive use of alcohol or drugs by members of the Springfield College community adversely affects this educational environment. Therefore, all members of the Springfield College community are expected to exemplify high standards of professional and personal conduct. The primary purpose of Springfield College is to educate students in the development of spirit, mind, and body for leadership in service to humanity.

The scope and impact of health risks from alcohol and drug abuse are both alarming and well documented, ranging from mood altering to life-threatening with consequences that extend beyond the individual to family, organizations and society at large. Springfield College has a policy of zero tolerance for the sale, possession or use of either drugs or alcohol. Springfield College seeks to assure the health and well-being of the entire College community. Therefore, consistent with state and federal laws, including the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act, the College has adopted the following alcohol and drug policies designed to prevent the illicit use of drugs and the abuse of alcohol, and to provide opportunities for education and assistance to members of the College community. Alcohol Policy

The College acknowledges that we live within a social environment which establishes in law, a minimum age for the use of alcohol of twenty-one (21). As such, the College does, permit the use of alcohol on campus in a manner consistent with the law. The College does not allow the use of alcohol to lead to disruptive behavior or conduct which infringes upon the rights of those who wish to pursue their academic interests as responsible members of the community.

Springfield College is subject to the laws of the Commonwealth of Massachusetts regarding the consumption, purchase, possession, and transportation of any alcoholic beverage. Some of the more pertinent statutes and regulations that have an impact on the way the College relates to these issues are as follows:

1. No person, group or organization may sell alcoholic beverages except pursuant to a license granted by the Commonwealth through the local government licensing authority. Licensing authority does not give permission for groups to have an open bar on campus, except in a family residence.
2. No person shall operate a motor vehicle under the influence of alcoholic beverages. Violators may be subject to arrest, fine, mandatory court education programs, immediate loss of license and/or imprisonment.
3. No person or group shall purchase or otherwise procure alcoholic beverages for consumption by a person under 21 years of age. Violators may be subject to criminal charges and a fine.
4. No person under 21 years of age shall keep, purchase, sell, possess, or receive alcoholic beverages. Violators may be subject to arrest, criminal charges and fine.
5. No person shall use the state identification card, driver's license, or passport of another, or supply such identification to another, furnish false information in obtaining such identification, or alter or deface such identification. Violators may be subject to arrest, criminal charges and fines.
6. In addition to the criminal penalties for wrongful handling and use of alcoholic beverages, individuals who furnish or sell alcoholic beverages to minors or to persons who are intoxicated may be liable to such persons and to anyone else who suffers personal injury as a result of such furnishing or sale. This may result in a civil lawsuit.

Alcohol Policy and Procedures for Individual Use

1. Possession or use of alcohol in any form is strictly prohibited in first year residence halls, regardless of one's age. This restriction applies to all students of Springfield College, their guests, and members of their families.
2. Possession and consumption of alcoholic beverages on or off the Springfield College campus must be in compliance with Massachusetts state laws. Legal use of alcohol is limited to the privacy of students' rooms.
3. The possession, consumption or use of alcoholic beverages by those persons under the age of 21 is a violation of College Policy.
4. Alcohol consumption and/or carrying open containers of alcoholic beverages is not permitted in public areas of the residence halls (lounges, entrance ways, stairwells, lavatories, corridors, etc.) or in other College buildings, at athletic events, student activities, and outdoors on the campus unless specific written authorization is granted prior to the event by the Vice President for Student Affairs or his/her designee. The College defines an open container as (1) any container that is used to hold alcoholic beverages and from which the container's original seal is broken, (2) cups, including but not limited to, those with open tops into which a straw may be inserted.
5. Large quantities of alcohol are not permitted in residence halls or on the grounds of the campus. Any alcohol brought into the room by a resident and/or a resident's visitor or guest, which causes the alcohol quantity to exceed the limit, is considered a violation of the alcohol quantity policy. Cases of beer and kegs or beer balls, whether empty or full, tapped or untapped, are strictly prohibited and will be confiscated (taps and "keg-o-rators" included) by the College. Recognizing the serious health risks posed by excessive drinking, the College also prohibits drinking paraphernalia, including drinking funnels, all manners of drinking games, and preparation of spiked punch or "jungle juice."
6. Impairment, which could be attributed to the consumption of alcohol, that substantially interferes with student judgment and decision-making, causes disturbance, and/or requires the intervention of College personnel is prohibited

7. Falsifying any identification cards and/or borrowing another student's ID to obtain alcohol or to gain entrance to functions where alcoholic beverages are being served will result in disciplinary action. Production and/or alteration of identification cards for sale and/or mass-production of such cards will result in College sanctions and may result in criminal prosecution.
8. Students possessing or delivering alcohol in the residence buildings and who appear to be under the age of 21 will be confronted by the staff. There is an expectation that students in this age category will abide by the law.
9. Disciplinary proceedings will be commenced against those students who are hosting a gathering where alcohol is served to minors and/or the consumption of alcohol by guests is not monitored. Underage students present where alcohol is found may face disciplinary action.
10. Abuse of alcoholic beverages is interpreted by the College as a lack of responsibility on the part of the student as determined in the discretion of the College and/or a violation of Massachusetts law and will not be tolerated. Alcohol abuse will lead to disciplinary action and/or required intervention.
11. Students who operate a motor vehicle while under the influence of alcohol either on or off campus will face disciplinary action and could face criminal prosecution.

Drug Policy

The College prohibits the possession, use, or distribution of any illegal and/or controlled substance as defined by the statutes of the Commonwealth of Massachusetts and the Federal Government. Considered to be evidence of drug-related violations and sufficient grounds for full disciplinary action include, but are not limited to the following:

1. Being in the presence of a controlled substance/illegal drug and/or being in the presence of smoke or odors associated with marijuana use;
2. Possession, use or distribution of all types of drug paraphernalia, including, but not limited to pipes, bongs, rolling papers, clips, and unauthorized use of syringes.

Possession of such paraphernalia will be considered sufficient evidence that a violation of the College drug policy has occurred. If found, any item will be confiscated. In addition, all students present at the time of the violation will be held responsible for the infraction. All residents of a room, apartment or townhouse in which such violations occur may be subject to the full range of disciplinary actions, 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, apartments or townhouses. Any student who feels jeopardized by the actions of his/her roommate(s) should seek assistance from Housing and Residence Life staff so that the problems may be avoided.

Federal Law

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.

Alcohol and Drug Treatment Programs

In addition to services and referrals offered through the Springfield College Counseling Center and Health Center, the following services and sources of information are available in the surrounding community:

Alcoholic Anonymous (AA) (self help programs)	1-877-331-3394
Narcotics Anonymous (NA) (self help programs)	1-800-974-0062
Gambler's Anonymous (self help program)	1-800-426-1234
Overeater's Anonymous (self help program)	1-505-891-2664

Bias Incident Policy

Springfield College fosters respect for each individual by honoring the differences inherent among people. As a community of learners and scholars, we recognize and appreciate our common humanity. As such, bias-related violations of the Student Code of Conduct directed toward a person or group because of factors such as race, religion, ethnicity, ability, national origin, age, gender identity, gender expression, sex, sexual orientation or veteran status may be assessed enhanced sanctions. This policy will help to create an atmosphere in which allegations of discrimination or harassment are dealt with in a timely, private, fair and effective manner.

What is a bias-related incident?

An act directed against a person, group or property expressing hostility or bias on the basis of perceived or actual gender, race, religion, national or ethnic origin, sexual orientation or disability is a bias incident. Bias incidents may consist of slurs, epithets, name calling, use of degrading language, graffiti or slurs, intimidation, harassment or coercion directed at the targeted person or group. Bias acts occur whether the act is intentional or unintentional or is directed toward an individual or group and may contribute to creating an unsafe/unwelcoming environment for victims and social identity groups. Bias acts are considered such even when presented as a joke, prank, or delivered with humorous intent.

What do I do if I witness or am a target of a bias-related incident?

Immediately notify Public Safety at (413) 748-5555 to report the incident. Please note that reports will be filed with Public Safety, regardless of the presence of an alleged perpetrator (e.g., graffiti, etc). Public Safety will respond to the scene, collect evidence, interview witnesses, and file a report that states the situation may be a bias incident. Please do not touch any evidence of a bias related act; Public Safety has specific protocols for documenting, gathering, and removing of bias-- related graffiti or property damage.

Communication Policy

Students are ultimately responsible for using official College communication methods. Failure to use official College methods does not excuse students from the content that may be received through each method. The official College communication methods are:

- Use of Springfield College Email system
- Mail delivered to a student's Springfield College mailbox
- Mail delivered to the last permanent address provided by a student for official communication purposes

Discrimination/Harassment Policy

Springfield College does not discriminate against any person on the basis of race, color, religion, national or ethnic origin, age, sex, sexual orientation, disability, veteran status, or any other legally protected basis in the admission and access to, and employment and treatment in, its programs and activities.

Discrimination/harassment can be defined as any behavior that creates an intimidating, hostile, or offensive environment for any individual or group and can be in the forms of sexual, physical, or verbal conduct. It is important to note that discrimination/harassment on any demographic basis including race, color, religion, national or ethnic origin, age, sex, sexual orientation, gender identity or expression, disability, veteran status, or any other legally protected basis in admission and access to, and employment and treatment in, its programs and activities.

This policy applies to all members of the Springfield College community while they are on College property or participating in a college-related activity off campus, as well as visitors, parents, independent contractors, vendors and their representatives and others transacting business with the College. All aspects of these procedures described below apply to situations in which both complainants and respondents are employed at Springfield College.

All members of the College community should assume the responsibility to see that the College is free from all forms of harassment and that any harassment is properly reported.

Prohibited Conduct

A. Harassment

Acts or communications causing emotional stress addressed to individuals or groups because of religion, gender, sexual orientation, age, disability, marital status or veteran's status is similarly prohibited by this policy.

Examples of impermissible harassment, including racial harassment, include the following:

The use of physical force or violence to restrict the freedom or movement of another person or to endanger the health and safety of another person based on that person's race, color, etc.;

Physical or verbal behavior that involves an expressed or implied threat to interfere or has as its purpose or has the reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, participation in college sponsored extracurricular activities because of that individual's race, color, etc., and which causes that individual to have a reasonable apprehension that harm is about to occur;

Any type of conduct that has the effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or learning environment;

Epithets, slurs or derogatory comments based on a person's race, color, etc.

B. Sexual Harassment:

The courts have recognized two different types of actionable harassment:

Hostile environment harassment is unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to limit a person's ability to work or participate in a program or activity.

Quid pro quo harassment occurs when a person with authority uses submission to or rejection of unwelcome sexual conduct as the basis for making academic or employment decisions affecting a subordinate or a student. This kind of harassment usually involves explicit or implicit threats of retaliation for refusing to submit to sexual advances.

Examples of harassment include the following:

- The use of physical force or violence to restrict the freedom or movement of another person or to endanger the health or safety of another person based on the person's race, color, etc.;
- Any type of conduct that has the effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or learning environment;
- epithets (byname), slurs or derogatory comments based on a person's race, color, etc.;
- unwelcome sexual propositions, invitations, solicitations, and flirtations; leering;

- unwelcome and inappropriate touching, patting, fondling, pinching, or obscene gestures;
- sexually suggestive objects, pictures, videotapes, audio recording or literature, or computerized transmissions placed in a viewable area that may embarrass or offend individuals;
- in the case of coworkers or individuals in positions of authority, conduct of nature set forth above when the effect unreasonably interferes with the ability of persons to perform his or her employment or academic responsibility, or when the effect is to create an offensive, intimidating and; or hostile working or learning environment for that person.

Such unwelcome behavior has the potential to severely alter the condition of the victim's employment or academic surroundings and results in a work or educational environment that a reasonable person would find abusive or offensive.

It should be emphasized, however, that isolated instances (e.g., a single comment or joke) ordinarily will not constitute harassment unless it is repeated or egregious. Harassment may not be present if the conduct is welcomed or encouraged. The College will take appropriate remedial action to address any inappropriate conduct, even if it does not meet the legal definition of harassment.

C. Discrimination:

Springfield College is committed to protecting the rights and dignity of individuals and supports the educational and professional enhancement of all the employees and students. Each member of the Springfield College community is expected to work diligently to eliminate all forms of discriminatory conduct, including institutional and personal patterns that directly or indirectly feed the destructive forces of discrimination.

Examples of discrimination include but are not limited to the following situations:

- Potential discrimination when requesting disability leave, maternity leave, or retirement options;
- Discriminating based on a physical or mental impairment that substantially limits one or more of your major life activities;
- Termination of employment on the basis of age.

Procedures

Any member of the College community who believes he or she has been a victim of discrimination/harassment as defined in this policy is urged to bring the matter to the attention of the Office of Human Resources, or other appropriate individuals listed within this policy. Any member of the community has a right to file a complaint with the College.

If you have experienced any form of harassment please do the following:

Respond immediately

Sometimes, telling the discriminator and/or harasser that his/her behavior is unwelcome will stop the conduct. State an emphatic "NO" in the case of harassment at the time. Be direct and firm. Clearly express disapproval of any behavior that causes discomfort. Communicate that it is unwelcome and that you want the behavior to stop. Ignoring or avoiding a discriminator and/or a harasser usually does not work. If you are unable to confront the discriminator and/or harasser in person, try writing a letter. In the letter, include a detailed account of the conduct you find offensive, including dates. State the impact the conduct has had on you and that you will take further action if the behavior does not stop. Keep a copy of the letter.

Keep records

Document all incidents and conversations that might constitute discrimination and/or harassment, including dates, times, places, witnesses, and an accurate description of specific incidents. Write down quotes so that you can recall at a later date the exact language used.

Talk to someone

If the discrimination/harassment does not stop, or you are reluctant or unable to confront the person verbally or in writing, talk to someone. Talk to a supervisor or someone of authority at the College whom you trust. You may also consult one of the individuals listed within this policy. The College also encourages individuals who have witnessed, or who have knowledge of, discrimination/harassment directed at any member of the College community, to report such conduct immediately to the individuals listed within this policy.

Informal resolution:

Many claims of discrimination/harassment may be resolved informally. The goal of an informal resolution is to end the offensive or unwelcome behavior. The dean of the respective school, the director of human resources, or the vice president of the respective division will work with the complainant and the respondent to reach an informal resolution.

Examples of informally reached outcomes might include:

Mediation, informal conversation between the complainant and respondent;

Attending educational programs;

Adjusting residential or academic placement of either the complainant or respondent.

Resorting to formal hearings will be avoided whenever possible. The purpose of informal adjudication is to arrange an appropriate solution acceptable to all parties concerned. At the conclusion of the informal process, the only document that will be maintained is a memorandum of understanding, signed by both parties, and maintained by the Office of Human Resources.

Informal proceedings must be exhausted before formal proceedings will commence.

Formal resolution:

If informal efforts to resolve a problem are not successful, or if informal resolution is inappropriate or inadequate based on the severity of a case, or if the respondent is a known prior offender, then a formal resolution may be necessary. Formal written complaints must be filed with the Office of Human Resources.

A representative from the Office of Human Resources will monitor the implementation of these formal grievance procedures, and either party may request a formal hearing.

The human resources representative will schedule all committee meetings, oversee the process and procedures, and attend hearings, if necessary, as a nonparticipating, nonvoting member. The representative will NOT contribute to the writing of the Hearing Committee's findings. The decision of the committee is presented to the director of human resources. The director of human resources, in consultation with the president or designated representative, will render a written decision to the complainant. This decision is final.

Confidentiality:

Springfield College acknowledges that all stages of any proceeding will be maintained with the utmost confidentiality as is appropriate under the circumstances, as determined by the College. A breach of confidentiality compromises the ability of Springfield College to investigate and resolve claims of harassment. Springfield College will attempt to protect the confidentiality of the proceedings

and circumstances giving rise to the dispute. Until resolution has been achieved, participants are requested to discuss the matter only with those persons on a “need to know” basis such as:

- When the College is required by law to disclose information (such as responses to legal process);
- When confidentiality concerns are outweighed by the College’s interest in protecting the safety and rights of others.

If you think you are experiencing harassment, witnessed harassment, or received a report of harassment, you are urged to contact one of the individuals listed below. If you have been accused of harassment, you should seek the advice of one of these individuals as well.

Who to contact for assistance with harassment claims: Internal resources for filing a complaint:

- Vice President for Student Affairs, ext. 3100
- Dean of Students, ext. 3922
- Public Safety, ext. 5555
- Counseling Center, ext. 3345
- Health Center, ext. 3175
- Office of Human Resources, ext. 3118
- Title IX Representative, ext. 3031
- Dean, School of Social Work, ext. 3057
- Dean, School of Human Services, ext. 3982
- Vice President for Academic Affairs, ext. 3196

External resources for filing a complaint:

Massachusetts The Massachusetts Commission Against Discrimination (MCAD) MCAD Boston Office
One Ashburton Place-Room 601 Boston, MA 02108
(617) 994-6000
TTY (617) 994-6196
mass.gov/mcad/

The United States Equal Employment Opportunity Commission (EEOC) John F. Kennedy Federal Building
475 Government center
Boston, MA 02203
(800) 669-4000
www.eeoc.gov/

Massachusetts Commission Against Discrimination (MCAD) Springfield Office
436 Dwight Street, Room 220
Springfield, MA 01103
(413) 739-2145

- California** California Dept. of Fair Employment and Housing 1055 West 7th St., Suite 1400
Los Angeles, CA 90017
(213) 439-6799
- The United States Equal Employment Opportunity Commission (EEOC) Roybal
Federal Building , 4th Floor
255 E. Temple St.
Los Angeles, CA 90012 (800) 669-4000
- Delaware** Delaware Dept. of Labor
Pencader Corporate Suites, Suite 104 Newark, DE 19702
(800) 464-4357
- The United States Equal Employment Opportunity Commission (EEOC) 801
Market St, Suite 1300
Philadelphia, PA 19107-3127 Florida
Florida Commission on Human Relations 2009 Appalachee Parkway, Suite 200
Tallahassee, FL 32301-4857
(850) 488-7082
- The United States Equal Employment Opportunity Commission (EEOC) One
Biscayne Tower
2 South Biscayne Blvd., Suite 2700
Miami, FL 33131
(800) 669-4000
- New Hampshire** NH Commission for Human Rights 2 Chenell Dr., Unit 2
Concord, NH 03301-8501
(603) 271-2767
- The United States Equal Employment Opportunity Commission (EEOC) John F.
Kennedy Federal Building
475 Government center
Boston, MA 02203
(800) 669-4000 eeoc.gov
- South Carolina** South Carolina Human Affairs Commission PO Box 4490
2611 Forest Dr., Suite 200
Columbia, SC 29204
(803) 737-7800
- The United States Equal Employment Opportunity Commission (EEOC) 301 N.
Main St., Suite 4R30
Greenville, SC 29601-9916
(800) 669-4000
- Texas** Texas Workforce Commission 1137 North Esplanade St.
Dallas, TX 77954-3433
(361) 277-8870
- The United States Equal Employment Opportunity Commission (EEOC) Total
Plaza
1201 Louisiana St, 6th Floor Houston, TX 77002
(800) 669-4000

Vermont

Attorney General of Vermont, Civil Rights Division 109 State St.
Montpelier, VT 05602
(888) 745-9195

The United States Equal Employment Opportunity Commission (EEOC) John F.
Kennedy Federal Building
475 Government center
Boston, MA 02203
Revision Date: August 7, 2012
(800) 669-4000
eeoc.gov Wisconsin
Wisconsin Dept. of Workforce Development 819 North 6th St., Rm. 723
Milwaukee, WI 53203
(414) 227-4384

The United States Equal Employment Opportunity Commission (EEOC) Reuss
Federal Building, Suite 800
310 W. Wisconsin Ave. Milwaukee, WI 53203-2292
(800) 669-4000

Retaliation:

No faculty member, administrator, staff, student, visitor, or applicant for employment may be subject to retaliation for action taken in good faith to seek advice concerning a harassment matter, to file a harassment complaint, or to serve as a witness or a panel member in the investigation or adjudication of harassment complaint.

It is in violation of this policy to retaliate against a complainant for making a claim of harassment. If warranted, the appropriate senior administrator may monitor performance review, promotion, reappointment, or other evaluation or, to the extent possible, may assign the supervisory relationship to ensure that retaliation does not occur.

Retaliation, if established, may result in disciplinary action against the offending party up to and including termination of employment from the College.

Endangering Behavior Policy

Conduct or reckless actions that threaten or that endanger the general health or safety of any member of the community, including one's self, the community at large, and/or the operations of the College.

Failure to Comply or Identify; Misrepresentation with a request or directive of a College official (Public Safety officer, residence hall staff member, faculty member, or administrator) Policy: Examples include but are not limited to failing to produce identification, withholding material information from the College and/or making false statements, distortions or misrepresentations of information to any College official during an investigation, hearing or conduct process. Failure to comply with the conditions of a sanction imposed as the result of a disciplinary hearing is also covered under this policy.

Firearms and Weapons Policy

It is a violation of Massachusetts state law and College policy to possess a firearm or other dangerous weapon on campus.

Examples of weapons considered dangerous are: explosives, knives, pellet guns, paint guns*, slingshots, blades, wrist rockets, ammunition, fireworks, dangerous chemicals, and martial arts weapons. “Nunchucks, klackers, Kung-Fu sticks, or any other similar weapon consisting of two sticks of wood, plastic, or metal connected at one end by a length of rope, chain, wire, or leather” are illegal in the Commonwealth of Massachusetts (Massachusetts law, section 129C of Chapter 140). The law also includes “shreiken or any other similar pointed starlike objects intended to injure a person when thrown,” as well as “billy clubs or other dangerous weapons.”

Students may not bring any weapons on campus. Any firearms or weapons found on campus will be immediately confiscated and held by the Department of Public Safety. The student will face severe disciplinary action on campus and, consistent with the Commonwealth’s law, may also face imprisonment for not less than six months nor more than two and one half years in a jail or house of correction.

All paint guns must be used only for off campus activities and must be kept at Public Safety.

Gambling Policy

Springfield College is committed to providing a safe environment for all students to learn and flourish. Springfield College cannot and will not condone any form of illegal gambling activity. Springfield College wants students to know that gambling is not a “risk free” activity. The Counseling Center provides services to assist students that may be experiencing a gambling problem or gambling related difficulties.

Gender-Based Misconduct Policy

The Gender-Based Misconduct Policy at: Gender-based misconduct, including sexual misconduct and interpersonal violence of any form is a violation of a person’s rights, dignity and integrity. An act of gender-based misconduct represents a fundamental failure by a community member to recognize and to respect the intrinsic worth and dignity of another. Acts of gender-based misconduct are harmful and illegal and will not be tolerated at the College. Such acts corrupt the integrity of the educational process, and are contrary to the Humanics Philosophy in which the College’s mission is built upon.

All members of the College community should be free from any gender-based misconduct in the classroom; the social, recreational and residential environment; and the workplace. The College seeks to foster a climate free from gender-based misconduct through a coordinated education and prevention program and clear and effective policies, as well as investigative and grievance procedures that are prompt, equitable and accessible to all. In response to any reported gender-based misconduct, the College will take all appropriate steps to eliminate the misconduct, prevent its recurrence and address its effects. The Gender-Based Misconduct Policy can be found at: .

<http://springfield.edu/school-of-professional-and-continuing-studies/gender-based-misconduct-resources>

Complete procedures for addressing gender-based misconduct complaints against students are available in the Appendix of this document

Hate Crime Policy

Springfield College does not tolerate hate crimes of any form. This includes use of racial, ethnic, religious, sexual or anti-gay slurs and/or symbols of hate, such as a swastika. This also includes: physical attacks, intimidation, threatening action or language, and damage to personal property; because of a student's race, color, religion, national origin, ethnic background, gender, gender identity or expression, sexual orientation, or disability.

Hazing Policy and State Law

Policy Rationale

Springfield College is first and foremost an educational institution. Its hazing prevention policies, and response procedures for hazing incidents, must grow from, and embody the institution's mission. Education about hazing will be available through the Athletic Department and the Office of Student Activities & Campus Union.

Membership in clubs, organizations, and other College-affiliated groups can increase leadership and service potential; provide athletic, recreational, intellectual, and spiritual opportunities; and otherwise contribute positively to personal and social development of our students. Where membership is linked with involvement in hazing activities, the educational purpose of the endeavor is compromised and safety of students is endangered. Hazing is therefore prohibited by College policy.

Policy Statement and Definition

Springfield College complies with and enforces the hazing laws of the Commonwealth of Massachusetts and does not permit hazing of any sort whether by organizations or individual students. Hazing is a crime in Massachusetts and is defined as: "any conduct or method of initiation into any student organization, whether on public or private property, which wilfully 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." Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in such acts. Hazing occurs regardless of the consent or willingness of persons to participate in the activity. Hazing is prohibited no matter if it occurs on or off campus. The failure to report hazing is also a crime under Massachusetts law.

"Hazing" does not include any activity or conduct that furthers legitimate, curricular or co-curricular, program goals, provided that (1) the goals are approved by the College; and (2) the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the College. For examples of non-hazing activities; please contact the Athletic Department at (413) 748-3333 or the Office of Student Affairs at (413) 748-3922.

As required by law, all student groups, student teams and student organizations are required to annually sign an attestation acknowledging that they have received a copy of the Massachusetts Hazing Statute and that they understand and agree to comply with its provisions.

Massachusetts Hazing Statute

The entire Massachusetts Hazing Statute (Massachusetts General Laws, Chapter 269, Sections 17, 18 & 19) is as follows:

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

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

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

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of

hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Hazing Penalties

Those who organize, participate in, or fail to report a hazing incident are subject to punishment according to Massachusetts General Laws , and will face College disciplinary actions for violating College policy ranging from suspension to dismissal.

To report a hazing incident, immediately contact Public Safety, the Athletic Department, or the Office of Student Affairs.

Interference with the Student Conduct Process Policy

All persons responsible for addressing incidents (this includes but is not limited to: resident assistants, directors, staff or faculty members and/or public safety personnel) have the right to document, investigate, participate, or administer the student conduct process free of any interference, retaliation, or intimidation by any member of the Springfield College community.

Mandatory Leave/Mandatory Withdrawal Process

Springfield College reserves the right to determine, at its discretion, that each student is participating successfully in Springfield College's educational and co-curricular programs, and that his or her behavior complies with Springfield College's rules, regulations, and policies and does not impede other students' performance, threaten anyone's safety, or disrupt the College's operations.

The following policy and procedures will apply when a student exhibits seriously impaired judgment, poses a serious detriment to the community, disrupts College operations, threatens the health or safety of himself, herself, or anyone else, and/or engages in significantly disruptive activity and has not pursued a voluntary withdrawal despite guidance from student affairs and/or academic affairs to do so.

The vice president of student affairs or his/her designee will conduct an individualized assessment to determine whether the behavior warrants interrupting or terminating the student's education, ability to reside in a residence hall, or otherwise participate in co-curricular activities. This decision is made in consultation with the Office of Academic Affairs.

The vice president of student affairs, or his/her designee, may, under appropriate circumstances, require that the student be evaluated by a staff member in the Springfield Counseling Center or other qualified professional whose conclusions and recommendations will be forwarded to the vice president of student affairs or his/her designee

The final decision on the appropriate course of action will be made by the vice president of student affairs, who will consider the findings and recommendations together with all other available information, including public safety and the student's record(s). This Policy shall be applied in a nondiscriminatory manner and decisions will be made based on consideration of the student's conduct, actions and statements and not on knowledge or belief that the student is an individual with a disability or a physical or mental health condition.

If the vice president of student affairs concludes that a leave of absence or mandatory withdrawal from Springfield is warranted, the following policies will apply:

- The student's parents or guardians will be contacted and requested to come to the College to escort him or her home. In the event that the parents are unable, or unwilling, to respond, the College will make a judgment as to how best to proceed. The cost of transportation is the student's responsibility.
- Before the student returns to Springfield College, the vice president of student affairs may require that he or she be evaluated by a licensed psychologist, psychiatrist, or other appropriate health care professional, who must submit a complete evaluation to the College. This evaluation, along with any other requested documentation, should be provided to the director of the Springfield College Counseling Center. After the director of the counseling center has received all requested information, he/she will make a recommendation to the vice president of student affairs regarding re- entry/readmission, and any conditions necessary to support a successful return to the College.
- The final decision on the status of the student will be made by the vice president of student affairs, who will notify the student and his/her parents or guardians of the decision. Each student and his/ her parents or guardians acknowledge and agree that the decision of the vice president of student affairs under the provisions of this section is not subject to appeal.

Note: The vice president of student affairs may appoint a designee who is thereby authorized to make decisions on the above issues.

Medical Amnesty Policy

The Springfield College community values the health and safety of its members and supports an environment that encourages students to help others who are in need of assistance. This policy has been established to encourage students to take responsible action when another student or guest is at-risk due to the consumption of alcohol and/or drugs or other medical emergencies, but does not apply to other conduct violations such as, but not limited to, assault, harassment, hazing, vandalism, driving under the influence, property damage, or distribution of illicit substances..

Students for whom medical or staff assistance is necessary due to being dangerously intoxicated and/or under the influence of drugs will be granted amnesty from the College disciplinary process in accordance with the terms of this policy. The Springfield College student/guest who calls the Department of Public Safety on behalf of a student/guest in need will likewise be granted amnesty provided:

- The caller is a Springfield College student/guest, and
- The caller remains with the Springfield College student/guest in need until a Public Safety Officer and/or campus official arrives.

This policy applies only to those students who seek emergency medical assistance in connection with an alcohol or drug-related medical emergency and does not apply to individuals experiencing an alcohol or drug-related medical emergency who are found by employees of the College (ex.: , Public Safety, Resident Assistants, other Residence Education staff members, etc.), or where the reporting student(s) did not stay with them.

Please note that a Springfield College student who requires medical or staff assistance due to being dangerously intoxicated and/or under the influence of drugs on more than one occasion may be subject to disciplinary action. Students involved in an alcohol and/or drug-related emergency for which amnesty is granted are subject to mandatory educational or developmental interventions. A Springfield College student/guest who summons assistance for a student in need will receive

amnesty on an ongoing basis consistent with the terms of this policy. The College's response to these incidents is independent of any action taken by local law enforcement.

Medical amnesty applies only to alcohol or other drug-related medical emergencies but does not apply to other conduct violations such as, but not limited to, assault, harassment, hazing, vandalism, driving under the influence, property damage, or distribution of illicit substances.

Disclosure of Amnesty Incidents

The College may disclose amnesty incidents with the student's consent. The College also may disclose an incident if a student is applying for a position within Housing and Residence Life, SOAR and/or New Student Orientation (NSO), student volunteer programs, and/or study abroad if an incident occurred within one year of application, or if the College has received subsequent alcohol or drug related incidents involving the student.

The following are not covered by the Medical Amnesty Policy:

- Students waiting until the police or other authority arrive before seeking assistance
- Action by police or other law enforcement personnel
- Violations of the Code of Conduct other than the alcohol/drugs policy
- Possession with the intent to distribute drugs.

Application to Student Organizations

In circumstances where an organization is found to be hosting an event where medical assistance is sought for an intoxicated guest, the organization (depending upon the circumstances) may be held responsible for violations of the Alcohol Policy or Drug Policy. However, the organization's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction for any violations of the Alcohol Policy or Drug Policy.

Medical Clearance Policy

During the course of the academic year, students may be inflicted with illness. The Health Center is the campus clearinghouse for all medical information and referrals. Students who are treated at the Health Center are released with permission to return to the classrooms, laboratories, gymnasias and/or residence halls.

It is the policy of Springfield College that students who have been ill and treated at an off-campus medical facility, whether or not hospitalized or placed on medical leave, provide written information relative to the diagnosis, treatment, discharge directions and follow-up necessary to the Director of the Health Center, in the case of medical matters, or the Director of the Counseling Center, in the case of psychological emergencies, in order to return to the College community. Following a review of the documentation provided and any discussion with the health care professional deemed appropriate by the Director, a recommendation is made to the Dean of Students concerning the student's return to normal routine activities at the College. At that point, a decision will be made in the sole discretion of the Dean of Students regarding permission to re-enter the College community. The student will be asked to meet with the Dean of Students and will be informed of the outcome. The decision will be available in written form outlining any conditions which have been established. The student may appeal the decision of the Dean of Students to the Vice President for Student Affairs, in writing, within three (3) business days of their meeting with the Dean of Students.

While it is the concern at Springfield College that the recovering student have the appropriate medical or psychological support, it is also the obligation of the College to ensure that this student does not pose any threat of spreading illness or inflicting harm to anyone else. Given the closeness

of the campus community, threats might be apparent in the classroom, laboratory, residence or dining hall or athletic complex.

Non-Retaliation Policy

It is unlawful to take adverse actions against any member of the Springfield College community for filing a complaint of harassment or discrimination, or for cooperating in an investigation of such a complaint. Retaliation against a member of the Springfield College community who, in good faith, reports alleged harassment or who participates in an investigation is a violation of the policy and is subject to appropriate discipline. Retaliation may have an adverse impact in the following areas: hiring, firing, promotions, demotions, compensation, benefits, grading, pressure to withdraw from class, ignoring, refusing requests for assistance. This list is not exhaustive.

Springfield College does not tolerate retaliation against any person who in good faith makes a report of a violation of college policy. The College maintains the right to take action against a student or employee for other legitimate reasons in accordance with College policies and procedures, even if that student or employee has filed a complaint with the College or otherwise participated in a protected activity. Any person who retaliates directly or indirectly against a victim, witness, person reporting a violation, a respondent and/or charged party or any person involved in the investigation of a violation of policy will be subject to discipline, up to and including termination (if an employee) or expulsion (if a student).

Examples of protected activity include but are not limited to:

- Participating in or otherwise assisting with a College investigatory procedure or law enforcement investigation;
- Filing a complaint alleging a College policy violation or a violation of law; or
- Filing a complaint about the College's policy for resolving alleged violations of policy. Examples of adverse action include but are not limited to:
 - Threats, intimidation, continued harassment or other misconduct;
 - Discouraging an individual from participation in an investigation or adjudication process; and/or
 - Adverse educational or employment consequences.

Release of Personally Identifiable Information and Student Records Policy

Springfield College will maintain student confidentiality rights and protect access to information as provided by the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment. Except as provided by law, information from a student's records will not be released without the prior written consent of the student. This legislation also provides for the College to release the following information without consent:

1. Directory information may be provided unless a student has filed a written request to withhold this information. Students must advise the Registrar in writing not later than September 15 of each academic year if they wish to restrict the release of this information whether the student resides on or off campus. Springfield College considers the following information as "directory information": name; campus mailbox and dates of attendance at the College, major credit hours earned, degrees earned, honors received.
2. Information may be shared with and by Springfield College faculty and staff who have a legitimate educational interest in the student.

3. Academic information may be shared with persons identified by the student on the authorization form to release academic record information.
4. Alcohol and drug violation information may be shared with parents/guardians, at the College's discretion.

In addition, any requests which come from officials of other institutions in which the student might be applying for transfer, government agencies and officials who provide proper identification, officers of the court, financial aid personnel to support a student's application for aid, as well as appropriate parties in health or safety emergencies will have access to information in the student's records. Students may also be asked to sign a written waiver granting permission for the release of information from the school records.

Students may also be asked to sign a written waiver granting permission for the release of information from the school records. Students retain the right to review the contents of their educational and academic records. In order to do so, a formal written request must be made through the Offices of the Registrar or Student Affairs. In such cases, a meeting will be established within 45 days of the request to permit the student to review materials. Springfield College will comply with a written request initiated by the student to supply information in their behalf. Such requests must be signed and dated and include the specific records or information to be disclosed, the purpose for the disclosure and the individual(s) to whom the information should be released.

Details concerning the FERPA are available in the Office of the Registrar and the Office of Student Affairs.

Reporting Off-Campus Address Policy

Seniors who choose to live in non-college owned facilities after fulfilling the three year residency requirement, graduate students who live in non-college owned facilities and undergraduate students who have been approved for commuter status by the Office of Housing and Residence Life are required to notify the College of their local address and phone number no later than September 15 of each year or within two weeks of assuming residence at that location. The information is critically important for the College to have on file in case of emergencies. A student can choose to restrict publication of the information which would then only permit access by the Office of Student Affairs and Public Safety. Failure to comply with this regulation may result in cancellation of registration.

Responsible Use of Information Technologies Policy

The Springfield College Responsible Use Policy is to serve as a guideline by which faculty, staff and students can review the requirements of ethical and legal behavior within the College community when using a computer, computer system, network or the Internet.

Access to, and use of computing and networking resources at Springfield College are privileges extended to members of the Springfield College community. The use of College computing resources, like any other College related activity, is subject to the normal requirements of legal and ethical behavior within the College community. Members of the Springfield College community may use these resources for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the College, and other College sanctioned or authorized activities.

Springfield College acknowledges that occasionally faculty, staff and students use College resources assigned to them or to which they are granted access for noncommercial uses are permitted by

faculty, staff, and students, if they are not excessive, do not interfere with the performance of any faculty, staff, and students, do not interfere with the efficient operation of the College or its computing resources, and not otherwise prohibited by this policy or any other College policy or directive.

Because computing systems have such great power, activities that might at first seem to be merely mischievous, can harm an entire College community and beyond. Any unauthorized access or interference with system functionality is unacceptable.

College-wide guidelines such as the Student Handbook, Sexual Harassment Policy and Copyright Policy apply to the use of computing resources, as do community standards of consideration for others, and the mission of the College. Federal, state and local laws and regulations also apply. Springfield College computing resources may only be used for legal purposes and may not be used for any of the following purposes or any other purposes that is illegal, immoral, unethical, dishonest, damaging to the reputation of the College, inconsistent with the mission of the College or likely to subject the College to liability. Impermissible uses (some of which may constitute illegal uses) include, but are not limited to, the following:

- Harassment
- Libel or slander
- Fraud or misrepresentation
- Destruction of, or damage to equipment, software, or data belonging to the College or others
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copying or transmission of copyright protected material
- Use of the College's trademarks, logo, insignia, or copyrights without prior approval
- Violation of computer system security
- Unauthorized use of computer accounts, access codes (including passwords), or network identification numbers (including email addresses) assigned to others
- Use of computer communications facilities in ways that unnecessarily impede the computing progress of others
- Development or use of unapproved mailing list
- Use of computer facilities for private business purposes unrelated to the mission of the College or to College life
- Academic dishonesty
- Violation of software license agreements
- Violation of network usage policies and regulations
- Violation of privacy
- Viewing, posting, or sending obscene pornographic, sexually explicit, or offensive material
- Posting or sending material that is contrary to the mission and values of the College
- Intentional or negligent distribution of computer viruses

Responsibilities of Users

The user is responsible for correct and sufficient use of the tools available for maintaining the security of information stored on each computer system. The following precautions are strongly recommended:

- Computer accounts, passwords, and other types of authorization are not be shared with others
- Understand the level of protection the computer systems automatically apply to files
- Be aware of computer viruses and other destructive computer programs, and take steps to avoid them
- Understand that the user has ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data
- Be sure to make backup copies of all important data

- Respect the privacy of others
- Be sure to comply with all federal, state and other applicable laws as well as College policies and regulations

Security

Springfield College will assume that users are aware that electronic files are not necessarily secure. Users of electronic mail systems should be aware that electronic mail is generally not secured and is extremely vulnerable to unauthorized access and modification. The Office of ITS will make available to interested persons information concerning reasonable methods for attempting to protect information on central computing systems from loss, tampering, unauthorized search, or other access.

Privacy and Confidentiality

Springfield College reserves the right to inspect and examine any Springfield College owned or operated communications system, computing resource, and/or files or information contained therein at any time, as well as personally owned computers linked to College servers and telecommunications equipment.

Authorized access to data or information entails both privilege and responsibility, not only for the user, but also for the system administrator. There is no expectation of privacy or confidentiality for documents and messages stored on College-owned equipment. Additionally, email and data stored on Springfield College network of computers may be accessed by the College for the following purposes:

- Troubleshooting hardware or software problems
- Preventing unauthorized access and system misuse
- Retrieving business related information*
- Investigating reports of violation of College policy or local, state or federal law
- Complying with legal requests for information
- Rerouting or disposing of undeliverable mail

*The system administrator will need specific approval from the Office of Human Resources or the appropriate designee to access these items. The extent of the access will be limited to what is essentially necessary to acquire the information.

Reporting Violations

All users should report any discovered unauthorized access attempts or other improper usage of Springfield College computers, networks, or other information processing equipment. If you observe, or have reported to you, a security or abuse problem, with any College computer or network facilities, including violations of this policy, you should notify the Chief Technology Officer, the Office of Human Resources or other appropriate administrator.

Violations of this policy may be treated as violation of College policy and/or violations of civil or criminal law. The Office of ITS in conjunction with the Office of Human Resources will investigate apparent or alleged violations of these guidelines. The College reserves the right to immediately suspend user privileges pending investigation. Such action will be taken to protect the security and integrity of the computer system and will take precedence over its impact on the individual work.

When appropriate, at the discretion of the Chief Technology Officer, cases of apparent abuse will be reported to the Vice President for Student Affairs (student cases), the Vice President for Academic Affairs (faculty cases), or the Director of Human Resources (staff cases). These offices are

responsible for determining any further disciplinary action. Upon a finding of a violation, disciplinary measures may include warnings, suspension of user privileges (temporary or permanent), disciplinary action up to and including termination of employment. The College may also pursue civil and/or criminal charges if it deems appropriate.

Questions regarding this policy should be sent to the Director of Information Technology Services or the Director of Human Resources.

Computer Code of Ethics/Acceptable use of Campus Network and Computing Systems

Computer abuse affects everyone who uses computing facilities and results in significant expense to the College. The same moral and ethical behaviors that apply in the non-computing environment apply in the computing environment. Springfield College treats access and use violations seriously. Access to the College computing facilities and information resources is a privilege granted to the College's students, faculty, administrators, and staff. Access to the College's computing facilities and information resources may be restricted or terminated at the College's sole discretion based on the following factors: failure to comply with relevant laws and contractual obligations (including the terms of any license agreements); the risk of damage or loss to the College; the impact of a violation upon the community or third parties; and costs incurred by the College in responding to abuses of the system.

It is the responsibility of each community member to use the services provided by the College's campus network and computing systems appropriately and in compliance with all College, town, county, state, and federal laws and regulations. Furthermore, users are expected to use computer, electronic mail, and network services in an effective, ethical, responsible, and efficient manner consistent with the instructional, research, public service, and administrative goals of the College. This policy covers all persons accessing a computer, telecommunications, or network resource at Springfield College, including the campus data network, electronic mail, file sharing, printing, Web services, telephone services and cable television.

College policy and relevant laws apply to use of the College's network and computing services. Actions that are unacceptable in the College community also are unacceptable on the network, computing systems, and other electronic services including:

- Harassment in any form.
- Failure to respect the rights and property of others.
- Forgery or other misrepresentation of one's identity.

Distribution, redistribution, attempted downloading, or downloading of copyrighted materials without the permission of the copyright owner.

Solicitation Policy

The primary goal of Springfield College is fostering education and study. To achieve this, the College places restrictions on activities which might disrupt the operations of the College. For this reason, commercial groups not associated or affiliated with the College are not permitted on College-owned property for the purpose of solicitation without the advanced written permission of the Vice President for Student Affairs or Director of Student Activities and Campus Union. Such solicitation includes the distribution of flyers, announcements, and posters as well as door-to-door sales in the residence halls or other College buildings. The Student Activities and Campus Programs Office in the Flynn Campus Union arranges opportunities for outside vendors to sell their goods in the Campus Union during the

academic year. Arrangements for such sales must be made through and approved by the Director of Student Activities and Campus Programs in advance and in writing.

Campus-recognized and affiliated groups are permitted to place announcements, flyers, and posters, for the purpose of advertising their group's events, ONLY after being approved by the Office of Student Activities and Campus Union. Flyers and posters can only be displayed on bulletin boards in which are found in numerous areas around the campus. Flyers, posters, and announcements placed on walls by College-recognized groups may be removed and discarded. No door-to-door solicitation is permitted in the residence halls or any College- owned buildings by anyone including recognized or affiliated Springfield College groups or individuals.

Banners may not be hung from any building on campus without written permission from the Director of Student Activities and Campus Union. There are designated areas on campus where banners may be hung for the purpose of advertising programs or events. Arrangements may be made to hang banners at these locations through the Office of Student Activities and Campus Union . Disciplinary action will be taken against the group or individuals who violate this policy.

Spectator Participation Policy

Copies of the Athletics Department Spectator Participation policy are available in the Athletics Office. In essence, the Athletic Department believes in providing a positive, meaningful, educational atmosphere for the conduct of its athletic events and behavior contrary to this intent will not be tolerated. A Springfield College student found to be in violation of this policy is regulated by the general rules, guidelines, and sanctions established in the Springfield College Student Handbook.

Smoking and Tobacco Use Policy

Smoking in all College buildings is prohibited and as of January 1, 2017 the campus will be entirely smoke and tobacco free.. This policy is to help promote a safe, healthy, and comfortable living and learning environment for all community members. Please note that e-cigarettes are included in this policy. Therefore, students may not smoke e-cigarettes in any building on College property.

Please note that this policy applies to all Springfield College members of the community. Guests should be made aware of the College's policy by the Springfield College community members with whom they are visiting.

**Students who violate this policy are subject to a \$100 fine and other sanctions as deemed appropriate.

Student Demonstration Policy

Students who choose to express their opinions and differences through demonstrations must keep the following in mind:

The demonstration must be orderly at all times and should in no way jeopardize the public safety or interfere with the College program(s). Picketing or demonstrating must not interfere with the entrances to buildings or the normal flow of pedestrian or vehicular traffic. Students involved in a demonstration may not interfere by mingling with organized meeting or other assemblies for the purpose of harassment since this invades the rights of others to assemble and the rights of speakers to free expression. The demonstrating group may not obstruct or physically interfere with the integrity of the classroom, the privacy of the residence halls, the operation of the administrative process, or the function of the physical plant. Acts of violence or intimidation on the part of any group of students

or other conduct which the College deems in violation of its policies, whether it be those who are demonstrating, those who are dissenting or those who are interfering with the process of dissent, will result in immediate disciplinary action.

Theft Policy

Actual or attempted theft of personal property, College property, public/private property or identity is prohibited. Additionally, the possession of stolen property is prohibited. College-owned furniture and equipment is placed in lounges and other locations/common areas on campus for the benefit of all students.

Theft, removal, damage or possession of, and relocation to student rooms is prohibited. Students found responsible will face disciplinary actions and/or criminal prosecution. Removal of College furniture or property from public areas or student rooms will result in a fine equal to the cost of the missing furniture, and possibly other sanctions outlined in the Code of Conduct.

Unauthorized Entry into College Facilities Policy

Unauthorized entry, use, or occupancy of College facilities is a violation of College policy and may result in disciplinary action. Tampering with locks to College buildings, unauthorized possession or use of College keys or a Springfield College ID, and alteration or duplication of College keys and/or student ID, also are prohibited.

Vandalism/Damage Policy

Damage, destruction or defacement of/to personal property, College property, or public/private property, whether intentional or through negligence. Any report of vandalism or damage is a violation of the Community Standards and violators will be sanctioned appropriately.

Guide to Community Standards Process

Preamble to the Code of Conduct

The mission of Springfield College is to educate students in the spirit, mind, and body for leadership in service to humanity by building upon the foundation of the Humanities and academic excellence. The purpose of the Springfield College Student Code of Conduct is to promote a campus environment that supports the mission of the College, by articulating appropriate standards of individual and group behavior. Students are required to familiarize themselves with all College policies and regulations. Lack of familiarity with policies and regulations regarding expected behavior will not be excuse a student from being held responsible for violations of College policies and regulations.

Student Rights

The following enumerated rights which are deemed necessary to achieve the educational goals of the College are guaranteed to each student within the limitations of statutory law and College policy.

- A student shall have the right to participate in a free and civil exchange of ideas.
- Students shall be treated on an equal basis in all areas and activities of the College regardless of race, color, religion, sex, age, national origin, sexual orientation, or disability.

- A student has the right to personal privacy except as otherwise provided by law, and in accordance with other College policies, and this will be observed by students and College authorities alike.
- Each student shall be free from disciplinary action by college officials for violations of civil and criminal law off campus, except when such a violation is determined also to be a violation of the provision regarding off-campus conduct in the Student Code of Conduct and College policies.
- Each student subject to disciplinary action arising from violations of the Student Code of Conduct and College policies shall be assured procedural due process.
- Students' academic rights include competent instruction for full-allotted time and sufficient assignments graded fairly and promptly to inform the student of academic standing.

Student Responsibilities

- A student has the responsibility to respect the rights and property of others, including other students, the faculty, the administration, and the staff.
- A student has the responsibility to be fully acquainted with the published College policies and to comply with them and the laws of the Commonwealth of Massachusetts.
- A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire College community.
- A student has the responsibility to recognize the College's obligation to provide an environment for learning.

Student Code of Conduct

Interpretation of Regulations

Disciplinary regulations of the College are set forth in writing in order to give students general prohibitive conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms. In addition, alleged violations of local, state, and federal laws may constitute a violation of the College's Student Code of Conduct. Violations of the Student Code of Conduct may be grounds for disciplinary action.

Article I. Definitions

1. The term "College" means Springfield College.
2. The term "student" includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered "students" as are persons who are living in College residence halls, although not enrolled in this institution. This Student Code of Conduct does apply at all locations of the College.
3. The term "faculty member" means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
4. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term "member of the College community" includes any person who is a student, faculty member, College official, or any other person employed by the College. A person's status in a particular situation shall be determined by the Office of Human Resources and/or the Office of Registration and Records.
6. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).

7. The term “organization” means any number of persons who have complied with the formal requirements of College recognition.
8. The term “Administrative Hearing Officer” means a College official authorized on a case-by-case basis by the Assistant Vice President for Student Affairs to hear cases regarding alleged violations of College policies and/or regulations and to impose sanctions upon any student(s) found to have violated the Student Code of Conduct.
9. The term “shall” is used in the imperative sense.
10. The term “may” is used in the permissive sense.
11. The Vice President for Student Affairs is the person designated by the College President to be responsible for the administration of the Student Code of Conduct and the Vice President for Student Affairs has designated the Assistant Vice President for Student Affairs to administer the code.
12. The term “policy” means the written regulations of the College as found in, but not limited to, the Student Code of Conduct, Residence Life Handbook, the College website and computer use policy, and Graduate/Undergraduate Catalogs.
13. The term “complainant” means any person who submits a charge alleging that a student violated this Student Code of Conduct. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code of Conduct as are provided to the complainant, even if another member of the College community submitted the charge itself.
14. The term “respondent” means any student who is responding to allegations of violation of College policy, the Student Code of Conduct and/or Housing and Residence Life policies.
15. The term “business day” means any day, Monday through Friday, during which the College is open for business.

Article II. Student Code of Conduct Authority

1. The Assistant Vice President for Student Affairs, as the chief student conduct officer for the College, shall identify and train Administrative Hearing Officers and determine which Administrator shall be authorized to hear each matter.
2. The Assistant Vice President for Student Affairs shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Administrative Hearings that are consistent with provisions of the Student Code of Conduct.
3. Decisions made by an Administrative Hearing Officer are be final, pending the appeal process detailed in Article V below.

Article III. Proscribed Conduct

A. Jurisdiction of the College Student Code of Conduct

The College Student Code of Conduct shall apply to conduct that occurs on College premises, at College- sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The withdrawal/leave of absence process cannot be completed if there is a pending judicial matter. The Assistant Vice President for Student Affairs, or his/her designee, shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

B. Conduct-Rules and Regulations

Any student alleged to have violated one or more of the College policies, Code of Conduct policies and/or Housing and Residence Hall policies is subject to the disciplinary sanctions outlined in Article VI, if found responsible for one or more of the charges.

C. Violation of Law and College Policy/Regulation

1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the tendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Assistant Vice President for Student Affairs. Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code of Conduct, the College may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV Code of Conduct Procedures

If you alleged to have violated one or more of the College's Code of Conduct policies, you will be scheduled to meet with a college official who serves as an administrative hearing officer for our Community Standards process and you will be notified via College e-mail of your meeting date, time, and location.

The meeting will be approximately 30-45 minutes and will cover the following:

- To hear about the incident from your perspective;
- To share what information we have received;
- To answer the student's questions about the process;
- To explain the College's standard of proof;
- To review possible sanctions and how the hearing officer will notify you of their decision (the outcome of your hearing) decision letter;
- To review the appeal process; and
- To discuss future decision-making.

Within 3-5 business days of your meeting, you will receive an outcome letter, via email, that details all pertinent information regarding the hearing officer's decision including but not limited to, the findings for each charge (responsible or not responsible), sanctions, and a link to the appeal process.

Article V Appeal Process

Every student has the right to ask for reconsideration of a decision determined by any Hearing Officer.

Appeals are confined to a review of the case file based on one or more of the pertinent grounds for appeal described below. Appeals are not intended to re-hear the allegations or to constitute a de novo review of the case.

Absent clear and material error, appeals determinations are intended to be deferential to the original hearing officer. Findings should be revised by the appeal officer only when returning the case for reconsideration by the original hearing officer or granting a new hearing would be insufficient, impractical or unnecessary. Sanctions will be revised by the appeal officer only if there is a compelling justification to do so.

An appeal must be submitted within three (3) business days after the decision letter is delivered to the student's Springfield College email account.

An appeal may be made solely on the grounds of:

1. Error in the charge and/or hearing process that has materially affected the outcome (e.g., substantiated bias, material deviation from established procedures, etc.);
2. New information that could not have been discovered prior to the hearing through the exercise of reasonable diligence and that would have materially affected the outcome. A summary of this new evidence and its potential impact must be included in the written appeal

The Vice President for Student Affairs or his/her designee shall act as the appeal officer. The appeal must be submitted electronically via the appeal form link included in your outcome letter and must clearly and succinctly outline and explain how the specific grounds described above have been met. The party submitting the appeal has the burden of demonstrating how the above grounds have been met. After reviewing the written appeal(s), written statement(s), and associated case file, the appeal officer will take one of the following actions:

1. Reject the appeal as untimely or improper based on the grounds articulated above.
2. Uphold the original decision and/or sanction.
3. Grant the appeal and:
 - a. Return the case with specific instructions to the original hearing officer or hearing body for further consideration;
 - b. Modify the sanction(s) by reducing or enhancing the sanction(s). A rationale will be provided by the appeal officer when a sanction is modified

All decisions made by the Appeal Officer are final and not subject to further appeal.

Article VI. Community Standards Sanctions

The purpose of the College's Community Standards process is to be both educational and corrective, but can be punitive when deemed necessary. The Community Standards process is intended to make clear to the student the limits of acceptable behavior and to give students who violate the Code of Conduct an opportunity to more fully understand the expectations of being a member of the Springfield College community. The consequences for students and/or organizations found responsible and/or complicit in a violation may include a combination of interventions. Failure to complete assigned consequences may result in the student's record being placed on hold (Community Standards Hold) which can prevent registration, participation in the room selection process, release of grades/transcripts, participation in graduation, and/or the granting of a degree. The consequences/sanctions include, but are not limited to, the following:

1. Written Warning of Violation of Code of Conduct: An official written notice of the College's disapproval of a student's actions indicating that any future violation will be dealt with more severely.
2. Restriction: Temporary or permanent loss of privileges or the use of or participation in a College facility, program, or service.

3. Intervention: Educational or informative workshops, events, reflective or research papers, meetings, counseling sessions, or activities related to the violation or incident.
4. Monetary Fines: A disciplinary fine that is placed on the student's account. Note: Standard fines include \$50.00 for a first alcohol offense, \$100 for a first drug offense and \$100.00 for a second alcohol or drug offense. Other violations may warrant the consequence of a greater or lesser fine depending on the policy and the circumstances.
5. Restitution: Compensation for loss, damage or injury made payable to the affected party
6. Probation: Official notice that any further/future violations are likely to result in suspension or expulsion from the College. A student on probation may not be permitted to serve in select leadership positions in student organizations and may experience additional restrictions and loss of privileges from varying programs and events as specified in the policies of such activities.
7. 7. Interim Action: Interventions and/or restrictions issued by the assistant vice president for student affairs or his/her designee at his/her discretion prior to the adjudication of a conduct case that could include, but are not limited to, interim suspension, limitation of access to designated College facilities and/or residence halls by time and location, limitation of privilege to engage in specified College activities and/or reassignment to alternate housing pending the outcome of the Community Standards process.
8. Interim Suspension: A denial of access to the residence hall(s), to the campus (including academic classes), and/or to all other College activities or events, which the student might otherwise be eligible to participate in or attend. Note: Interim Suspensions are issued prior to adjudication of a student conduct case by the assistant vice president for student affairs or his/her designee. Interim suspension may be imposed: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through an Administrative Hearing, if required. However, the student will be notified in writing of this action and the reasons for the suspension. The notice will include the time, date, and place of a subsequent hearing at which the student may show cause why his or her continued presence on the campus does not constitute a threat.
9. Suspension: A complete separation from all College classes, activities, events, services, facilities, grounds and campus property (including College owned houses in the adjacent neighborhoods) for a specific period of time and/or until specific conditions are met. Any violation of these terms will result in additional action up to and including expulsion. Suspensions are immediate regardless of the timing of the academic year, unless otherwise specified.
10. Expulsion: Complete and permanent termination of the student's relationship with the College. This termination pertains to all classes, activities, services, facilities, grounds, and precludes any future enrollment in the College's undergraduate, graduate, and professional schools.

The information provided below is to highlight possible consequences for typical policy violations of the Code of Conduct and is not absolute; individual circumstances will be reviewed in detail before a decision is rendered.

Aggravating factors will also be considered.

Alcohol Violations	Sanctions
Underage possession or use of alcohol with no aggravating factors	Written Warning of Violation of Code of Conduct, Think About It (online educational module) and/or Alcohol Policy Reaction Paper
Underage possession or use of alcohol with aggravating factors (such as conduct history, amount of alcohol, other minor violations)	\$100 fine, probation, Deferred Loss of Housing, Alcohol Education Class and Reflection Paper, parent/guardian notification
Hospital Transport for Alcohol Abuse	Parent/guardian notification, Probation (any further violation of the Code of Conduct will likely result in college suspension), AOD counseling referral, \$100 fine, and/or BASICS
Underage possession or use of alcohol with significant aggravating factors (3 or more alcohol violations; alcohol violation with violence or assault associated)	\$100 fine, removal from Housing or college suspension, parent/guardian notification, AOD assessment and referral to out or inpatient treatment and/or BASICS
DUI/DWI	\$100 fine, suspension, and/or AOD assessment and treatment plan, parent/guardian notification
Providing alcohol to minors	\$75 fine, Think About It (online educational module), parent/guardian notification

Drug Violations	Sanctions
Possession of drug paraphernalia	Think About It (online educational module)
Possession and/or use of a marijuana with no aggravating factors	\$50 fine, written Warning of Violation of Conduct Code, parent/guardian notification, Think About It (online educational module) and reflection paper, Deferred loss of housing.
Possession and/or use of a marijuana with aggravating factors (such as conduct history, amount of marijuana, other minor violations)	\$100 fine, probation, Removal from Housing, parent/guardian notification
Possession and/or use of illegal drugs (such as heroin, cocaine, large amounts of marijuana) or of legal medication which is being used outside the parameters of a medical authorization	\$100 fine, college suspension of at least one year, AOD assessment and treatment plan, parent/guardian notification
Intent to sell and/or sale and/or distribution of controlled substances and/or drugs	Expulsion

Non Alcohol and Other Drug Violations	Sanctions
Abuse and Assault	Parent/guardian notification, college suspension or expulsion
Bias Incident	Depending on the severity of the case: counseling, restitution, probation, college suspension, or expulsion
Disorderly Conduct	Parent/guardian notification, probation
Disrespectful or Verbally Abusive Behavior towards a College Official	Parent/guardian notification, probation, restitution, or mediation
Failure to Comply	Parent/guardian notification, probation
False Identification	\$100 fine, parent/guardian notification, probation
Fighting/Physical Assault	College suspension, expulsion, restitution, or mediation
Fire Alarm - Activation of a false alarm	\$100 fine, restitution, college suspension, loss of housing
Fire Alarm - failure to evacuate	Watch fire safety movie, fire safety paper
Fire Alarm - false discharge of a fire extinguisher	Restitution, deferred loss of housing
Guest policy violation	Deferred loss or loss of guest privileges for a specific period of time
Hazing	Depending on the severity of the case: counseling, restitution, probation, college suspension, expulsion
Interfering with conduct process	Probation, reflection paper, interview
Noise violation	Restitution, mediation
Public urination	Parent/guardian notification, reflection paper
Smoking/tobacco use/vaping	\$100 fine, confiscation of paraphernalia
Theft	Restitution, probation, loss of privileges
Threatening behavior	Parent/guardian notification, restitution, probation
Vandalism/Damage	Restitution, probation, parent/guardian notification, deferred loss or loss of housing

- a. If a group or organization is charged with violation of one or more College policy or regulation, the following sanctions may be imposed upon groups or organizations:
 1. Those sanctions listed above in Article V.
 2. Loss of selected rights and privileges for a specified period of time.
 3. Deactivation or loss of all privileges, including College recognition, for a specified period of time.
- b. Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record seven years after final disposition of the case. In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the respondent(s) and complainant(s) because the educational career and chances of success in the academic community of each may be impacted.

Article VII. Interpretation and Revision

- A. Any question of interpretation or application of the Code of Conduct shall be referred to the Assistant Vice President for Student Affairs or his or her designee for final determination.
- B. The Student Code of Conduct shall be reviewed every year under the direction of the Vice President of Student Affairs.

APPENDIX

Procedures for Addressing Title IX Complaints Against Students

The dean of students/deputy title IX coordinator (deputy coordinator), in coordination with the College's Title IX coordinator, is responsible for the oversight of investigations of gender-based misconduct complaints where the respondent is a student or student group.

Preliminary investigation

When made aware of a potential violation of the College's gender-based misconduct policy (Policy), the deputy coordinator or his/her designee, will open and conduct a preliminary investigation. The preliminary investigation will be conducted as soon as possible and within ten (10) business days from the time of initial report. This time period may be shorter or longer depending on the circumstances, including the availability of witnesses and preliminary evidence.

The preliminary investigation will consist of the deputy coordinator or his/her designee working to determine the identity and contact information of the complainant, identifying what, if any, portion(s) or the Policy were allegedly violated, meeting the complainant, if feasible, to inquire about and finalize the complaint, and determining if there is cause to proceed with a formal investigation.

If the deputy coordinator determines that there is no reasonable cause to pursue a complaint (ex. If the information received does not present any potential violation of the Policy, or if it is so vague or incomplete that no further investigation is possible), the matter will be closed with no further action and that decision will be communicated to the reporting party as appropriate.

Formal Investigation

If the deputy coordinator determines that there is reasonable cause to pursue the complaint, a formal investigation will be initiated. The formal investigation under this Policy will be conducted as promptly and equitably as possible without compromising thoroughness. Absent extenuating circumstances, the College's investigation and resolution process for gender-misconduct misconduct complaints will be completed within sixty (60) calendar days from the time of reporting (not including the appeal process). This time period may be shorter or longer depending on the circumstances including, but not limited to, the complexity of the case and the availability and number of witnesses. Should this process last longer than 60 calendar days, the deputy coordinator will communicate the reasons and expected timelines for completion to all parties.

At the initiation of the formal investigation, the deputy coordinator or his/her designee will: 1) notify the respondent and complainant of the investigation and provide an explanation of the investigation process; 2) provide the respondent and complainant with a written notice of the charges, identifying the specific portion(s) of the Policy alleged to have been violated; and 3) appoint a trained team of investigators (two person team) to lead the investigation. Concerns relating to any potential bias or conflict of interest of the appointed investigator(s) should be promptly addressed to the deputy coordinator who shall have sole discretion to remove or reappoint investigator(s) as necessary.

At reasonable intervals throughout the investigation, the deputy coordinator will maintain communication with the complainant and the respondent regarding the status of the investigation and overall process.

The appointed investigators will: 1) commence a thorough and impartial investigation by developing an investigation plan, including a witness list, intended investigation timeframe, and order of interviews for all witnesses and the respondent; 2) provide regular updates on the investigation to the deputy coordinator; and, determine whether or not one or more specific portions of the Policy were violated based on the preponderance of evidence. Under this standard, the respondent is presumed not to have violated the Policy unless a preponderance of the evidence supports a finding that a violation occurred. A preponderance of the evidence indicates that it is more likely than not that the identified portion of the Policy was violated by the respondent.

Investigations shall proceed generally as follows:

1. The investigators will conduct interviews with the complainant, respondent and any witnesses deemed appropriate by the investigators
2. All parties will be asked to provide names of relevant witnesses. The investigators will, in their sole discretion, determine which witnesses to interview. Witnesses are typically limited to people with first- hand knowledge of the events being reviewed. Character witnesses and/or statements are not permitted.
3. All interviewed parties will be asked to submit relevant documentary evidence (ex. photographs, video recordings, text messages, reports, phone records, etc) to the investigators. The investigators will gather and review available documents, materials, or other identified evidence relevant to the investigation. The investigators, in consultation with the deputy coordinator, will use their discretion about what evidence and information will be included in the case file. Redactions may be made as deemed necessary at the sole discretion of the investigators.
4. After each interview, the investigators will provide the interviewed party with a written interview summary. The interviewed party will be afforded a reasonable opportunity to review the summary to confirm its accuracy or to provide written clarifications, comments, and/or corrections. The investigators shall review any written clarifications or comments that are submitted and incorporate those deemed relevant and appropriate into the interview summary. Comments that conflict significantly with information previously submitted by the interviewed party will be noted.

5. During the investigation, the investigators will afford the complainant and respondent an opportunity to respond to information provided by other parties, including witnesses. This information will typically be shared verbally during the interview. Either party may also request an opportunity to review the written summaries and/or documentary information. Such request will be granted if and when deemed appropriate at the sole discretion of the investigators.
6. At the conclusion of the investigation but before any determinations are made by the investigators, the investigators will schedule separate meetings with the complainant and respondent to review the information included in the case file (including all written interview summaries and documentary evidence deemed relevant by the investigators). The complainant and respondent will have the opportunity to provide corrections, clarifications, comments, new relevant information or documentation, and/or suggest new witnesses who possess material information.
 - a. The complainant and respondent will be given two (2) business days after their meeting to provide any additional documentation or written clarifications or comments. The investigators shall review any written clarifications or comments that are submitted and incorporate those deemed relevant and appropriate to the case file. Comments that conflict significantly with information previously submitted by the interviewed party will be noted.
7. If the complainant and/or respondent identify additional relevant evidence, that evidence shall be gathered by the investigators to the extent reasonably possible and will also be included in the case file. Depending on the nature of the new evidence, it may be shared with the complainant and/or the respondent for comment.
8. The investigators will complete the case file to include all relevant information gathered during the investigation
9. The investigators will review the case file and author recommendations as to whether or not the respondent violated the Policy based on the preponderance of evidence standard
10. The investigators will send the case file and written recommendations to the deputy coordinator for review
11. The deputy coordinator will review the case file and written recommendations to ensure the following:
 - a. The investigation was thorough, reliable, and impartial
 - b. The recommendations were based on the evidence collected
 - c. The recommendations were based on the preponderance of evidence standard
12. If the deputy coordinator determines that any further steps are necessary to meet any of these requirements, the deputy coordinator will so inform the investigators. The investigators will take the necessary steps and return the case file to the deputy coordinator for second review.
13. Upon approval of the case file, as the decision-maker in this process, the deputy coordinator will meet separately with the complainant and the respondent to deliver the outcome. These meetings will be arranged as contemporaneously as possible. At the outcome meetings, the deputy coordinator will: 1) make the case file available to both parties for their review (necessary redactions may be made at the sole discretion of the deputy coordinator), and 2) explain the next steps in the process (appeal process and sanction process, if the outcome is responsible). In addition to sharing the outcomes with the parties, the deputy coordinator will also work directly with the Title IX coordinator to determine whether additional remedies are necessary for the complainant and/or community, if any, to address the incident

Conflict Resolution Options

The deputy coordinator may offer conflict resolution options when appropriate based on the facts and circumstances and regardless of the outcome of the preliminary or formal investigation. Such conflict resolution may include mediation, restorative justice or other options and will only be used when both parties consent to the option. Either party may, at any time, end the conflict resolution process and proceed with a formal process. Mediation will not be used in cases involving sexual violence.

Sanctioning Guidelines

The complainant and the respondent shall each have two (2) business days from the date of their outcome meeting to submit a written impact statement to the deputy coordinator. The written impact statement is intended to inform the deputy coordinator of relevant information in determining the appropriate sanction(s), including aggravating facts and circumstances that warrant leniency or enhanced sanctions.

Both the complainant and the respondent have the option to meet with the deputy coordinator to discuss potential sanctions either instead of or in addition to submitting a written impact statement. Such a meeting is not an opportunity to challenge or contest the outcome of the investigation. The deputy coordinator will confer with the Title IX coordinator regarding potential sanctions. The deputy coordinator also reserves the right to meet with other relevant parties including but not limited to the investigators or witnesses, if the deputy coordinator believes doing so will assist in determining appropriate sanctions.

Before determining sanctions, the deputy coordinator will review the case file and investigators' conclusions, the respondent's prior disciplinary record, if one exists, and any impact statements submitted by either party.

The deputy coordinator has five (5) business days from the last meeting with a relevant party to issue a written decision letter, detailing outcomes of the process including sanctions if the respondent is found responsible for one or more of the charges, to both parties. Decision letters will be sent via email using the Maxient system.

All sanctions are enacted immediately, unless otherwise stated, regardless of status of an appeal. The College will require not either party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of information related to the outcome of the proceedings.

Sanction Guidelines

Any student found responsible for violating the Policy provisions on non-consensual sexual touching (where no penetration has occurred), sexual exploitation, sexual harassment, intimate partner violence or stalking will receive a sanction up to and including expulsion, depending on the severity of the incident and taking into account any prior disciplinary history. Recommended sanctions for violation of the Policy include but are not limited to: disciplinary probation, loss of privileges, relocation of residence, restriction from facilities or activities, temporary or permanent residence hall suspension, mandated assessment and/or counseling, educational project, withholding of degree, suspension and/or expulsion. The standard sanction for non-consensual sexual penetration is suspension or expulsion. The deputy coordinator, as the decision maker, reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating or aggravating circumstances. Neither the initial decision maker nor the appeal officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Appeal Process

Both the respondent and the complainant have the opportunity to submit an appeal based on the outcome of the investigation and/or the sanction as set forth below.

Guiding principles of the appeal process:

- Appeals are confined to a review of the case file based on one more pertinent grounds for appeal described below. Appeals are not intended to re-hear the allegations or constitute a de novo review of the investigation.

- Absent clear and material error, appeal determinations are intended to be deferential to the original decision-maker. Findings should be revised by an appeal officer only when remanding for further investigation or granting a new investigation would be insufficient, impractical or unnecessary. Sanctions should be revised by the appeal officer only if there is a compelling justification to do so.
- An appeal must be submitted within three (3) business days after the decision letter is delivered to the student's Springfield College email account. An appeal may be made solely on the grounds of:
 1. Error in the charge and/or investigation or sanctioning process that materially affected the outcome
 2. New information that could not have been discovered prior to the investigation or sanctions meeting through the exercise of reasonable diligence and that would have materially affected the outcome. A summary of this new evidence and its potential impact must be included in the written appeal; or
 3. The sanctions imposed fall outside of the range of sanction guidelines and/or are grossly disproportionate to the violations committed.

The Vice President for Student Affairs or his/her designee shall act as the appeal officer. The appeal must be made in writing to the appeal officer and must clearly and succinctly outline and explain how the specific grounds above have been met. The party submitting the appeal has the burden of demonstrating how the above grounds have been met.

When one party submits an appeal, a copy of the appeal will be provided to the other party by the appeal officer. The other party will have an opportunity to submit a written statement to the appeal officer within three business days to be considered with the original appeal. The written statement shall be limited to a response to the content of the original appeal.

After reviewing the written appeal(s), written statements and associated case file, the appeal officer will take one of the following actions:

1. Reject the appeal as untimely or improper based on the grounds articulated above
2. Uphold the original decision and/or sanction(s)
3. Grant the appeal and:
 - a. Return the case with specific instructions to the deputy coordinator for further consideration
 - b. Modify the sanctions by reducing or enhancing the sanction(s). A rationale will be provided by the appeal officer if a sanction is modified.

Notice of Rights

The complainant and the respondent will receive simultaneous written notification of the appeal officer's decision regarding the appeal via their Springfield College email accounts. Except where the case is returned to the deputy coordinator for further consideration, the decision of the appeal officer is final and not subject to further review.

Rights of the Complainant

- The complainant has a number of rights under this Policy and with respect to a resolution of a complaint. If the College initiates an investigation, the complainant will retain the rights below. They include both those outlined above and the following:
- The right to an investigation and appropriate resolution of all credible complaints of gender-based misconduct made in good faith to the College;
- The right to be treated with respect by College employees throughout the process;

- The right to have one (1) adviser of their choice support them in this process in accordance with the Policy;
- The right to be notified of available counseling, mental and physical health services, on and off-campus;
- The right to be informed of and to report the incident to off-campus authorities and/or law enforcement and to be assisted by College employees in doing so;
- The right to be provided with a written explanation of rights and options with respect to the matter;
- The right to have the investigation and resolution process fully explained;
- The right receive written notice of all allegations for which the respondent is charged;
- The right to be notified of possible sanctions that may result if the respondent is found responsible of violating the policy(ies) in question;
- The right to an outcome based on information the decision-maker finds credible, relevant and convincing by a preponderance of the evidence (i.e., it is more likely than not that a policy violation occurred);
- The right to appeal the outcome of the investigation and/or sanction, in accordance with the appeal guidelines established in this Policy;
- The right to privacy, and the assurance that information regarding the complaint will be shared only with those necessary and in accordance with applicable law.

Rights of the Respondent

The respondent has a number of rights under this policy and with respect to a resolution of a complaint. They include both those outlined above and the following:

- The right to an investigation and appropriate resolution of all credible complaints of gender-based misconduct made in good faith to the College;
- The right to be treated with respect by College employees throughout the process;
- The right to have one (1) adviser of their choice support them in this process in accordance with the Policy;
- The right to be notified of available counseling, mental and physical health services, on and off-campus;
- The right to be provided with a written explanation of rights and options with respect to the matter;
- The right to have the investigation and resolution process fully explained;
- The right to receive written notice of all charges;
- The right to be notified of possible sanctions that may result if found responsible for violating the policy(ies) in question;
- The right to an outcome based on information the decision-maker finds credible, relevant and convincing by a preponderance of the evidence (i.e., it is more likely than not that a policy violation occurred);
- The right to appeal the outcome of the investigation and/or sanction , in accordance with the appeal guidelines established in this Policy;
- The right to privacy, and the assurance that information regarding the complaint will be shared only with those necessary and in accordance with applicable law.

Other Provisions

Advisers

Advisers serve as a support person for the parties during the process, including investigative meetings, meetings with the deputy coordinator and sanction meetings. The adviser's name and relationship to a party (e.g., student, faculty member, family member, attorney, etc.) must be

disclosed to the deputy coordinator prior to the meeting for which they will serve as the adviser. Students who are witnesses to the incident or are otherwise involved in the matter may not typically serve as advisers. Advisers are not permitted to advocate for a student or speak on their behalf during any of the aforementioned meetings. The adviser's role shall be to quietly and unobtrusively advise his/her advisee in whispers or by written note. The College reserves the right to remove an adviser from any meeting should these expectations and guidelines be violated. Meetings are not generally delayed or rescheduled due to an adviser's schedule or availability. The deputy coordinator will consider requests made to delay or reschedule a meeting and will make the final determination at his/her sole discretion. The College reserves the right to have its legal counsel present during any meeting.

Amnesty for Minor Violations

The College will extend amnesty for minor violations of policy, including but not limited to the possession and/or consumption of drugs or alcohol, when the violation is related to a report of gender-based misconduct. The seriousness of gender-based misconduct is a major concern for the College and the College does not want any circumstances (e.g., drug or alcohol use) to inhibit the reporting of gender-based misconduct or cooperation with an investigation. When amnesty is granted for minor violations of policy, the College may refer students to resources such as alcohol and/or drug education, but there will be no disciplinary record or sanction regarding the violation for which amnesty was granted. The deputy coordinator will determine what policy violations will be considered "minor" and therefore eligible for amnesty in this context. Amnesty for minor policy violations may be extended to all parties involved in the case, including but not limited to, the complainant, the respondent and witnesses.

Attendance Expectations

To enable the most accurate and fair review of the facts, the respondent is expected to attend and participate in meetings during the course of an investigation under this Policy. If an individual chooses not to attend one or more meetings, the charges will be reviewed on the basis of the information and evidence available, and a decision will be made. Although no inference may be drawn against a student for failing to attend a meeting or remaining silent, the process will proceed and the conclusion will be based on the evidence presented. No decision shall be based solely on the failure of the respondent to attend one or more meetings, to participate in such meeting(s), or to answer the charges.

Effect of Criminal Proceedings

Because the standards for determining a violation of criminal law are different from the standards for determining a violation of this Policy, criminal investigations, reports, or outcomes are not determinative of whether gender-based misconduct has occurred for purposes of this Policy. In other words, conduct may constitute gender-based misconduct under this Policy even if there is insufficient evidence of a crime or if law enforcement agencies decline to prosecute. The filing of a complaint of gender-based misconduct under this Policy is independent of any criminal investigation or proceeding, and the College will not await the conclusion of any criminal investigation or proceedings to: (i) commence its own investigation; (ii) take interim measures to protect the complainant and the College community, if necessary; and/or (iii) implement disciplinary proceedings without regard to any pending criminal proceedings.

False Complaint/False Information

The College will not tolerate false reporting and reserves the right to discipline members of the College community who knowingly bring false complaints of gender-based misconduct or provide false information during an investigation or hearing. No complaint will be considered "false" solely because it cannot be corroborated. If a complainant and/or a respondent is determined to have

provided false information during the investigation or sanctioning process, the complainant and/or the respondent may be charged with “false information and misrepresentation” and/or the false information may be considered an aggravating circumstance during the sanctioning phase and/or may be utilized to pursue other discipline.

History of the Principle Parties

Sexual History

Neither the past sexual history nor sexual character of either party will be considered in the investigation or any other proceeding unless such information is determined by the deputy coordinator to be specifically and directly relevant to a pending charge.

Disciplinary History/History of Previous Complaints

Previous disciplinary history or previously filed complaints may be considered in the course of the investigation only if: 1. the facts related to the previous disciplinary history or complaints are substantially similar to the facts related to the present charge(s); 2. the information indicates a pattern of behavior and substantial conformity with that pattern by the respondent; or 3. there are other reasons deemed by the deputy coordinator to be specifically and directly relevant to the present charge(s). If any previous disciplinary history or complaints are considered in the course of the investigation, the relevant party will be notified of such and will be permitted to review the information that is to be considered.