

**SPRINGFIELD**  
**COLLEGE**



**School of Professional and  
Continuing Studies**

**Student Handbook  
2018-2019**

# Greetings!

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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!

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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

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## 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 Library20 .....	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 Houston

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

### Springfield College Milwaukee

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

### 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

## School of Professional and Continuing Studies

### Springfield Campus

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

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This edition of the *School of Professional and Continuing Studies Student Handbook* is in effect as of September 1, 2018. 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 in human services 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

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## Notice of Non-Discrimination

Springfield College does not discriminate against any person on the basis of 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.

Inquiries regarding the application of this Notice of Non-Discrimination and Springfield College's non-discrimination policies may be referred to the following:

- Jonathan Howell, Director of Human Resources, Administration Building, 263 Alden Street, Springfield, MA 01109-3797, Telephone: 413-748-3118, Email: [jhowell@springfieldcollege.edu](mailto:jhowell@springfieldcollege.edu);
- Assistant Secretary for Civil Rights, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202-1100, Telephone: 1-800-421-3481; or
- Boston Office, Office for Civil Rights, U.S. Department of Education, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3921, Telephone: 617-289-0111, Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov).

The Equal Employment Opportunity Coordinator and Coordinator of the Age Discrimination Act of 1975 is Jonathan Howell, Director of Human Resources, Administration Building, 263 Alden Street, Springfield, MA 01109-3797, Telephone: 413-748-3118, Email: [jhowell@springfieldcollege.edu](mailto:jhowell@springfieldcollege.edu)

The Coordinator of Title IX of the Education Amendment of 1972 is Mary Simeoli, Title IX Coordinator & Access Officer, Campus Union Suite 325, 263 Alden Street, Springfield, MA 01109-3797, Telephone: 413-748-3248, Email: [msimeoli@springfieldcollege.edu](mailto:msimeoli@springfieldcollege.edu)

The Coordinator of Section 504 of the Rehabilitation Act of 1973 is Mary Simeoli, Title IX Coordinator & Access Officer, Richard B. Flynn Campus Union, 263 Alden Street, Springfield, MA 01109-3797, Telephone: 413-748-3248, Email: [msimeoli@springfieldcollege.edu](mailto:msimeoli@springfieldcollege.edu)

## 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 Learning Commons, 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](http://www.e2campus.com), or the Springfield College website. If you have further questions, please contact your instructional Campus.

# Academic Policies

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## Class Attendance Policy

Springfield College - School of Professional and Continuing Studies students are expected to attend all class sessions for which they are registered. Students are also responsible for the material covered in each class session and completion of assigned work by the announced due dates.

Attendance for online and blended courses will be recorded by the instructor for the first two weeks of the term to provide a record of a student's initial engagement in the course. Attendance will be based on a student's completion of required online activities (for both blended and online courses). In addition, for blended courses (which consist of a combination of online and face-to-face sessions), attendance of the in-class meeting will also be recorded.

The required activities during the first two weeks of the term must be completed on time in order for a student to be counted as in-attendance. Students who have added by the end of the first week of the term (the Add deadline) must complete the first week's work by the end of the second week. Students who do not satisfy the attendance requirements in the first two weeks will be administratively dropped from the course.

Students who present with an excused absence (defined below) for the first two weeks of the term are expected to make up assigned work or alternative assignments no later than the end of fourth week of the term or they will be administratively dropped in the fifth week of the term.

**Excused absences:** Certain situations, which must be supported by appropriate documentation, will be reviewed on a case-by-case basis for approval by the Dean's Office as a College excused absence from class. If the absence is approved, the instructor will allow the student to make up the class work or complete an alternative assignment. Excused absences supported by appropriate documentation will be reviewed on a case-by-case basis and may include the following:

- Observance of religious holidays
- Medical emergencies or planned procedures
- Death of an immediate family member
- Military training and/or deployment

In the event of an absence, students are to notify the instructors as soon as possible to discuss options for obtaining missed material.

Financial Aid will be disbursed only after a student satisfies the attendance expectation.  
Participation Expectations throughout the term

After the first two weeks of the term, student participation in online activities and face-to-face class sessions will count significantly toward the grade but will not be recorded as attendance. Students can only earn points for academic work that the class completed during the face-to-face class meetings or during a weekly period of online activities and must be engaged in the activities during the time-frame specified by the instructor.

## 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.

## 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.

## Adding and Dropping Courses

The School of Professional and Continuing Studies maintains a one-week Add Period and a two-week Drop Period.

**Add:** During the first week of each term, students may submit additions to their schedule of courses through the online registration process. After the one-week Add Period, students may not make additions to their academic schedules. Students are urged to refer to the Academic Schedule each term for more specific information.

**Drop:** During the first two weeks of the term, students may drop a course for which they have registered through the online registration system. Students are encouraged to refer to the Colleges publication of Fiscal Facts for additional information.

Students are to refer to School calendar for specific deadline dates for each term.

## Late Registration

Returning students who fail to register by the registration deadline as noted in the academic calendar will be charged a \$30 late registration fee. No fee will be charged for students who have registered prior to the deadline and wish to add/drop courses during the Add/Drop period.

## Late Registration for Online Courses

Students may register for an online course up to one week after the course has begun. Review online course attendance policy. Registration will not be allowed after the first full week of an online class.

## 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

After the two-week drop period, students may, with the approval of their advisor, withdraw (and receive a grade of W) from a course any time up to a point at which eighty percent of the course is completed (i.e., twelve weeks in a fifteen-week term and nine weeks in a twelve-week term). Exceptions to the withdrawal deadline can only be made by the Associate Vice-President for Academic Affairs. A "W" grade cannot be submitted for a student by the course instructor. The exact withdrawal deadline dates will be posted each term.

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, email, or telephoning the campus.

Failure to attend classes does not constitute withdrawal from a course; students must submit official withdrawal forms.

Administrative changes to dropping/withdrawal of a student for all scheduled courses by college administration will be processed according to the same refund policy.

The withdrawal process involves completing a withdrawal form, having it signed by the academic advisor, and the Campus Director at the local campus. If the student has benefited from federal financial aid, he/she must meet with the financial aid administrator at the local campus. The student must also contact the campus's Assistant Director for Administration 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 must meet with the Assistant Dean/Campus Director or designee 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 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 program Withdrawal Form. Please be sure to mail it by Certified Mail, return receipt requested to the instructional campus, or obtain a receipt if the Complete Withdrawal Form is hand-delivered.

Matriculated students who have not enrolled for three consecutive terms will be withdrawn from the College and must apply for re-admission should they wish to return to Springfield College as a matriculated student.

## **Tuition Refund**

Tuition for 15 week terms will be refunded as follows (12 week summer terms will be prorated).

<b>Withdrawal Date</b>	<b>Refund Percentage</b>
Before classes begin (during Add/Drop Period)	100 percent
During first week of classes (during Add/Drop Period)	100 percent
During second week of classes (during Add/Drop Period)	100 percent
During third week of classes	60 percent
During fourth week of classes	40 percent
During fifth week of classes	20 percent
After the fifth week of classes	0 percent



- Fees are refundable if a student withdraws from all classes prior to the start of classes
- Fees are nonrefundable, except for the Portfolio fee and the Licensing fee after the start
- Financial Aid received is refunded to granting agencies based on the date of withdrawal, subject to funding source regulations and College policy.
- No refunds will be made to students suspended, dismissed or expelled during the term. This also includes students who leave prior to the completion of a judicial hearing.

Changes in a student's enrollment may change his/her financial aid eligibility.

Wisconsin Admin code EAB 8.05, partial refund policy is followed for students at the Milwaukee campus. *For Course Withdrawal Policies please refer to page 39.*

## Federal Financial Aid Refund Policy

When a student withdraws during a term, the amount of federal student financial aid that he/she has earned up to that point is determined by a specific formula. If the student received (or Springfield College or a parent received on behalf of the student) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than they earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if a student completed 30 percent of the period of enrollment, he/she would earn 30 percent of the assistance he/she was originally scheduled to receive. Once a student has completed more than 60 percent of the period of enrollment, the student earns all the assistance that he/she was scheduled to receive.

There are some financial aid funds that the student cannot earn once he/she withdraws because the student does not meet other eligibility requirements, even if a student was scheduled to receive them. The student will be notified of any changes in their eligibility after review by the Financial Aid Office.

## Credit Balance Refund

The student has a right to a full refund of all charges less the amount of the Application Fee (see the Tuition and Fees Schedule) if he/she cancels the enrollment agreement prior to or on the first day of instruction. If a student has a credit balance on his/her account, a refund will be issued within 14 days, of the date that the credit balance occurs, unless the student authorizes the College, in writing, to hold the credit balance for a future term. On the Friday following the refund being generated, the refund check will be deposited in the student's bank account or available for pickup at the Business Office, 263 Alden St, Springfield, MA. Students are strongly encourage to sign up for direct deposit. Refunds not picked up by 2:00 p.m., will be automatically 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 refund check be made payable to another party.

## 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 requires the approval of an academic advisor.

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:

<u>Grade</u>	<u>Grade Points</u>
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

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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 (fall, spring and summer), a systematic undergraduate academic 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.

- For the purpose of determining academic progress, attempted hours are defined as:  
*Credits for courses graded "A" through "F", "P", "W", "NR", "I", "IC", "IE", "PI", "CP" and accepted transfer credits.*

**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 Fall, Spring, and Summer terms. The student who does not earn a total of 24 credits in the Fall and Spring terms may earn credit sufficient to meet or exceed the criterion through coursework taken the Summer term immediately following the review at the end of the Spring 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.

## 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, undergraduate students are assigned the appropriate academic standing status actions listed below.

### Cumulative Grade Point Average Criterion

A student is expected to achieve the College's minimum cumulative GPA of 2.000 by the time 60.5 credits of course work have been attempted for completion. Prior to that point the cumulative GPA required is slightly below the standard of 2.000; however the criterion cumulative GPA is increased as students advance through the academic program. There are three minimum cumulative GPAs that students must meet, depending upon the number of credit hours they have attempted. The minimum CGPAs are as follows:

Credit Hours Attempted for Completion	Minimum GPA
After attempting the completion of 0.5-30 credits	1.800 GPA
After attempting the completion of 30.5-60 credits	1.900 GPA
After attempting the completion of 60.5 credits and above	2.000 GPA

### Academic Standing Status Categories

Following determination of status by the undergraduate records review process, academic standing status actions (Good Academic Standing, Academic Warning, Academic Probation, Continued Probation, and Academic Dismissal) go into effect at the start of the successive term (Fall, Spring, or Summer).

#### Good Academic Standing

An undergraduate student whose CGPA is at or 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 also considered to be in good academic standing. Note that a student on academic probation or continued academic probation is not considered to be in good academic standing.

#### Academic Warning

Upon reaching the first 12 cumulative semester hour academic standing review, an undergraduate student is given an academic warning when his or her cumulative GPA is at or above **1.650** 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.

#### Academic Alert

An undergraduate student who is in good academic standing, but has a *semester* 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.

#### Academic Probation

The undergraduate student who, at any academic 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 **only** be eligible for financial aid if they are granted an appeal through the Office of Financial Aid.

The undergraduate student who is placed on academic 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 as noted above under **Cumulative Grade Point Average Criteria**. Failure to meet this criterion, or the criteria for **Continued Academic Probation** will result in the student being academically dismissed. When an undergraduate student is removed from academic probation, it will be so noted on the transcript.

### **Continued Academic Probation**

An undergraduate student who was on academic probation during the semester of review will be continued on academic probation if the student's semester GPA shows significant improvement, but his or her CGPA remains below the required level. Significant improvement is defined as a student earning a semester GPA of at least 2.000 while completing at least 9 credits and having met the conditions of his or her academic probation. Failure to meet this standard will result in the student being academically dismissed.. 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.

### **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 academic 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 PCS Campus Academic Standards Committee, via the Campus Director.

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

### **Academic Dismissal Readmission**

An undergraduate 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 Fall, Spring, Summer] 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**

An undergraduate or graduate student who has been academically dismissed has the opportunity to apply for reinstatement. Students are eligible to submit a petition for reinstatement to the School during the term following the dismissal for possible reinstatement in the subsequent term. The Academic Standards Committee (ASC) makes a recommendation to the Dean for reinstatement. A student has one calendar year to petition for reinstatement. If a student does not petition for reinstatement within one calendar year, they must apply for re- admission to the College.



### **The Process to Petition for Reinstatement:**

Students who have been academically dismissed should contact the Office of the Dean to begin the reinstatement process. The Academic Standards Committee reviews each petition and the required relevant information. The student is responsible for completing the Petition for Reinstatement Form, which contains the following elements:

- An Academic Success Plan that contains information about the circumstances affecting the student's academic performance and the student's plan to remedy the situation by which to move him/her toward satisfactory academic progress
- A reference Letter from the student's advisor or past faculty member
- A Written/Signed Agreement stipulating that the student will register for no more than half-time enrollment during his/her first term of reinstatement.

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 appeal 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 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 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.

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.

### **Academic Dismissal Appeal Readmission**

An undergraduate student whose academic dismissal appeal is supported by the ASC and the Dean will be allowed to seek readmission for return on continued academic probation. In order to be readmitted, the undergraduate 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.

# Graduate Academic Progress Policy

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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 (PCS); 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 graduate degree-seeking student.

## Academic Review

Following the close of each full semester/term (Spring, Summer, Fall), a systematic graduate academic records review is conducted by the Registrar to determine student academic standing status classifications. Graduate students will not be subject to institutional 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 graded "A" through "C-", "F", "P", "W", "NR", "I", "IC", "IE", "PI", "CP" and accepted transfer credits.
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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 3.00 or better to be eligible for graduation with master's and doctoral degrees or a Certificate of Advanced Graduate Study. 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 the graduate academic records review process, academic standing status actions (Good Academic Standing, Academic Probation, Continued Academic Probation, and Academic Dismissal) go into effect at the start of the successive semester (Fall, Spring, or Summer).

### 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 institutional academic probation. A graduate student who is placed on academic probation will maintain matriculation status but will **only** be eligible for financial aid, including research fellowships if they are granted an appeal through the Office of Financial Aid.

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 Academic Affairs, an academic plan for the graduate student on academic probation will be designed by the academic advisor and the academic program or PCS campus. This plan may require the graduate student to take certain courses, limit the number of courses taken, or fulfill other conditions as specified.

Academic probation status will be recorded on the student's academic transcript.

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 was 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.

Continued academic probation status will be recorded on the student's academic transcript.

Note that a student on academic probation or continued academic probation is not considered to be in good academic standing.

### **Academic Dismissal**

**A graduate student on academic probation 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 s.h. of graduate credit at Springfield College. Additionally, a student whose CGPA is below 3.00 following the completion of the required number of semester hours in his/her program plus six credits is subject to dismissal.**

Academic dismissal status will be recorded on the student's academic transcript.

**The Office of the 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.

### **Appeal Process for Academic Dismissal**

A graduate student who has been academically dismissed has the opportunity to apply for reinstatement. Students are eligible to submit a petition for reinstatement to the School during the term following the dismissal for possible reinstatement in the subsequent term. The Academic Standards Committee makes a recommendation to the Dean for reinstatement. A student has one calendar year to petition for reinstatement. If a student does not petition for reinstatement within one calendar year, they must apply for re-admission to the College.

### **The Process to Petition for Reinstatement:**

Students who have been academically dismissed should contact the Office of the Dean to begin the reinstatement process. The Academic Standards Committee reviews each petition and the required relevant information. The student is responsible for completing the Petition for Reinstatement Form, which contains the following elements:

- An Academic Success Plan that contains information about the circumstances affecting the student's academic performance and the student's plan to remedy the situation by which to move him/her toward satisfactory academic progress
- A reference Letter from the student's advisor or past faculty member
- A Written/Signed Agreement stipulating that the student will register for no more than half-time enrollment during his/her first term of reinstatement.

The graduate 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 appeal 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 Academic Standards Committee (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 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.

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.

### **Academic Dismissal Appeal Readmission**

A graduate student whose academic dismissal appeal is supported by the ASC 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

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## Basic Policy

Springfield College students are expected to be honest in all elements of the academic process, including coursework, use of College documents, and when serving as representatives of the College. Cheating, plagiarism, misrepresentation of facts, omissions, or falsifications in any connection with the academic process are violations of the Academic Honesty Policy (hereafter referred to as the Policy). Students found to be in violation of this Policy are subject to a range of sanctions, including, but not limited to, a reprimand, failing a course, and suspension or expulsion from the College.

## The Practice of Academic Honesty

The information below is intended to help students understand the practice of academic honesty and potential offenses against the Academic Honesty Policy. Misunderstanding these practices or the Policy will not be accepted as an excuse for a violation of it. If a student is in doubt about how to practice academic honesty in a course or in conduct, he or she should consult with the course instructor, the chairperson of the department, or the dean of his or her school.

## Academic Honesty in Course Exercises

A student's name on any course exercise (which term shall include, but not be limited to, an essay, oral presentation, notebook, report, computer program, paper, quiz, examination, or any other assignment related to a course or internship) is regarded as assurance that the exercise is the result of the student's own thoughts and study, stated in his or 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 or department 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. Also, 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 current 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. Withholding, removing, or destroying materials needed by other students for class exercises is also an offense against the Policy.

## Use of Sources

In preparing assignments, a student often is required to consult outside sources of information or opinion. All such sources should be listed in the bibliography/reference section. Commercial research or writing companies are not considered legitimate sources and their use, in whole or part, is cheating and constitutes a punishable offense. For citations, references in text are required for all specific facts that are not common knowledge. New discoveries or debatable opinions must be credited to the source with specific references to edition, page, or Web page even when the student restates the matter in his or her own words. Word-for-word inclusions, 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 using 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. Graduate students and others presenting their own previously published documents must avoid issues of self-plagiarism. Students should be clear to appropriately reference their previous document and to create a new document that appropriately contributes and adds to their original work.

## 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 any other person. A student may not knowingly employ artwork, story material, wording or dialogue taken from published work, the Internet, motion pictures, lectures, or similar media, without full acknowledgment.

## Examinations, Quizzes, and Tests

When completing examinations and quizzes, the student is required to respond entirely on the basis of his or her own memory and capacity, without any assistance whatsoever except such as is 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, unauthorized or inappropriate use of technology, 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 fairness reduce the objectivity of evaluation of student work.

## Internships or Fieldwork

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 their experience or research.

## Learning Portfolios

In writing and compiling a learning portfolio, including a prior learning portfolio for the School of Professional and Continuing Studies, the student must submit only his or her own written work, identify any sources used (see "Use of Sources" above), and ensure that all information included is accurate. Violations of this Policy include, but are not limited to, failure to submit original work (e.g., uncited passages from published materials, including any part of another student's portfolio or claim), falsification of any information or source, or forgery of any letter of documentation. Sharing or exchanging claims for credit with another student for any purpose, including their use as examples or models, is also not permitted; both students involved in such an incident will be considered in violation of this Policy.

## College Documents and Records

Any misuse of official College documents connected with the academic process constitutes a violation of this Policy. Such documents include, but are not limited to registration forms, change of schedule forms, applications to change majors, grade report forms, applications for internships or fieldwork, transcripts, and diplomas. Misuse of such documents includes, but is not limited to, unauthorized alteration of a form, forging of signatures, misrepresentation of personal or academic information requested, or gaining access to a recommendation (without permission) once rights have been waived. Any falsification of records or routines for grading is also dishonest, whether before or after graduation.

## Procedures for Suspected Violations of the Academic Honesty Policy

A student, faculty, or staff member who suspects a student of violating the Academic Honesty Policy is urged to report the incident to the instructor of the relevant course, or if the incident is not related to a course, to the Associate Vice-President of Academic Affairs (AVPAA).

### A. Course-related Violations

1. All suspected violations of the Academic Honesty Policy related to coursework shall be dealt with initially by the instructor of the course in which the alleged offense occurred. The instructor is responsible to investigate the allegation and determine whether a violation of the Policy occurred. If the student is found to be in violation of the Policy, the instructor must document the incident and evidence, write a letter of sanction, and meet with the student to discuss the incident and sanction. The letter of sanction should include:
  - a. A brief explanation of the violation.
  - b. Identification of the sanction.
  - c. An explanation of the appeal process.
  - d. A statement that "a report of this incident and my sanction will be forwarded to the Associate Vice-President of Academic Affairs and may be subject to further action."
2. If the student is found to be in violation of the Policy, the instructor may penalize the student with one of the following course-related sanctions.
  - a. Reprimand - The student will be allowed to repeat the exercise or complete an alternative assignment. Responsibility for evaluation of the student's work in the course continues under the authority of the course instructor.
  - b. Loss of credit in the exercise - The student will forfeit all or partial credit for the exercise, at the discretion of the instructor. The student may be required to repeat the exercise or complete an alternative assignment, with proportion of credit awarded at the discretion of the instructor. The student will be allowed to continue in the course.
  - c. A grade of "F" in the course - The student will no longer participate in the course, and the instructor will assign a grade of "F."

*Note: Any accusation of a violation of this policy must be investigated and acted upon by the instructor- no student may withdraw from a course to avoid investigation or adjudication. If it is determined that a violation occurred and the student wishes to withdraw from the class, he or she may only do so with the instructor's approval (and within the withdrawal period).*

1. Within five business days of meeting with the student and imposition of the sanction, the instructor must forward documentation of the incident and a copy of the sanction letter to the Associate Vice-President for Academic Affairs (AVPAA).
2. The AVPAA serves as the central repository for all reported violations of academic integrity. Upon receipt of any report, the AVPAA shall notify the student that the violation and sanction report has been received and will be kept on file.

3. In case of an egregious violation or a history of previous violation against the Policy, the AVPAA may initiate additional action by referring the case to the Academic Integrity Committee. The AVPAA has 30 class days from being notified of a violation and sanction to make such a referral and will notify the student of the referral.
  - a. If a case is referred to the Academic Integrity Committee for additional action, the Committee has 30 business days (following a referral from the AVPAA) to schedule a hearing with the student. Following the hearing, the Committee will make a decision regarding whether one of the following sanctions should be imposed, above and beyond sanctions that may have been imposed by the instructor(s).
    - i. Academic Honesty Probation - The student would receive a notification that he or she is on academic honesty probation; any additional incidences may result in suspension or expulsion from the College.
    - ii. Suspension - The student will be suspended from the College for a minimum of one semester and a maximum of two semesters. The student may be restricted from transferring in courses taken elsewhere during the suspension.
    - iii. Expulsion - The student may be expelled from the College and will not be eligible to return to the College.
  - b. The decision of the Academic Integrity Committee will be communicated to the student in writing by the AVPAA, with copies to the instructor, advisor(s), the appropriate dean(s) and the Provost and Vice-President for Academic Affairs.

#### B. Non-course-related Violations

Alleged violations of the Policy related to misuse of College documents or other charges not related to courses should be reported directly to the AVPAA, who will conduct an investigation. If it appears a violation of the Policy may have occurred, the AVPAA will refer the case to the Academic Integrity Committee for a hearing (see Step 4a above).

#### C. Violations Identified Following Degree Conferral

Discovery of an alleged violation of the Policy by a student whose degree was already conferred, should be reported directly to the AVPAA, who will conduct an investigation. If it appears a violation of the Policy may have occurred, the AVPAA will refer the case to the Academic Integrity Committee for a hearing. If the Committee determines a violation took place, they may recommend to the Provost that the student's degree be revoked. The decision of the Provost in such a case is final.

## Appeal Processes

1. Students may appeal any decision or sanction for a violation of the Academic Honesty Policy made by an instructor by notifying the Associate Vice-President for Academic Affairs no later than ten business days following the notification sent to the student from the instructor.
2. The AVPAA will refer the appeal to the Academic Integrity Committee for consideration. The decision of the Academic Integrity Committee will be communicated to the student, instructor, the appropriate dean(s) and the Provost and Vice-President for Academic Affairs. The decision of the Academic Integrity Committee is final.
3. In the case of sanctions applied by the Academic Integrity Committee, or in a case initially heard by that Committee, students may appeal any decision or sanction for a violation of the Policy taken by that Committee by notifying the Associate Vice-President for Academic Affairs no later than ten business days following the notification sent to the student from the Committee. The appeal will be forwarded to the Provost for consideration. The decision of the Provost is final.



## Academic Integrity Committee

The Academic Integrity Committee is empowered to:

1. Consider a student's appeal of an instructor's findings of academic dishonesty or an instructor-imposed sanction.
2. Hear charges of a violation of the Policy relative to College documents or other offense not related to a course.
3. Hear charges of an egregious violation of the Policy or repeated violations of the Policy.

As part of its deliberations, the Committee may consider a student's prior violations of the academic honesty policy. The Associate Vice-President for Academic Affairs will also convene the Committee at least once an academic year to provide a report on the number and severity of all policy violations. The report shall be distributed to the Provost and to the school Deans for additional distribution at the school level.

The Committee shall consist of a total of nine faculty members. The deans of the Schools of Arts, Sciences, & Professional Studies; Health, Physical Education and Recreation; Health Sciences and Rehabilitation Studies; and Professional and Continuing Studies will appoint two faculty members to represent his or her school. The faculty members appointed should provide representation for both the undergraduate and graduate level. The Dean of the School of Social Work shall provide one representative to represent their graduate programs. The AVPAA will chair the committee as an ex-officio (non-voting) member.

## Academic Honors

Undergraduate students whose final cumulative grade point average (GPA) is 3.500 or above and who have completed at least 45 graded semester hours (exclusive of pass/fail grades) at Springfield College are awarded their degrees with honor 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

Students eligible for academic honors will be announced prior to and recognized at the May commencement ceremony with honor cords. Academic honors shall be noted on diplomas and transcripts.

## Commencement

### Undergraduate

Degrees are conferred three times each year, in May, August, and December. Degrees are recognized at the annual commencement ceremony in May at the main campus following the Spring Term. Students who complete degree requirements at the end of the prior Fall Term or are scheduled to complete at the end of the Spring Term are eligible to participate in the commencement ceremony. Students who plan on completing at the end of the Summer Term are eligible to participate in the May commencement ceremony only if they are within 12 credits of completion and have a minimum GPA of 2.0. All students must complete a degree application with the Registrar in order to be eligible to participate in the May commencement ceremony. Degree applications for the May ceremony are generally due to the Registrar by the end of November.

The Registrar will ensure that applicants who anticipate an August degree completion meet one of the following conditions in order to be eligible to participate in the May commencement ceremony prior to the completion of all degree requirements:

- A maximum of 12 credit hours remain toward the completion of 120 credits after the Spring Term;  
or

- A remaining fieldwork experience (clinical experience, internship, practicum) for which the student has been registered and placed, will be completed during the May term, prior to the August completion date, or Fall Term fieldwork or student teaching, prior to the December completion date. (Individuals with Fall Term fieldwork or student teaching required for completion must have the experience scheduled and verified by the Campus Director, and must petition to participate in the May commencement ceremony.

Students participating in commencement who have not completed all degree requirements will not be eligible for honors designation or honors cords at the commencement ceremony; however, upon degree completion, students meeting the criteria for honors will have the honors noted on their permanent academic record and transcript.

Regardless of the successful completion of all academic requirements, a student may not be entitled to participate in commencement exercises and/or receive a diploma if he/she is involved in any disciplinary proceedings, and is sanctioned as such.

### **Graduate**

Degrees are conferred once each year at the annual commencement ceremony following the January Term. Students who complete degree requirements during the prior January Term or by the previous August or December are eligible to participate in the commencement ceremony. All students must complete a degree application with the Registrar in order to be eligible to participate in the May commencement ceremony. Degree applications for the May ceremony are generally due to the Registrar by the beginning of February.

Students may request permission to march in the Commencement ceremony in May if the only remaining requirement for the degree is the completion of a fieldwork, internship, or practicum course for which the student will enroll in the May term. Students must have a current academic index of 3.00 or better. While students may be granted permission to march in May, conferral of the degree will occur in August if all degree requirements are completed.

The petition to march is available at each campus and must be signed by the student, the student's academic advisor, and Campus Director before returning the form to the Registrar.

Notwithstanding anything to the contrary contained herein, all students are advised that, even after completing all academic requirements for any degree, the College reserves the right to withhold the granting of the degree in the event that any disciplinary proceedings have been or are being commenced against the student.

## **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 <http://springfield.edu/business-office/health-insurance>. For the charge to be credited, the waiver form must be completed by the 15<sup>th</sup> 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, 2018:

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. (Students born before 1957 are not required to complete MMR documentation)
2. Tdap (tetanus, diphtheria and pertussis): 1 dose of Tdap on or after 7th birthday. If your Tdap is >10 years old a Td booster is recommended.
3. Hepatitis B: 3 doses OR laboratory evidence of immunity (positive antibody/titer) for hepatitis B.
4. Varicella: 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. Students born before 1980 are not required to complete varicella documentation.

5. Meningococcal: (Meningitis conjugate or polysaccharide) Mandatory vaccine for students under age of 21. For students over the age of 21 the vaccine is not required.

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.

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

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### 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.

### Payment Options

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

- Students may pay tuition charges, less any applicable financial aid, in full at the time of registration by personal check or money order.
- The College offers a Partial Payment Plan which extends tuition payments over a four-month period. There is a \$25 fee per term to utilize the plan. The plan is as follows:

<b>Summer Term</b>	<b>Fall Term</b>	<b>Spring Term</b>
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:

1. If a student does not expect to receive financial aid and cannot pay the tuition charges in full at the time of registration, but can make payments on the above applicable dates, he/she must sign up for the Partial Payment Plan.
2. If the student's awarded financial aid does not cover the entire semester charges, he/she must either pay the tuition balance or sign up for the Partial Payment Plan.
3. 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 charges, pending notification of financial aid. The amount of the payments can be adjusted later, when the student receives the financial aid award letter. Please be aware that it is the student's responsibility to contact financial aid or campus to arrange adjustments.

## Non-Payment Policy

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, access to registration for courses, and the awarding of diplomas to any student whose account is not paid in full when due. 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 incurred. Not attending classes does not constitute withdrawing or dropping a class. Any changes to a student's course schedule require the approval of an academic advisor.

## 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

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## 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](http://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.
- 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 2018/2019 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](mailto: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](http://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

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



## New Students

### September Enrollment

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

### January Enrollment

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

### May Enrollment

<b>March 15</b>	Priority date for completion of application
<b>April 1 and after</b>	Award Letters begin to be mailed to new students (application and acceptance complete at priority date).
<b>Mid-May</b>	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](http://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, award reply needs to be completed, signed, and returned to SC-FAO.
- Loan Entrance Counseling** completed online at [www.studentloans.gov](http://www.studentloans.gov) .
- Federal Direct Loan Master Promissory Note** completed on line at [www.studentloans.gov](http://www.studentloans.gov).

## Satisfactory Academic Progress Policy and Procedures for Financial Aid Eligibility

To be eligible for financial aid, a student must make Satisfactory Academic Progress (SAP) toward the degree. A degree must be completed within 150% of the published program length (for example: within 180 credits for a 120 credit degree program). To ensure that students complete within this time frame, our SAP policy defines this as the successful completion of a minimum of 67% of all credits (including transfer credits) and also successful completion of a minimum of 75% of credits attempted at Springfield College. Students must also maintain a cumulative average (GPA) that meets the academic progress requirement for the School of Professional and Continuing Studies.

- A GPA of 1.80 is required until an undergraduate student has earned at least 30 credits.
- A GPA of 1.90 is required if an undergraduate student has earned from 30 to 59 credits.
- A GPA of 2.0 is required if an undergraduate student has earned 60 or more credits.
- Graduate students must maintain a GPA of 3.0.

Failed courses, Incompletes and Withdrawals are counted as credits attempted and not successfully completed. Repeated courses are counted each time as attempted credits and only a successfully passed course is counted as successfully completed. A course that was previously passed can only receive federal aid for one repeat of the course. Our policy is that repeat courses with any grade including Failed, Incomplete and Withdrawn) are not eligible for federal aid unless approved as an eligible repeat course by Blake Student Support Office of the School of Professional and Continuing Studies.

Satisfactory Academic Progress is monitored at the end of each term. Students who do not meet the academic standard for GPA or the required completion ratios are notified by email of the ineligibility and the procedures for requesting and obtaining financial aid probation. Students may receive financial aid probation for more than one consecutive term only if the student met all conditions of the academic plan. Students who do not meet one or both of the academic requirements are eligible to be placed on Academic Warning only in the first term of the degree program.

The PSC Blake and Student Support Office (BSSO) will be the location for repository of all paperwork related to academic progress, including financial aid probation forms, academic success plans, early warning intervention forms, and approval forms for financial aid for repeated courses.

### Financial Aid Probation Procedures for the Undergraduate and Graduate Programs

Consideration of a student's request for financial aid probation begins at the respective campus. Each campus should follow the procedures below:

- The student meets with the advisor for academic counseling and to complete the Student Request for Financial Aid Probation Form.
- The completed Student Request for Financial Aid Probation Form is forwarded to Assistant Director of Administration or Assistant Director of Academic Services or Financial Coordinator to review for completeness.
- The completed Student Request for Financial Aid Probation Form is forwarded to the Assistant Dean/Campus Director(ADCD)for review. If approved at the campus, the Student Request for Financial Aid Probation form is signed by ADCD and forwarded to BASSO.

- The BASSO reviews the form and determine if the request is approved, denied, or returned back to the campus for additional information.
- If the Student Request for Financial Aid Probation Form is approved at Blake, BASSO notifies the financial aid office of the School's recommendation. The Financial Aid Office approves and processes the student's request for FA Probation.

## Request for Financial Aid to Pay for the Repeated Courses Procedures for Undergraduate and Graduate Programs

Consideration of a student's request for financial aid to pay for repeated courses begins at the respective campus. Each campus should follow the procedures below:

- The student meets with the advisor for academic counseling and to complete the Approval Form for Financial Aid for Repeated Courses.
- The completed form is forwarded to Assistant Director of Administration or Assistant Director of Academic Services or Financial Aid Coordinator to review for completeness.
- The completed Approval Form for Financial Aid for Repeated Courses is forwarded to the Assistant Dean/Campus Director (ADCD) for review. If approved at the campus, the Approval Form for Financial Aid for Repeated Courses is signed by ADCD and forwarded to BASSO.
- The BASSO reviews the form and determine if the request is approved, denied or returned back to the campus for additional information.
- If the Approval Form for Financial Aid for Repeated Courses Form is approved at Blake, BASSO notifies the financial aid office of the School's recommendation. The Financial Aid office approves and processes the student's request for repeated courses.

## Academic Success Plan Procedures for the Undergraduate and Graduate Programs

- Any undergraduate or graduate student placed on Academic Probation is required to execute an Academic Success Plan with his/her academic advisor. The Academic Success Plan must detail academic intervention strategies, along with specific measureable outcomes, that will move the student toward satisfactory academic progress.
- The plan must be individualized to meet the academic needs of the student.
- Given the seriousness of the Academic Probation status, the student is required to participate in the Academic Progress and Support Program to meet with a resource specialist for 3 mandatory meetings. This requirement must be included on the Academic Success Plan.
- The Academic Success Plan is forwarded to the Assistant Dean/Campus Director (ADCD) for review. If approved at the campus, the ADCD signs the Academic Success Plan.
- The Academic Success Plan, along with the Student Request for Financial Aid Probation Form is forwarded to Blake to determine approval, denial, or to be returned to the campus for additional information. If approved the student's request for financial aid probation is forwarded to the Financial Aid Office for processing.
- The advisor, resource specialist and campus academic probation coordinator work collaboratively to provide the student with comprehensive support.

## Early Warning Intervention Form Procedures for the Undergraduate and Graduate Programs

- Any undergraduate student who has been placed on either Academic Warning or Academic Alert needs to meet with his/her advisor and complete an Early Warning Intervention Form. Although with an Academic Warning or Academic Alert the student is in good academic standing, the School is concerned that the student may be in danger of not continuing in good standing. Therefore, it is imperative to

begin intervention immediately. An identified student is required to seek campus academic support services (advisor, instructor, academic success services) to assist with addressing any issue that may result in the student moving on to Academic Probation.

- The Early Warning Intervention Form is forwarded to the Assistant Dean/Campus Director (ADCD) for review. If approved at the campus, the ADCD signs the Early Warning Intervention Form
- A copy of the Early Warning Intervention Form must be forwarded to BASSO for filing.
- Any undergraduate or graduate student who has been identified as not meeting the 75% completion ratio requirement for financial aid eligibility is required to fill out the Early Warning Intervention Form. **NOTE:** Those undergraduate and graduate students on Academic Probation are not allowed to complete this form. An identified student is also required to seek campus academic support services (advisor, faculty, academic success services) to assist with addressing any issue that may affect the student's academic performance.
- Any undergraduate or graduate student who has been identified as not meeting the 75% completion ratio requirement is not eligible to receive financial aid. If extenuating circumstances warrant, a student may request financial aid probation by completing a Student Request for Financial Aid Probation form.
- The completed Student Request for Financial Aid Probation form is forwarded to Assistant Director of Administration or Assistant Director of Academic Services or Financial Coordinator to review for completeness.
- The completed Student Request for Financial Aid Probation Form is forwarded to the Assistant Dean/Campus Director(ADCD)for review. If approved at the campus, the Student Request for Financial Aid Probation form is signed by the ADCD and forwarded to BASSO.
- The BASSO reviews the form and determine if the request is approved, denied or returned back to the campus for additional information
- If the Student Request for Financial Aid Probation Form is approved at Blake, BASSO notifies the financial aid office of School's recommendation. The Financial Aid Office approves and processes the student's request for FA Probation.

# Student Services Information

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## 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 requires its faculty and students to use Brightspace, the learning management system (LMS) adopted by Springfield College as part of coursework requirements for each term. Students should complete the Brightspace D2L Jumpstart program located on the student's landing page inside of Brightspace.

To enter Brightspace, a student enters PrideNet utilizing their college assigned credentials (user identification and password). The Brightspace logo is located below the link to access email. Students will use the credentials to enter Brightspace when prompted. (Note: user identification information should be only those characters found before the @ symbol provided to them by the College).

The navigational instructions within Jumpstart will address retrieving class documents, uploading assignments, participating in discussions and other group activities as well as linking to useful resources and reviewing grades. Once the navigational instruction is completed, students should direct questions resulting from this review to the Brightspace Help Desk. The information to reach them is located in Jumpstart under Get Help and under the Help tab located in the navigation bar at the top of the landing page. This information is also accessible from the navigation bar within each course.

## Brightspace Blended Instruction

Brightspace, the LMS adopted by Springfield College is a significant part of blended instruction. 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 instructional hours. Therefore, the School of Professional and Continuing Studies courses will include activities and resources that require students to participate online with your instructor and classmates, in threaded discussions and to submit completed assignments.

The success of your learning in online discussions 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 as outlined in your course, allowing time for classmates to respond, but you must also respond/react/provide substantive feedback to other's postings.

## Brightspace Online Instruction

Brightspace, the LMS adopted by Springfield College is the virtual classroom in which all course instruction and most resources will be provided. All activities will be posted supporting students to actively engage in their learning with instructors and classmates. Within the LMS feedback will be provided from the instructor, grades will be accessible, and most resources linked for easy access.

## 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 the spirit of the Code of Conduct, each student should take particular care with the content and tone of intended messages. In addition, students must be aware that it is inappropriate to duplicate information found in the Brightspace classroom and post this in any social media platform. The web link below provides some online etiquette tips to follow:

[www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)

## Library Services

Springfield College Library Services is located in the Harold C. Smith Learning Commons on the main campus in Springfield, Massachusetts and online at <http://springfield.edu/library-services>, and 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 PCS. This guide may be found on the library's website by clicking the link for Research Guides.

Materials that are either not available online or not owned by Springfield College 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 the college.

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; 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 Professional and Continuing Studies library liaison. He may be reached directly by phone at 413-748-3504, or by email at [adecara@springfieldcollege.edu](mailto:adecara@springfieldcollege.edu).

For more information, please contact the library:

Library Services website:	<a href="http://springfield.edu/library-services">http://springfield.edu/library-services</a>
Phone number:	(413) 748-3315
Requests & Interlibrary Loan:	(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 Mary Simeoli, Title IX Coordinator & Access Officer, to coordinate its efforts to comply with Section 504. The contact information for the Coordinator is as follows: Mary Simeoli, Title IX Coordinator & Access Officer, Richard B. Flynn Campus Union, 263 Alden Street, Springfield, MA 01109-3797, Telephone: 413-748-3248, Email: [msimeoli@springfieldcollege.edu](mailto:msimeoli@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: Vicki Anderson, Academic Success Center, Learning Commons, Room 300, 263 Alden Street, Springfield, MA 01109-3797, Telephone: 413-748-3724, Email: vanderson@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: ppetteng@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: Jonathan Howell, Director of Human Resources, Administration Building Room 221, 263 Alden Street, Springfield, MA 01109-3797, Telephone: 413-748-3118, Email: jhowell@springfieldcollege.edu.

If the Coordinator or Mr. Howell, 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/Mr. Howell 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: Jonathan Howell, Director of Human Resources

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 Mr. Howell, 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.
  3. 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.

4. The disposition proposed by the Grievance Officer will be put into effect promptly.
5. 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 Appeal Officer, or his/her applicable designee:
  - Calvin Hill, Vice President for Inclusion and Community Engagement, Marsh Memorial Building, 263 Alden Street, Springfield, MA 01109-3797, Telephone: 413-748-3050, Email: [chill@springfieldcollege.edu](mailto:chill@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?
6. 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](http://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.

# Springfield College Policies

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## 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.

## 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.

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 a Springfield College ID, 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. Large quantities of alcohol brought into the room by a resident and/or a resident's visitor or guest, , are considered a violation. Kegs, whether empty or full, tapped or untapped, and/or other large alcohol storage devices (i.e., trash cans, beer balls) 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. 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.
9. 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;



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.
3. Attending/Participating in class or class related activity under the influence of alcohol or drugs

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 and potentially destroyed. 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, residential students are advised to give careful consideration 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.

Contraband is property that is against College policy, rules and regulations. Contraband is usually seized and disposed of. In some instances, contraband may be impounded at the discretion of PublicSafety.

## **Federal Law**

Student's financial aid eligibility might be suspended if a drug offense occurs while they are receiving federal student aid (grants, loans, or work-study). When they complete the FAFSA form, they will be asked whether they had a drug conviction for an offense that occurred while they were receiving federal student aid. If the answer is yes, they will be provided a worksheet to help determine whether their conviction affects their eligibility for federal student aid.

If their eligibility for federal student aid has been suspended due to a drug conviction, they can regain eligibility early by successfully completing an approved drug rehabilitation program or by passing two unannounced drug tests administered by an approved drug rehabilitation program. If they regain eligibility during the award year, notify their financial aid office immediately so they can get aid they're eligible for.

If they are convicted of a drug-related offense after they submit the FAFSA form, they might lose eligibility for federal student aid, and they might be liable for returning any financial aid they received during a period of ineligibility.

## **Notice Regarding Financial Aid Penalties**

Institutions must provide to each student, upon enrollment, a separate, clear and conspicuous written notice that advises the student of financial aid penalties for drug convictions. Springfield College does this at the beginning of each term by sending an email, from the Office of Financial Aid, to Springfield College email address of all enrolled students. While the federal regulation applies to federal Title IV financial aid, Springfield College also applies this penalty to institutional need-based financial aid.

## 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)	413.532.2111
Narcotics Anonymous (NA) (self-help programs)	413.782.3406
Gambler's Anonymous (self-help program)	800.426.1234
Overeater's Anonymous (self-help program)	413.783.4198

**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.

Examples of a bias incident include but are not limited to: use of racial, ethnic, religious, sexual or anti-gay slurs and/or symbols of hate. 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.

Depending on the type of incident, the State of Massachusetts may determine a hate crime has occurred and Public Safety will investigate.

### 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 Professional and Continuing Studies, 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/](http://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/](http://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

## **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  
(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.

### **504 Grievance Procedure**

The full 504 grievance procedure is available at <https://springfield.edu/academic-success-center/504-grievance-procedure>

**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.



**Financial Obligations Policy:** Tuition, fees, and other charges are payable when due. Deadlines for payment of tuition, fees and other charges are as follows:

- Fall Term Aug. 1
- Intersession Term Jan. 1
- Spring Term Jan. 1
- Summer Term May 1

Accepted methods of payment include cash, check or money order, made payable to Springfield College. Electronic payments, including ACH and credit card payments, are accepted online through PrideNET, with credit card payments being assessed a 2.75% convenience fee. The College does not accept credit card payments in the office or by phone. There is a penalty charge of \$35 per check for all returned check and ACH payments. Students may also enroll in one of the College's payment plan options for their convenience.

Students whose accounts are not paid in full by the tuition due date are not able to participate in residence hall room selection, receive transcripts, or a diploma and are not permitted to register for a new semester until the balance owed is paid in full. Payments not received by the due date will be subject to a late fee of \$75 for each month a balance is past due.

Accounts with a past due balance of 30 days or more may be placed in collections. If an account is referred to an outside collection agency, the student is responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to the amount(s) owed to the College. Additional action, including credit bureau reporting and a requirement of upfront payment for any future registration may also apply.

Registered students are considered enrolled at the College unless they complete a Withdrawal Request form at the Office of the Registrar. Not attending classes does not constitute withdrawing or dropping a class. Students will be held responsible for all charges on their account. Please refer to the College's withdrawal and refund policy at <http://springfield.edu/business-office/refund-policy>.

For additional financial obligation and payment information, please refer to the College's Business Office website at <http://springfield.edu/business-office>.

**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 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.

## 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 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.” 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.**

**Identification Card Policy:** All students are required to have a Springfield College Identification (ID) Card containing an assigned student identification number, which should be in his/her possession at all times. This card is used for identification purposes in accessing college buildings and grounds, using athletic and audiovisual equipment, borrowing material from Babson Library, attending College sponsored events, and dining on campus. The first Springfield College ID Card is issued to a student at no charge. Replacements for lost or stolen cards will cost \$25. Except on weekends or holidays, an ID Card can be replaced within 24 hours. Students should be prepared to show their ID Card, when requested, by Housing and Residence Life staff, Public Safety officers and/or security personnel, faculty, staff and/or administrators. Failure to surrender the ID Card when requested will result in disciplinary action. The identification card must be surrendered if a student withdraws from the College in order for the withdrawal to be processed.

Falsifying your identity or that of another person is against the law and will result in disciplinary action at Springfield College.

**Interference with the Student Conduct Process Policy/Interfering with College Official's Job:** 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 are actively seeking 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, June Orientation, Pre-Camp, Cultural Connections and/or New Student Orientation (NSO), Center for Service and Leadership 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.

### **Pertaining to Confidentiality of Students Records /Annual Notice to Students Regarding Education Records**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Springfield College ("School") receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the School to amend a record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A School official is a person employed by the School in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A School official also may include a volunteer or contractor outside of the School who performs an institutional service or function for which the School would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another School official in performing his or her tasks. A School official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

Upon request, the School also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

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

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to School officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the School to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other School officials, including teachers, within the School whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S.



Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of, or compliance with, Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Directory Information: At its discretion, the School may provide directory information in accordance with the provisions of FERPA to include, but is not limited to:

- Student's Name
- Address
- Telephone Listing
- Electronic Mail Address
- Photograph
- Date and Place of Birth
- Major Field of Study
- Grade Level
- Enrollment Status
- Dates of Attendance
- Participation in Officially recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Degrees, Honors and Awards Received
- Most Recent Educational Agency or Institution Attended

Students wishing to withhold this information from public disclosure must complete a “Request To Withhold Directory Information Form” with the Registrar’s Office within the first two weeks of the start of the fall semester.

Additional Resources: The FERPA regulations referenced above are available here: <https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=34:1.1.1.1.33>

## **Pet Policy:**

<http://springfield.edu/about/college-policies>

**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 to 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 Conduct Policy:** The spectators attending Springfield College athletics events are expected to provide an environment of respect, dignity and civility for the College's guests. In essence, the College believes in

providing a positive, meaningful, educational atmosphere for the conduct of its athletics events and behavior contrary to this intent will not be condoned. The College does not accept the use of profane and vulgar language or any form of disrespectful treatment of our guests (visiting teams, officials, etc.).

Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such instruments shall be removed from the playing and spectator areas. Only signage properly located and pre-approved by the Athletics Office will be permitted at the site of an event. Bands or any component thereof shall not play while the game is in progress. The event manager shall be responsible for enforcing these provisions.

Alcoholic beverages shall not be sold or otherwise made available for public consumption at any athletics event sponsored by or administered by the College, nor shall any such beverages be brought to the site during such an event (i.e., during the period from the time access to the site is available to spectators until all patrons have left the facility or area used for competition).

The sale or distribution of newspapers, handbills, candy, food, raffles, flyers, memorabilia or promotional materials at the site of a Springfield College athletics event without the advance written approval of the Athletics Office is prohibited.

## Smoke-free Tobacco-free Policy:

<https://springfield.edu/smoke-free-tobacco-free-campus/policy>

Contraband is property that is against College policy, rules and regulations. Contraband is usually seized and disposed of. In some instances, contraband may be impounded at the discretion of Public Safety.

## 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.

**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

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## 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 Humanics and academic excellence. The purpose of the Springfield College Student Code of Conduct is to promote a campus environment beyond those detailed in the College Policies section 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 excuse a student from being held responsible for violations of College policies and regulations.

## Code of Conduct

The following actions/behaviors shall constitute violations of the Springfield College Student Code of Conduct. Please note that when a student is charged with an alleged violation, the charge usually refers to a portion of the Code. This list may not be inclusive of every possible violation of the code of conduct.

1. Violating federal, state, or local laws on College premises or while in attendance at College sponsored or supervised events or committing off-campus violations of federal, state, or local law, or actions that adversely affect the College and/or the pursuit of its objectives.
2. Any form of sexual misconduct/gender-based misconduct, including but not limited to, acts of sexual assault (non-consensual sexual intercourse, non-consensual sexual contact), sexual harassment, sexual exploitation, stalking, and relationship violence or the attempt of these actions. Refer to Appendix B. the Gender-Based Misconduct policy section of the student handbook.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of self, another person, group or College Official. This includes, but is not limited to, fighting.
4. The use of any device to capture audio, video or digital record or photograph of any person where there is reasonable expectation of privacy (i.e.: restroom, locker room, residence hall, etc.); or, the use or display of any such record, without consent, where such use is designed to intimidate, harass or otherwise endanger the health or safety of the person.
5. Acts which are not civil or respectful and/or breach the peace, including, but not limited to, engaging in disorderly conduct or uncivil behavior. This also includes disrupting the functions of the College.
6. Unauthorized possession, duplication, or use of keys or access cards to any College premises or unauthorized entry or use of College premises. Unauthorized presence in any place that is marked as private, as well as presence in any place that you have been officially trespassed from.
7. Unauthorized possession, use or misuse, diversion, removal, defacing, tampering, damage or destruction of College owned or leased property, equipment, services, programs, or materials, as well as that of any member of the College community, guest of the College, vendor, contractor, or any other person; or hindering another's use of College resources.
8. Any action which creates a fire hazard. This includes, but is not limited to, tampering with fire safety equipment, possessing or using any hazardous and/or explosive material, failing to evacuate a building/area after notice has been given or knowingly making a false report of a dangerous condition.
9. Failure to comply with the instructions/requests of College staff and/or other officials acting in accordance with the performance of their assigned duties; failure to positively identify one's self or providing false

information when appropriately requested to do so, and refusal to respond to a request of an administrative officer. This also includes withholding material information from the College and making false statements to any College official.

10. Theft or misuse of phone, computer information and electronics systems (Internet connection, network, etc.) are prohibited, including but not limited to:
  - Unauthorized entry into a file to use, read, or change contents.
  - Unauthorized transfer of files or programs.
  - Unauthorized use of another person's identification and password.
  - Use of computing or phone systems to send obscene, threatening or harassing messages.
  - Interfering with the normal operation of the College computing system, including the initiation of the spread of a computer virus.
11. Aiding, abetting, or attempting to commit an act or action that violates the Code. A student present when the Code is violated may be held responsible even if he or she is not directly involved in the perpetration of the violation (i.e., students present during an alcohol violation, etc.). Students who anticipate or observe a violation of community standards are expected to remove themselves from participation and are encouraged to report the violation.
12. Guest Behavior, all students are fully responsible for their guest's behavior and a range of sanctions may be imposed on the student host if their guest fails to abide by the Code of Conduct, including, but, not limited to: fines, loss of a variety of privileges, and potential housing reassignment or loss of housing.
  - Guests who violate the code of conduct may be trespassed from the College. The following, violations are grounds for a guest to be trespassed:
  - Abuse/assault
  - Alcohol transport
  - Disrespectful or verbally abusive behavior towards a college official
  - Drug policy violation
  - Repeat offender
  - Uncivil behavior
13. Abuse of the community standards system, including but not limited to:
  - Failure to comply with the sanction(s) imposed by the College;
  - Falsification, distortion, or misrepresentation of information before a conduct body;
  - Institution of a conduct complaint knowingly without cause;
  - Attempting to discourage an individual's proper participation in, or use of, the conduct system;
  - Attempting to influence the impartiality of a member of a conduct body prior to, during, and/or after a conduct proceeding;
  - Harassment and/or intimidation of a member of a conduct body, witness or victim prior to, during, and/or after a conduct proceeding;
  - Failure to comply with a notice to appear for a meeting, administrative hearing, or an administrative conference;
  - Influencing or attempting to influence another person to commit an abuse of the conduct system.
14. Bias related violations of the Code toward or regarding a person or group because of factors such as actual or perceived disability, religion, race, national origin, ethnicity, sexual orientation, gender, or gender expression or identity may be assessed an enhanced sanction.
15. Indecent or lewd exposure including public urination.



## Rights of a Responding Student

With respect to an initial administrative hearing before a hearing officer, the following rights will be afforded to a responding student. Please see Appendix B, the Gender Based Misconduct section of this handbook for additional or violation specific procedures.

- Written notification of charges, with a brief specification thereof, with the date (approximate if necessary) and place of the alleged violation, and the date, time, and place of the administrative hearing.
- A copy of the administrative hearing agenda. This agenda will be included with the notice of charges.
- Reasonable time to prepare the case after receiving notice of the hearing. Normally the hearing will be held no earlier than two days and no later than seven days from the date of notice.
- The right to be present and the opportunity to be heard at this hearing. Whether or not the student exercises this right, the hearing will be held and the student is bound by the decision rendered.
- The right to present information and witnesses on the student's behalf. All witness names and documents must be provided to the Office of Student Affairs at least two business days prior to the administrative hearing of the responding student. Upon request, the Office of Student Affairs will also provide access to witnesses' names and documents two business days prior to the administrative hearing. However, in some cases, because of the sensitivity of the violation, the College may choose not to release the name of a witness prior to the administrative hearing. In such cases, the College will make every effort to provide access to statements to assist the responding student in preparation.

## 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 "*Administrative Conference*" means a meeting between a student and a hearing officer where the student is charged with a violation that puts them in jeopardy of loss of housing, suspension or expulsion from the college. An administrative conference is an opportunity for the student to meet with an administrative hearing officer to view all reports, videos and evidence prior to their administrative hearing.

2. The term “Administrative Hearing” means a meeting/hearing between a student and an Administrative Hearing Officer to hear a case regarding alleged violations of the College policies and/or regulations and to impose sanctions upon the student(s) found to have violated the Student Code of Conduct.
3. 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.
4. The term “business day” means any day, Monday through Friday, during which the College is open for business.
5. The term “College” means Springfield College.
6. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.
7. 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).
8. The term “complainant” means any person who submits an allegation that a student violated the 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.
9. 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 the Registrar.
10. The term “organization” means any number of persons who have complied with the formal requirements of College recognition.
11. The term “policy” means the written regulations of the College as found in, but not limited to, college policies, the Student Code of Conduct, Residence Life policies, the College website and computer use policy, and Graduate/Undergraduate Catalogs.
12. 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.
13. 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.
14. 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 and Community Standards process.

## **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 to 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 Springfield 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 community standards 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 administrative hearing date, time, and location.

The administrative hearing will cover the following:

- To hear about the incident from your perspective;
- To share what information we have received;
- To answer your 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; and
- To discuss future decision-making.

Every student charged with a violation that puts them in jeopardy of loss of housing, suspension or expulsion from the college, will be afforded an administrative conference prior to their administrative hearing. An administrative conference is an opportunity for the student to meet with an administrative hearing officer to view all reports, videos and evidence prior to their administrative hearing

Within 5 business days of your administrative hearing, 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.

## Advisers

A responding student and/or complainant may elect to be accompanied and counseled by an adviser at a College administrative hearing or administrative conference.

An adviser will not be allowed to examine witnesses, object to statements or procedure or to present arguments, and their role shall be limited to quietly and unobtrusively advising only the responding student in whispers or by written note. Any conduct of an adviser in violation of these conditions in the opinion of the hearing officer, may result in the immediate removal of that adviser, and the continuation of the administrative hearing or administrative conference without the presence of that adviser.

Parents, guardians, and/or family members of a student, regardless of their relationship with the College, are not permitted to be present at any administrative hearing and/or administrative conference; however, with the consent of the student, the hearing officer will meet with parents, guardians, and/or family members to discuss the process and case. Additionally, students who are witnesses to an incident or are involved in the same student conduct matter, cannot serve as advisers.

If you plan on bringing in an adviser, you must notify the Office of Community Standards at X3922, 24 hours in advance of your scheduled hearing/conference.

## 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 one or both of 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. **Deferred Loss of Housing:** Involvement in any future alcohol, drug, or serious code of conduct violations will be grounds for removal from College Housing. The College has a three-year residency requirement for all students. Students removed from housing due to disciplinary sanctions will forfeit any refund.
2. **Deferred Suspension:** Involvement in any future alcohol, drug, or serious code of conduct violations will be ground for suspension.
3. **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.

4. **Fines:** A disciplinary fine that is placed on the student's account.
5. **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.
6. **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.
7. **Intervention:** Educational or informative workshops, events, reflective or research papers, meetings, counseling sessions, or activities related to the violation or incident.
8. **Loss of Housing:** Student will be required to move off campus and become a commuter. The College has a three-year residency requirement for all students. Students removed from housing due to disciplinary sanctions will forfeit any refund.
9. **Probation:** Official notice that any further/future violations are likely to result in loss of housing, 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.
10. **Restitution:** Compensation for loss, damage or injury made payable to the affected party
11. **Restriction:** Temporary or permanent loss of privileges or the use of or participation in a College facility, program, or service.
12. **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.
13. **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.

## Sanctioning Chart

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

Underage possession or use of alcohol with no aggravating factors	\$50 fine, Written warning of violation of code of conduct, Online educational module with course reflection 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 (in person) with reflection paper, Parent/guardian notification
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, and BASICS (two session, in person, intervention with self-monitoring between sessions)
Hospital Transport for Alcohol Abuse	Parent/guardian notification, Probation (any further violation of the Code of Conduct will likely result in college suspension), \$100 fine, and BASICS (two session, in person, intervention with self-monitoring between sessions)
DUI/DWI	\$100 fine, Suspension and/or AOD assessment and treatment plan, Parent/guardian notification
Providing alcohol to minors/Furnishing a Place	\$100 fine, Online educational module with reflection paper, Parent/guardian notification
False Identification	\$200 fine

## Drug Violations

Possession of drug paraphernalia and/or possession and/or use of a marijuana with no aggravating factors	\$50 fine, Written warning of violation of code of conduct, Online educational module with reflection paper
Possession of drug paraphernalia and/or possession and/or use of a marijuana with aggravating factors (such as conduct history, amount of marijuana, other minor violations)	\$100 fine, Probation, Deferred loss of housing, Parent/guardian notification, Brief marijuana assessment
Possession of drug paraphernalia and/or possession and/or use of marijuana with significant aggravating factors (such as conduct history, amount of marijuana, other minor violations)	\$100 fine, Removal from housing or college suspension, Parent/guardian notification, BASICS for marijuana (two session, in person, intervention with self-monitoring between sessions)
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/Suspension

## Non-Alcohol and Other Drug Violations

Abuse and Assault	Parent/guardian notification Restitution, Counseling/or restorative justice, Loss of housing, College suspension or expulsion
Bias Incident	Depending on the severity of the case: Counseling, Restitution, Probation, College suspension, or Expulsion, Parent/guardian notification
Climbing exterior of Townhouses, or other buildings	\$100 fine, Trespassed from the Townhouse backyards (or other space), re-assigned housing
Disorderly Conduct/Uncivil behavior	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	\$500 fine, Restitution, College suspension, Loss of housing
Fire Alarm - failure to evacuate	Watch fire safety movie with reflection 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, Fines, Loss of other privileges dependent upon the violation, Guest Trespassed, potential housing reassign mentor loss of housing
Hazing	Depending on the severity of the case: Counseling, Restitution, Probation, College suspension, Expulsion, Parent/guardian notification
Housing and Residence Life policy and regulations	Fine, written warning, restitution, probation
Interfering with conduct process	Probation, Reflection paper, parent/guardian notification, \$50 fine
Noise violation	Restitution, Mediation
Pet policy	\$100 fine, removal of pet within 24 hours, Parent/guardian notification
Public urination	Parent/guardian notification, Reflection paper
Smoking/tobacco use/vaping - 1st offense	\$100 fine, Written warning
Smoking/tobacco use/vaping - 2nd offense	\$100 fine, Reflection paper, Parent/guardian notification, Probation
Smoking/tobacco use/vaping - 3rd offense	\$100 fine, Deferred loss of housing or loss of housing, Parental notification, Probation
Theft	Restitution, Probation, Loss of privileges, Parent/guardian notification
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 VI.
  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 suspension, 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 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

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Here is the link to the **Gender-Based Misconduct Policy**

<https://springfield.edu/sites/default/files/inline-files/Title%20IX%20Formatted.pdf>