

SPRINGFIELD COLLEGE STUDENT HANDBOOK 2024-2025

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Dear Springfield College Student,

On behalf of the Springfield College community, we are delighted to welcome you to the 2023-2024 academic year! Since 1885, Springfield College has remained true to its founding mission of educating students in spirit, mind, and body for leadership in service to humanity.

The *Springfield College Handbook* serves as a centralized resource for all College academic, community standards, and residence hall policies. The policies, regulations, rights, and responsibilities included in the Handbook have been established in the interest of all members of the College community to ensure we honor our commitment to creating and maintaining a community that affords all members opportunity for intellectual and personal development. These policies and the expectations to support and respect each other and to care for each other are core components to our community and to our ability to live our Mission. This collaborative document is developed and edited everywhere with significant student input to be supported by and for our student body.

Springfield College is a special place with much to offer you including outstanding faculty, staff, and students; a challenging curriculum; extensive co-curricular and athletic opportunities; and an engaging residential experience. Our staff and faculty are committed to supporting and working with you to develop and engage your passions and personal talents to enable you to thrive. We hope you actively engage and take advantage of all Springfield College has to offer, invest in yourself and others, offer your ideas and perspectives, and create the experience you desire – one that prioritizes shared responsibility, personal growth, and your development as a leader in service to others. We look forward to working with you, and supporting you on your journey!

Warmest regards,

Slandie Dieujuste, Ph.D.
Vice President of Campus Life & Inclusion

Rebecca Kalagher, M.Ed
Director of Community Standards

1. ACADEMIC POLICIES

Academic policies for the academic year may be found on the [Springfield College website](#).

1.1. Class Attendance - Absences Due to Illness or Emergency

The Office of Campus Life & Inclusion does not excuse absences from class.

In the event of an absence due to illness or emergency, students should notify their professors as soon as possible via email, through the learning management system (LMS) and/or via phone. Students should ask about options for obtaining missed material and whether it is possible to make up missed work. In the event of an extended illness or emergency, students should also notify the Dean of Students (studentaffairs@springfield.edu or 413-738-3922).

2. COLLEGE POLICIES

2.1.504 Grievance Procedure

Springfield College has adopted a 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"). Find the full 504 grievance procedure on the [Springfield College website](#).

2.2. Abuse of College Resources Policy

Instances where a student's behavior disrupts typical College operations, consumes an inordinate amount of College staff time and/or resources, and/or interferes 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.

2.3. Acceptable Use of Information Technology Policy

Springfield College's Information Technology Resources support the educational, administrative, and campus life activities of the College. The use of these resources is a privilege extended to members of the Springfield College community, who are expected to act in a responsible, ethical, and legal manner. The Springfield College Acceptable Use Policy establishes specific requirements for the use of IT Resources at Springfield College. It applies to all users of IT resources owned or managed by Springfield College. Find the complete policy on the [Springfield College website](#).

- 2.3.1. Behavior that represents irresponsible, unethical, or illegal use (e.g., creation of deep fake accounts, alteration of audio or video, dissemination of false information) is a violation of this policy.

- 2.3.2. Acceptable use entails behavior that respects the rights of others, does not compromise the security or integrity of IT resources, and complies with all applicable laws and license agreements. Users must comply with all applicable federal and state laws, college policies and procedures, and licenses and contracts.
- 2.3.3. Online behavior that intends to threaten the campus, an individual, or a group is violates this policy.

2.4. 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.

Springfield College seeks to ensure 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 misuse of alcohol, and to provide opportunities for education and assistance to members of the College community.

2.4.1. Alcohol Policy

The College acknowledges that we live within a social environment which establishes by law a minimum age for the use of alcohol of twenty-one (21). As such, the College does not permit the use of alcohol, including non-alcoholic beer and wine which may contain up to .5% alcohol, on campus which is not consistent with the law. Further, the College does not allow the use of alcohol which leads to disruptive behavior or conduct which infringes upon the rights of those who wish to pursue their academic interests.

Specifically, Springfield College prohibits the following activity, violations of which may be subject to disciplinary action as well as action by the Commonwealth of Massachusetts which may include arrest, prosecution, fines, loss of license and imprisonment.:

- 2.4.1.1. No person, group, or organization may sell alcoholic beverages. Open bars are prohibited on campus.
- 2.4.1.2. No person shall operate a motor vehicle under the influence of alcoholic beverages on or off campus.
- 2.4.1.3. No person or group shall purchase or otherwise procure alcoholic beverages for consumption by a person under 21 years of age.
- 2.4.1.4. No person under 21 years of age shall keep, purchase, sell, possess, or receive alcoholic beverages.

2.4.2. Procedures for the Individual Use of Alcohol

- 2.4.2.1.1. 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, visitors, and members of their families.
- 2.4.2.1.2. Possession 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.
- 2.4.2.1.3. Consumption of alcoholic beverages on or off the Springfield College campus must be in compliance with Massachusetts state laws.
- 2.4.2.1.4. Alcohol consumption and/or carrying open containers of alcoholic beverages is not permitted in public areas of the residence halls (lounges, entrances, 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 of Campus Life & Inclusion or their 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; and (2) cups, including but not limited to, those with open tops into which a straw may be inserted.
- 2.4.2.1.5. Possession of alcohol that exceeds quantity limits is not permitted. Bulk alcohol is equivalent to aggregate amounts more than eighteen (18) 12oz. beers or hard seltzers, etc., OR 3 liters of wine, OR 1.75 liters of hard alcohol (no higher than 80 proof and not stimulant-enhanced), for each person 21 or older. Empty containers may be counted towards the quantity limits. Bulk alcohol is not permitted in residence halls or on the grounds of the campus. Bulk alcohol brought into the room by a resident and/or a resident's visitor or guest is considered a violation. Bulk alcohol will be seized and disposed of by the College. Kegs, whether empty or full, tapped or untapped, and/or other large alcohol storage devices (i.e. trash cans, beer balls), and preparation of spiked punch or "jungle juice" are strictly prohibited and will be seized and disposed of (taps and "keg-o-rators" included) by the College.
- 2.4.2.1.6. In living spaces where all residents are under the age of 21, empty alcohol containers may be considered a violation of the alcohol policy.
- 2.4.2.1.7. The College prohibits drinking paraphernalia which includes drinking funnels, beer bong, ice luges, and shot sticks/skis, and any device designated or intended for rapid consumption. Additionally, all manners of drinking games and drinking game paraphernalia, including but not limited to "water" or beer pong, "water" or beer pong tables, customized tables that imply use for drinking games, flip cup, and kings. Such drinking paraphernalia items may be confiscated.
- 2.4.2.1.8. Cans and/or bottles that contain or formerly contained alcohol may not be stored, collected, or used as decorations. Empty containers

must be recycled and disposed of on a regular basis. Keepsake and trophy walls of containers are prohibited.

- 2.4.2.1.9. Impairment and/or excessive intoxication, which could be attributed to the consumption of alcohol, that substantially interferes with student judgment and decision-making, causes a disturbance, and/or requires the intervention of College personnel is prohibited.
- 2.4.2.1.10. Students who host a gathering where alcohol is served to minors are in violation of the code of conduct.

2.4.3. Drug Policy

Although age-appropriate possession and use of cannabis may be legal in the Commonwealth, the federal government has prohibited it on college campuses.

The College prohibits the possession, use, and/or distribution of any illegal and/or controlled substances as defined by 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:

- 2.4.3.1. Possession of a controlled substance/illegal drug, including but not limited to all cannabis products (which includes plant-derived products, edibles, concentrates/oils, synthetic cannabis, cannabis prescribed for medical purposes, etc.), prescription medications not prescribed to the individual, and other drugs. Any substance that tests positive for THC, regardless of how that substance was sold, will be considered cannabis for the purpose of this policy.
- 2.4.3.2. Use of a controlled substance/illegal drug, including but not limited to all cannabis products (which includes plant-derived products, edibles, concentrates/oils, synthetic cannabis, cannabis prescribed for medical purposes, etc.), prescription medications not prescribed to the individual, and other drugs. Any substance that tests positive for THC, regardless of how that substance was sold, will be considered cannabis for the purpose of this policy.
- 2.4.3.3. Possession, use, or distribution of all types of drug paraphernalia, including but not limited to pipes, bong, rolling papers, grinders, vaping devices, and unauthorized use of syringes. Possession of such paraphernalia will be considered sufficient evidence that a violation of the College drug policy has occurred. If found, any item(s) 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 their roommate(s) should

seek assistance from Housing and Residence Life staff so that the problems may be avoided.

- 2.4.3.4. Attending/participating in class, class-related activities, and/or co-curricular activities under the influence of alcohol or drugs.
- 2.4.3.5. Impairment which could be attributed to the use of cannabis or other drugs, that substantially interferes with student judgment and decision-making, causes disturbance, and/or requires the intervention of College personnel is prohibited.
- 2.4.3.6. Distribution of any illegal and/or controlled substance as defined by the Commonwealth of Massachusetts and the Federal Government.

2.4.4. Federal Law

Students' financial aid eligibility might be suspended if a drug offense occurs while they are receiving federal student aid (grants, loans, and/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, the student should notify their financial aid office immediately so they can get aid they are eligible for.

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

2.4.5. 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 the 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.

2.4.6. 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:

Alcoholics Anonymous (AA) (self-help programs)	413-532-2111
Baystate Medical Center (Health Information)	413-794-0000
Behavioral Health Network (treatment and recovery services)	(413) 301-9355
Gambler's Anonymous (self-help programs)	855-222-5542
Holyoke Health Center	413-534-2500
Narcotics Anonymous (NA) (self-help programs)	866-624-3578
Overeaters Anonymous (self-help program)	413-285-2034
Trinity Health Behavioral Health (Mercy Medical Center)	833-296-8669

2.5. 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.

2.5.1. What is Bias?

Bias is defined as an action, behavior, or expression against an individual's or group's actual or perceived identity. A bias incident may take the form of verbal interaction, cyber-interaction, physical interaction, or interaction with property. Bias incidents occur whether the act is intentional or unintentional and may be based on, but not limited to actual or perceived: age, race, color, ethnicity, sex, sexual identity, sexual orientation, religion, disability, gender identity, and expression, national origin, genetic information, citizenship status, political affiliation or veteran status. Bias often contributes to or creates an unsafe/unwelcoming environment. Springfield College understands that unintentional bias-related incidents occur and will take an educational (non-disciplinary) approach to resolution where possible. Intentional bias-related incidents may be handled through the community standards process.

2.5.2. Examples of Bias

Examples of a bias incident include but are not limited to:

- Telling jokes based on a stereotype
- Racist or derogatory graffiti or images/drawings
- Calling a person or a behavior “gay” as an insult
- Using a racial, ethnic, or another slur to identify someone
- Making a joke about someone being deaf, hard of hearing, blind, or any other level of ability
- Imitating someone with any kind of disability or imitating someone’s cultural norm or practice
- Physical attacks, intimidation, threatening action or language, damage to personal property, and/or making comments on social media about and/or because of a student’s actual or perceived age, race, color, ethnicity, sex, sexual identity, sexual orientation, religion, disability, gender identity and expression, national origin, genetic information, citizenship status, political affiliation or veteran status.

Depending on the type of incident, Massachusetts General Law may indicate a hate crime has occurred and Public Safety may investigate.

2.5.3. 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 biased incident. Please do not touch any evidence of a bias-related act; Public Safety has specific protocols for documenting, gathering, and removing bias-related graffiti or property damage.

You may also report the incident to the [BIRT Team](#): The Bias Incident Reporting Team is composed of College staff, faculty, students and public safety. Their purpose is to provide those who have witnessed or themselves been a target of an act of bias the opportunity to be supported, to communicate incidents of bias to the campus community when appropriate, and to provide education to the community.

The BIRT does not investigate reported incidents or sanction those involved in such incidents. Reports submitted to the BIRT may be referred to the Office of Community Standards or the Office of Non-Discrimination Initiatives (ONDI) for adjudication.

Not all reported bias incidents will constitute a violation of College policy or the law. The College will respond to such incidents by connecting impacted parties and communities with appropriate education, support, and resources.

2.5.4. Sanctions

The information provided below is to highlight possible consequences for a bias policy violation 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.

Bias Incident	Depending on the severity of the case: Restitution, Probation, College Suspension or Expulsion, SPIRIT Action item
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2.6. Business Office Policies

Springfield College students have certain financial obligations to the College. All business office policies may be found on the [Springfield College website](#).

2.7. Communication Policy

A Springfield College-assigned student email account is an official means of communication between all students and the College. Students are responsible for all information sent to them via their College-assigned email account. Students who choose to forward mail from their College email accounts are responsible for ensuring that all information, including attachments, are transmitted in their entirety to the preferred account. Unawareness of an officially sent email will not be accepted as a reason for failure to respond to or comply with any information contained within the message.

Students are expected to check their Springfield College email on a frequent and regular basis in order to stay current with College-related communications, recognizing that certain communications may be time-critical. It is recommended that email be checked at a minimum daily.

2.8. 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. The complete policy and student rights is available on the [Springfield College website](#).

2.9. Discrimination/Harassment Policy

In alignment with Springfield College’s values and beliefs, the institution strives to provide an educational and working environment that is free from all forms of discrimination/harassment. Discrimination/harassment in any form undermines this concept and will not be tolerated. Springfield College is committed to providing an environment that is diverse and emphasizes the dignity of every individual.

The complete policy is available on the [Springfield College website](#).

2.10. Disruptive Behavior Policy

Disruptive behavior is prohibited in the classroom, during any other educational and/or extracurricular experience, including both in-person and online formats. Disruptive behavior includes conduct that undermines the integrity of the learning or extracurricular space, and significantly interferes with or obstructs teaching and/or learning processes. Civil expression of disagreement, or expression of views opposing those of the course instructor and peers are not considered disruptive behavior.

The course instructor or presenter is authorized to establish norms and other parameters for students' behavior and participation during the course or other educational and/or extracurricular experiences. The Academic Success Center's Disability & Accessibility Services may determine that a reasonable accommodation/modification of the instructor's norms and parameters is required for a student with a disability. Behaviors related to disability, including the use of assistive technology or any other accommodations and/or modifications, are not considered disruptive. Determinations are made on an individualized, case-by-case basis, following the standard disability accommodation request process, and will be communicated to faculty formally through an accommodation letter. Accommodations are not meant to excuse disruptive behavior, but to facilitate meaningful participation for the student with a disability in the course. Students with disabilities will be held to the same behavioral standards as their peers when concerns arise that appear unrelated to their disability.

If a student, acting individually or in concert, disrupts or attempts to disrupt a class session or any other educational and/or extracurricular experience, the course instructor or presenter is authorized to follow several options, depending on the severity and/or frequency of the offending behavior. If any of the following scenarios occur, faculty should submit a [Students of Concern](#) report so that the appropriate campus office such as the Counseling Center and/or Academic Success Center's Disability & Accessibility Services may follow up to provide additional support and services to the student.

If the student is removed from class for disruptive behavior with or without the assistance of public safety, the instructor must notify their supervisor (Chair, Dean, or Director) that a student has been asked to leave a class. The Chair/Dean/Director will organize a reparative meeting with the instructor and student to determine appropriate steps for the student to reenter the class. The instructor may check in with the rest of the class impacted by the situation in a way they deem appropriate. AVPAA, Dean, and/or Chair may be involved as needed.

Additionally, in the case of severe and/or frequent disruptive behavior, the applicable academic Dean or the Associate Vice President for Academic Affairs (AVPAA) may, upon request from the course instructor, temporarily remove the student(s) from the class or educational experiences pending action guided by the College's academic policies or adjudication based on the Student Code of Conduct.

2.11. 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. 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.

2.12. Good Neighbor Policy

As a student living in the community, you are a representative of Springfield College and your conduct will reflect directly on the College. Living off campus does not circumvent your responsibility as a member of the Springfield College community to abide by the Student Code of Conduct.

When students use the independence of living off campus to engage in actions or behaviors that attract the attention and concern of neighbors or others within the community, the college will respond accordingly. Dangerous and/or risky behavior, public intoxication, uncivil behavior, loud music and/or other noise late into the night are examples of matters of concern. Living off-campus does not alleviate students’ responsibilities as a member of the Springfield College community to abide by the Student Code of Conduct. Springfield College reserves the right to address, through the Student Code of Conduct process, incidents which occur off campus that may endanger the health, safety and welfare of others and/or adversely affect the college and/or the pursuit of its objectives.

2.13. Hazing Policy and State Law

2.13.1. Policy Rationale

Springfield College is first and foremost, an educational institution. Its hazing prevention policies, and response procedures for hazing incidents 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 the safety of students is endangered. Hazing is prohibited by College policy.

2.13.2. 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.

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.

2.13.3. Massachusetts Hazing Statute

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

- 2.13.3.1.1. [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.”

2.13.3.1.2. [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.”

2.13.3.1.3. [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.

2.13.3.1.4. 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 Campus Life & Inclusion.

2.14. Image and Likeness Policy

Springfield College may take and use all forms of multimedia of members of the College community. Multimedia may include any type of recording, including photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips, or accompanying written descriptions.

Any individual wishing to opt out of the College's use of multimedia can contact the Office of Communications by email at communications@springfieldcollege.edu.

Unless notified that an individual does not wish to participate, the College may use this multimedia in any manner or media without notification to the individual. Springfield College, including any organization authorized to publish and/or distribute a finished project containing the images, are not responsible for any claims, damages, or liability that individuals may ever have in connection with the taking or use of the images or printed material used with the images.

2.15. 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, community 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. College officials may take a picture of the student's identification card for documentation purposes.

2.16. 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 their 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 themselves or anyone else, and/or engages in significantly disruptive activity and has not pursued a voluntary withdrawal despite guidance from Campus Life & Inclusion and/or academic affairs to do so.

The Dean of Students or their designee, and the Threat Assessment Team, as warranted, 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 may be made in consultation with the Office of Academic Affairs.

The Dean of Students or their designee, and the Threat Assessment Team as warranted, 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 Dean of Students or their designee, and the Threat Assessment Team as warranted.

The final decision on the appropriate course of action will be made by the Dean of Students or their designee, and the Threat Assessment Team as warranted, 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

If the Dean of Students or their designee, and the Threat Assessment Team as warranted, concludes that a leave of absence or mandatory withdrawal from Springfield is warranted, the following policies will apply:

- 2.16.1. The student's parent/guardian/emergency contact will be contacted and requested to come to the College to escort them home. In the event that the emergency contact is 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.
- 2.16.2. Before the student returns to Springfield College, the Dean of Students or their designee, and the Threat Assessment Team, as warranted, may require that the student (at their own cost/expense) 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, is required to be provided to the director of the Springfield College Counseling Center. After the director of the counseling center has received all requested information, they will make a recommendation to the Dean of Students or their designee, and the Threat Assessment Team as warranted, regarding re-entry/readmission, and any conditions necessary to support a successful return to the College.
- 2.16.3. The final decision on the status of the student will be made by the Dean of Students or their designee, and the Threat Assessment Team as warranted, who will notify the student and their parent/guardian/emergency contact of the decision.
- 2.16.4. If a student wishes to appeal the decision:
- 2.16.5. A written appeal must be submitted within three (3) business days to the Vice President of Campus Life & Inclusion or their designee after the decision letter is delivered to the student's Springfield College email account. The appeal must directly address concerns outlined by the Dean of Students or the designee's decision.

2.17. 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, guest, or visitor 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 may be granted amnesty from the College disciplinary process in accordance with the terms of this policy.

2.17.1. Amnesty May Be Granted

The Springfield College student who seeks assistance (by calling the Department of Public Safety or residence life staff member) on behalf of a student, guest, or visitor in need will likewise be granted amnesty provided:

2.17.1.1. The caller is a Springfield College student and

2.17.1.2. The caller remains with the Springfield College student, guest, or visitor 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 a medical emergency and does not apply to individuals experiencing an alcohol or drug-related medical emergency who are found by employees of the College (e.g., Public Safety, Resident Assistants, other Residence Life 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 who summons assistance for a student, guest, or visitor 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.

2.17.2. 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.

2.17.3. The following are not covered by the Medical Amnesty Policy:

2.17.3.1. Students waiting until the police or other authority arrive before seeking assistance

2.17.3.2. Action by police or other law enforcement personnel

2.17.3.3. Violations of the Code of Conduct other than the alcohol/drugs policy

2.17.3.4. Possession with the intent to distribute drugs.

2.17.4. Application to Student Organizations

In circumstances where an organization is found to be hosting an event where medical assistance is sought for a guest or visitor, 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.

2.18. Medical Clearance Policy release

The College's Health Center is the clearinghouse for medical information and treatment. Students who are assessed and/or treated at the Health Center are released with recommendations about returning to the classrooms, laboratories, activities, and residence halls. Students who are ill and have been treated at an off-campus medical facility should provide written information relative to the diagnosis, treatment, discharge directions, and follow-up necessary to the Health Center promptly upon their return to campus.

In the case of psychological emergencies and/or treatment received at an off-campus hospital or crisis center, students should provide information relative to the diagnosis, treatment, discharge directions, and follow-up necessary to the Director of the Counseling Center prior to returning to campus.

Returning to campus following a mental health or medical evaluation or hospitalization off-campus is contingent upon the mental health/medical condition being sufficiently resolved or managed. It is the student's responsibility to inform the College's Health Center or Counseling Center of treatment received off campus before returning to campus. The student must provide written information relative to the diagnosis, treatment, discharge directions, and follow-up necessary, signed by the medical clinician who provided services to the student. When deemed appropriate, a student that has been treated for a medical or mental health issue off campus, whether admitted to the hospital or not, will meet with the College's Health Center or Counseling Center for assessment.

Following a review of the documentation provided and any discussion with the health care professional deemed appropriate by the Director of the Counseling Center or Director of the Health Center, a recommendation may be made to the Dean of Students concerning the student's return to normal routine activities at the College, including academics and co-curricular life. At that point, a decision will be made by the Dean of Students regarding permission to re-enter the College community. The student may be asked to meet with the Dean of Students and will be informed of the outcome. At any time, the Dean of Students may contact the parent/guardian/emergency of the student and inform any appropriate College officials about the student's status.

The student may appeal the decision of the Dean of Students to the Vice President of Campus Life & Inclusion, in writing, within three (3) business days of their meeting with the Dean of Students. While it is a priority 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.

2.19. 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 or 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).

2.19.1. Examples of protected activity include but are not limited to:

- 2.19.1.1. Participating in or otherwise assisting with a College investigatory procedure or law enforcement investigation;
- 2.19.1.2. Filing a complaint alleging a College policy violation or a violation of law; or
- 2.19.1.3. Filing a complaint about the College's policy for resolving alleged violations of policy.

2.19.2. Examples of adverse action include but are not limited to:

- 2.19.2.1. Threats, intimidation, continued harassment, or other misconduct;
- 2.19.2.2. Discouraging an individual from participation in an investigation or adjudication process; and/or
- 2.19.2.3. Adverse educational or employment consequences.

2.20. Animal Policy

The animal policy addresses the presence of animals on Springfield College property. It is intended to foster a campus environment that respects and protects the health, safety and wellbeing of all members of the College community and also to promote responsible and

humane treatment of animals at the College. Find the complete animal policy on the [Springfield College website](#).

The College is not responsible for the care or supervision of any animal present on College property, except for any animal owned by the College. Animals must be under the control of their handler at all times and shall have a carrier, leash or other tether when being transported from the handler's assigned housing unit to any other public space on campus. Under circumstances where an animal is not in a carrier or tethered, such as within the handler's assigned housing unit, the animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). If the handler cannot maintain control of the animal, the College reserves the right to require the animal to be removed from College property. Failure to control the animal can result in the handler being referred and addressed through the community standards process.

2.21. 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. A student can choose to restrict the publication of the information which would then only permit access under a 'need to know' basis by offices such as the Office of Campus Life & Inclusion and Public Safety. Failure to comply with this regulation may result in cancellation of registration.

2.22. Springfield College Identification Card Policy

All students are required to have a Springfield College Identification (ID) Card containing an assigned student identification number, which is required to be in their possession at all times. This card is not to be shared with others. This card is used for identification purposes in accessing college buildings and grounds, using athletic and audiovisual equipment, borrowing material from the Learning Commons, 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 incur a fee. Students need to 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.

2.23. 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 of Campus Life & Inclusion or Assistant Dean for Student and Parent Engagement. 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 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 Union 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. Flyers and posters can only be displayed on designated bulletin boards 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 Assistant Dean for Student and Parent Engagement. 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. Disciplinary action will be taken against the group or individuals who violate this policy.

2.24. Spectator Conduct Policy

The spectators attending all Springfield College 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 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, performers, 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 sponsoring office will be permitted at the site of an event. Bands or any component thereof shall not play while an athletic competition or event 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 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 or event).

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

2.25. Smoke-free Tobacco-free Policy

Smoking and the use of Tobacco/Nicotine Products, including but not limited to e-cigarettes/vape devices, are prohibited on all property, both indoors and outdoors, owned by, or under the control of, the College, including buildings and vehicles, College grounds, athletic fields, and recreational spaces. The entire policy is available on the [Springfield College website](#).

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.

2.26. Student Demonstration and Posting Policy

Any student or student group seeking to organize, schedule, or plan an event or demonstration involving expressive activities and speech on campus must first consult with the Chief of Police to ensure the safety and success of the event. Students and student groups who choose not to follow the guidelines may be subject to immediate disciplinary action.

The location for an event or demonstration involving expressive activities and speech will be determined on a case-by-case basis by the Chief of Police in consultation with the Vice President for Campus Life & Inclusion after consultations with the organizer(s).

2.26.1 Students and student groups who choose to express their opinions and differences through an event or demonstration must keep the following in mind:

- 2.26.1.1. It must be orderly at all times and not jeopardize the public safety, physical, or mental health of the community, or interfere with College program(s).
- 2.26.1.2. It must be between the hours of 9 am and 9 pm.
- 2.26.1.3. It must follow all College alcohol and other drug policies.

2.26.2. Students and student groups who choose to express their opinions and differences through an event must not:

- 2.26.2.1. Interfere with the entrances to buildings or the typical flow of pedestrian or vehicular traffic.
- 2.26.2.2. Interfere or disrupt organized meetings or other assemblies for the purpose of harassment. Counter demonstrations may be asked by Public Safety to relocate to another location.
- 2.26.2.3. 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.

- 2.26.2.4. Enter and/or remain in any building or facility for any purpose other than its authorized uses, remain in any building or facility after it is normally closed, or refuse to leave any building or facility after being asked to do so by a College official.
 - 2.26.2.5. Put up structures, tents, or establish an encampment.
 - 2.26.2.6. Display items on campus buildings, structures, balconies, or windows.
 - 2.26.2.7. Use amplified devices such as bullhorns, PA or stereo systems, or air horns.
 - 2.26.2.8. Implement acts of violence or intimidation on the part of any group of students or other conduct that 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.
- 2.26.3. The College has the right to enforce appropriate time, place and manner restrictions on all student and student group postings and/or signs. In addition, it retains the discretion to remove without prior notice any posting that does not comply with this policy or the College Code of Conduct. Poster approval does not imply College endorsement.
- 2.26.3.1. Any student or student group seeking to put up postings and/or signs on campus must ensure they are consistent with the values and mission of Springfield College. The content of the postings and/or signs must avoid demeaning or discriminatory portrayals of individuals or groups, cannot be libelous, violate copyright law, or contain any material that is inconsistent with the community standards of Springfield College, including any references to alcohol, drugs, or sexual innuendos. Business and commercial advertising/solicitation is not permitted.
 - 2.26.3.2. Any student or student group must seek approval before postings and/or signs on campus to discuss the content of the postings and/or signs to ensure it meets the above-mentioned criteria. Details of the proposed posting/sign, including purpose/mission, proposed time, place, manner, contact information with corresponding Springfield College email address, and size of the posting and/or sign will also be addressed.
 - 2.26.3.3. Contact the following for approval before posting:
 - 2.26.3.3.1. Campus Wide with the exception of the residence halls: Contact the Assistant Dean for Student and Parent Engagement.
 - 2.26.3.3.2. Residence Halls: Contact the Director of Housing and Residence Life.
 - 2.26.3.4. The student or student group responsible for the postings and/or signs is responsible for removing the postings and/or signs when their event has passed.
 - 2.26.3.5. The removal by any student of a posting and/or sign prior to the date of the event specified in the poster is prohibited.

2.27. 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. Students found responsible will face disciplinary actions and/or criminal prosecution.

2.27.1 Unauthorized use of College or personal 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. Removal, possession, and/or relocation of such furniture and equipment to student rooms is prohibited and will be considered unauthorized use of property.

2.28. Vandalism/Damage Policy

Damage, destruction or defacement of/to personal property, College property, or public/private property, whether intentional or through negligence is prohibited. Any report of vandalism or damage may be subject to disciplinary action.

2.29. Weapons Policy

It is a violation of Massachusetts General Laws (MGL) and College policy to possess a firearm or other dangerous weapon on campus.

Examples of weapons considered dangerous are firearms, explosives, knives, pellet guns, paintball guns* slingshots, blades, wrist rockets, ammunition, fireworks, dangerous chemicals, martial arts weapons, other stun weapons, Nerf guns, toys guns made to look authentic, gel blasters, and any other object (including an otherwise innocuous object) that the College determines could be used (or is being used) to harass or injure another individual or that the College determines has the effect of intimidating another individual.

“Nunchaku, zoobow, also known as klackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather, a shuriken or any similar pointed starlike object intended to injure a person when thrown” are illegal in the Commonwealth of Massachusetts ([Massachusetts General Law: Chapter 269, Section 12](#)).

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 could be arrested.

*All paintball guns must be used only for off-campus activities and must be kept at Public Safety for storage.

3. GUIDE TO COMMUNITY STANDARDS PROCESS

3.1. Student Code of Conduct Authority

- 3.1.1. The Director of Community Standards , 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.
- 3.1.2. The Director of Community Standards 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.
- 3.1.3. Decisions made by an Administrative Hearing Officer are to be final, pending the appeal process detailed below.

3.2. Jurisdiction of the College Student Code of Conduct

The Springfield College Student Code of Conduct shall apply to significant conduct violations that occur 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. It shall also apply to behavior conducted online, via e-mail, social media, virtual meeting spaces, and/or other electronic medium.

Each student shall be responsible for their 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 Director of Community Standards, or their designee, shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus or virtually, on a case by case basis, in their sole discretion.

3.3. Violation of Law and College Policy/Regulation

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 Director of Community Standards. 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.

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 their 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.

3.4. Definitions

- 3.4.1. 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.
- 3.4.2. The term “Administrative Hearing Officer” means a College official authorized on a case-by-case basis by the Director of Community Standards 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.
- 3.4.3. The term “business day” means any day, Monday through Friday, during which the College is open for business.
- 3.4.4. The term “College” means Springfield College.
- 3.4.5. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.
- 3.4.6. The term “College premises” includes all land, buildings, facilities, virtual meeting spaces, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
- 3.4.7. The term “complainant” means any person who submits an allegation that a student violated the Student Code of Conduct. When a student believes that they have been a victim of another student’s misconduct, the student who believes they have 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.
- 3.4.8. The term “guest” refers to any non-Springfield College person on campus.
- 3.4.9. The term “visitor” refers to any Springfield College student present in a residential space not assigned to them.
- 3.4.10. 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.

- 3.4.11. The term “organization” means any number of persons who have complied with the formal requirements of College recognition.
- 3.4.12. 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.
- 3.4.13. 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.
- 3.4.14. The term “student” includes all individuals enrolled in courses at the College, whether full-time or part-time, pursuing undergraduate or graduate degrees, certifications, matriculating or non-matriculating, in person at any campus location, or online, through the awarding of a degree. This definition will also apply to those who have deposited after admission to the College, are seeking credit(s) away from the campus (e.g., study abroad, internship), and to those during a leave of absence or suspension. It includes time before classes begin, during breaks, and between semesters.

3.5. Reports of Violations of the Student Code of Conduct

Any individual who witnesses or becomes aware of an alleged violation of the Student Code of Conduct should report the violation to Public Safety, a Residence Life staff member, or the Office of Campus Life & Inclusion. Once an alleged violation is reported, an incident report (IR) or police report will be prepared to describe the nature and circumstances of the incident and the parties involved. A [Public Incident Report](#) may also be used to report a potential violation. Further investigation may be conducted if additional or supplemental information is needed. All incident reports and police reports are reviewed by the Office of Campus Life & Inclusion and those that warrant action are then referred for either an informal resolution/educational conversation or an administrative hearing.

The Vice President of Campus Life & Inclusion has designated the Director of Community Standards to administer the Code and Community Standards process.

3.6. 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:

- 3.6.1. Written notification of charges with reference to the corresponding number in the student handbook, the date (approximate if necessary) and place (if known) of the alleged violation, and the date, time, and place of the administrative hearing.
- 3.6.2. A copy of the administrative hearing agenda. This agenda will be included with the notice of charges.

- 3.6.3. Reasonable time to prepare the case after receiving notice of the hearing. Typically the hearing will be held no earlier than two days and no later than seven days from the date of notice.
- 3.6.4. The right to be present and the opportunity to be heard at this administrative hearing. Whether or not the student exercises this right, the hearing will be held and the student is bound by the decision rendered.
- 3.6.5. Witnesses are individuals who have direct knowledge about the incident and are people who were present during the incident, observed the situation, and can provide additional understanding of the events to the hearing officer. Witnesses are not permitted to be present at an administrative hearing. If needed, a witness can provide their statement via phone, video conference, or through a written statement. Witnesses are expected to provide accurate, honest, and truthful information. Falsified, inaccurate, and dishonest information can negatively affect a pending case. The witness will provide their statement at the discretion of the hearing officer and/or public safety. If you plan on having a witness provide a statement, you must notify the Office of Community Standards at (413) 748-3922, at least 24 hours in advance of your scheduled hearing.

3.7. Student Responsibilities

- 3.7.1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, the administration, and the staff.
- 3.7.2. 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.
- 3.7.3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire College community.
- 3.7.4. A student has the responsibility to recognize the College's obligation to provide an environment for learning.

3.8. Code of Conduct

The purpose of the Springfield College Student Code of Conduct is to promote a campus environment that supports the mission of the College, by articulating appropriate standards of individual and group behavior. Students are required to familiarize themselves with all College policies and regulations. Lack of familiarity with policies and regulations regarding expected behavior will not excuse a student from being held responsible for violations of College policies and 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.

3.8.1. 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.

- 3.8.1.1. 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.
- 3.8.1.2. Bullying: A verbal, written, electronic, or physical act or gesture, or the repeated use of verbal, written, or electronic expression or communication, or any combination thereof that (i) causes or is intended to cause physical, psychological, and/or emotional harm to another person or damage to property; (ii) places a College community member in reasonable fear of harm or damage to property; or (iii) creates a hostile, threatening, intimidating, humiliating, or abusive environment for a College community member or substantially interferes with academic performance, opportunities, or benefits. Bullying may include, but is not limited to: humiliation or degradation, threats, intimidation, harassment, stalking, theft and/or damage/destruction of property, or the perpetuation of any of the conduct listed in this section by inciting, soliciting, or coercing others to demean, embarrass, humiliate, or cause emotional, psychological, or physical harm to a member of the College community.
- 3.8.1.3. Any form of sexual or 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. Formal complaints of sexual misconduct will be addressed by the Sexual and Gender-Based Misconduct policy found on the [Springfield College website](#).
- 3.8.1.4. Actual or threats of physical abuse and/or assault, verbal abuse, threatening behavior, humiliating behavior, harassment, coercion, or injury to persons. Threatened physical abuse/assault includes, but is not limited to, intimidation and/or conduct which threatens or endangers the physical health or safety of any person or group. Physical assault/abuse includes, but is not limited to, hitting, kicking, slapping, punching, pushing, and/or spitting on another person or persons. Misconduct based on an individual's or group's actual or perceived protected class identity may also fall under the Sexual and Gender-Based Misconduct policy found on the [Springfield College website](#), or the BIAS policy found in section 2.5.2.
- 3.8.1.5. The use of any device to capture audio, video, or digital record or photograph of any person where there is reasonable expectation of privacy (e.g. restroom, locker room, residence hall) 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.

- 3.8.1.6. No person shall use, possess, alter, tamper, duplicate, furnish, deface, alter, falsify, be in possession of, borrow, or lend, keys, Springfield College IDs, state identification cards, driver's licenses, passports, access cards, or any other personal identification or access equipment. No person shall produce and/or alter, keys, Springfield College ID, state identification card, driver's license, passport, or access cards for sale and/or mass production. No person shall tamper with any locks.
- 3.8.1.7. Unauthorized entry or use of College premises; attempting to gain entry into unauthorized areas; unauthorized presence in any place that is marked as private or refusing to vacate, unapproved presence in any space you have not been assigned to or refusing to vacate, as well as the presence in any place that you have been officially trespassed from.
- 3.8.1.8. 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, guests of the College, vendor, contractor, or any other person; or hindering another's use of College resources.
- 3.8.1.9. 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.
- 3.8.1.10. Failure to comply with the instructions and/or requests of College staff and/or other officials acting in accordance with their assigned duties; refusal to respond to a request of an administrative officer.
- 3.8.1.11. Failure to positively identify one's self or providing false information when appropriately requested to do so. This also includes withholding material information from the College and making false statements to any College official.
- 3.8.1.12. Theft or misuse of phone, computer information, and electronic systems (Internet connection, network, etc.) are prohibited, including but not limited to:
 - 3.8.1.12.1. Unauthorized entry into a file to use, read, or change contents.
 - 3.8.1.12.2. Unauthorized transfer of files or programs.
 - 3.8.1.12.3. Unauthorized use of another person's identification and password.
 - 3.8.1.12.4. Use of computing, network, or phone systems to send illegal, obscene, threatening, or harassing messages.
 - 3.8.1.12.5. Interfering with the typical operation of the College computing system, including the initiation of the spread of a computer virus.
- 3.8.1.13. 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 they are not directly involved in the perpetration of the

violation. Students who anticipate or observe a violation of community standards are expected to remove themselves from participation and are encouraged to report the violation.

- 3.8.1.14. Uncivil behavior includes behavior that causes harm to self, others, or surroundings; acts of disrespect to those around; rude and discourteous behavior toward others; displaying a lack of regard for others; behavior that negatively affects the living and learning environment; and addressing others in an unprofessional/disrespectful way.
- 3.8.1.15. Guest and visitor behavior: all students are fully responsible for their guests' and visitors' behavior and a range of sanctions may be imposed on the student host if their guest or visitor 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.
- 3.8.1.16. Abuse of the community standards system, including but not limited to:
 - 3.8.1.16.1. Failure to comply with the sanction(s) imposed by the College;
 - 3.8.1.16.2. Falsification, distortion, or misrepresentation of information;
 - 3.8.1.16.3. Institution of a conduct complaint knowingly without cause;
 - 3.8.1.16.4. Attempting to discourage an individual's proper participation in, or use of, the conduct system;
 - 3.8.1.16.5. Attempting to influence the impartiality of a member of a conduct body prior to, during, and/or after a conduct proceeding;
 - 3.8.1.16.6. Harassment and/or intimidation of a member of a conduct body, witness, or victim prior to, during, and/or after a conduct proceeding;
 - 3.8.1.16.7. Influencing or attempting to influence another person to commit an abuse of the conduct system.
- 3.8.1.17. Bias-related violations of the Code toward or regarding a person or group because of factors such as actual or perceived age, race, color, ethnicity, sex, sexual identity, sexual orientation, religion, disability, gender identity and expression, national origin, genetic information, citizenship status, political affiliation or veteran status may be assessed enhanced sanctions.
- 3.8.1.18. Indecent or lewd exposure, including public urination.
- 3.8.1.19. Disrespectful behavior, attitude, interaction, or verbal exchange with a College official. Disrespectful behavior includes conduct that is disruptive to the college community, disturbs the peace, obstructs college objectives and/or operations, interferes with the rights and/or activities of others, and/or interferes with the performance and duties of college staff.
- 3.8.1.20. Conduct, endangering or reckless actions that threaten or 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.
- 3.8.1.21. Failing to follow established community health protocols and/or social distance guidelines.

- 3.8.1.22. Forgery, alteration, or misuse of any College document or document needed for a College official.
 - 3.8.1.22.1. Cheating, plagiarism, misrepresentation of facts, omissions, or falsifications outside of the classroom.
 - 3.8.1.22.2. Abetting others with dishonesty and/or falsification.
 - 3.8.1.22.3. Misuse of documents includes, but is not limited to, forgery, misrepresentation and/or manufacturing information, gaining access to and/or having possession of unauthorized information.
 - 3.8.1.22.4. Misrepresenting oneself in person, over the phone, via social media, or through any other electronic device or platform.
- 3.8.1.23. Representing the College, any recognized student organization, College personnel, or any official without consent.
- 3.8.1.24. Sledding, sliding, skiing, snowboarding, and any other outdoor activity on any hill that ends near a body of water, such as Rally Hill and at East Campus, is dangerous and not permitted.
- 3.8.1.25. Tampering with fire equipment, including but not limited to initiating a false alarm.
- 3.8.1.26. Failure to leave the building during fire drills, failure to leave in a timely manner, or reentering the building without verbal clearance or staff permission.
- 3.8.1.27. Damaging College property will result in charges to the individual(s) responsible for said damage.

3.9.Code of Conduct Procedures

If a student is alleged to have violated one or more of the College's Code of Conduct policies, they will be scheduled to meet with a college official who serves as an administrative hearing officer for the Community Standards process. They will be notified by College e-mail of their administrative hearing date, time, and location at least 24 hours in advance.

Students who fail a room inspection due to ongoing room inspection failures, alcohol, drug, or fire safety concerns will have an administrative hearing. Students who fail a room inspection, for the first time, for any other reason will receive a written warning and be subject to a follow up room inspection.

If a student neglects to attend a scheduled administrative hearing, it may continue as scheduled in the student's absence. Students who fail to attend their hearings will forfeit the ability to appeal the finding(s) and sanction(s) in the case. If a student does not attend the administrative hearing, a decision will be rendered without their input.

The Student Conduct Process uses a preponderance of the evidence standard in adjudicating conduct cases. A hearing officer will review the evidence and determine if it is more likely than not that the student is responsible for violating the Student Code of Conduct.

- 3.9.1. The purpose of the administrative hearing will be to:

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

3.9.2 An Administrative Hearing Officer may elect to appoint an observer or scribe to serve as a note-taker during a College administrative hearing. The observer or scribe must be a Springfield College employee or Graduate Associate. The observer or scribe cannot be a witness or a support person. The observer or scribe may participate in the College administrative hearing but will not be allowed to determine the decision of the case.

3.9.3 Every student charged with an alleged violation that could result in loss of housing, suspension, or expulsion from the college will automatically be sent redacted reports and case materials via their College email address 24 hours prior to the hearing. Any student charged with an alleged violation may request the redacted report(s) by notifying the Office of Community Standards (communitystandards@springfieldcollege.edu or 413-748-3922). A redacted report may take up to three (3) business days to process.

3.9.4 Within seven (7) business days of an administrative hearing, the student 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. The issuance of the outcome letter may be delayed if discrepancies are discovered during the hearing process that require additional investigation. Any delays will be communicated to students.

3.9.5 In some instances, interim action or interim suspension will be used through the administrative hearing's process and appeal process. Interim action or interim suspensions are issued prior to adjudication of a student conduct case by the Director of Community Standards or their designee. Interim action or 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 typical operations of the College. The interim suspension or action does not replace the regular process, which shall proceed on the normal schedule, if required. However, the student will be notified in writing of this action and the reason(s) for the interim suspension or action. The notice will include the time, date, and place of a subsequent hearing at which the student may show cause why their continued presence on the campus does not constitute a threat.

3.9.6 In some instances, after a period of time away, a student may be required to attend a Re-Entry Meeting before returning to campus. The meeting will be to discuss support, resources, and provide information to best assist the student acclimating back to campus.

3.10. Accommodations

If you have a documented disability that significantly impacts your ability to participate in an administrative hearing, you may request a reasonable accommodation to facilitate your participation.

Follow the [link to request disability-related accommodations](#) through the Academic Success Center's Disability and Accessibility Services (DAS), which may include submitting documentation from a qualified medical professional to verify the disability and/or the disability-related need for the accommodation. Additional information about disability-related accommodations can be found at [Disability and Accessibility Services](#).

DAS will make a determination regarding the request, will notify the appropriate parties, and will assist in the coordination of auxiliary aids and services, as needed.

3.11. Support Person

A responding student and/or complainant may elect to be accompanied and counseled by a support person at a College administrative hearing. A support person must be a member of the Springfield College community.

A support person will not be allowed to question witnesses, object to statements or procedures, 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 a support person in violation of these conditions in the opinion of the hearing officer, may result in the immediate removal of that support person, and the continuation of the administrative hearing without the presence of that support person.

Parents, guardians, attorneys, and/or family members of a student, regardless of their relationship with the College, are not permitted to be present at any administrative hearing; 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 a support person.

If a student plans on bringing a support person, they must notify the Office of Community Standards at (413) 748-3922, or fill out this [form](#), at least 24 hours in advance of their scheduled hearing.

3.12. 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:

- 3.12.1. **Deferred Loss of Housing:** Involvement in any future code of conduct violations will be grounds for removal from College Housing. Deferred Loss of Housing is assigned in four-month increments and does not include winter or summer break. The loss of housing does not negate the College's three-year residency requirement. Students removed from housing due to disciplinary sanctions will forfeit any refund.
- 3.12.2. **Deferred Suspension:** Involvement in any future code of conduct violations will be ground for suspension. Deferred Suspension is assigned in four-month increments and does not include winter or summer break.
- 3.12.3. **Education:** Complete learning modules, in-person meetings, or other reflective and developmental opportunities in a range of formats to educate the whole person in spirit, mind, and body to promote student accountability and personal success.
 - 3.12.3.1. Papers and other requirements required to fulfill an education sanction must follow the [College's Academic Honesty and Integrity policy](#).
- 3.12.4. **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. There will be no financial refunds given upon expulsion.
- 3.12.5. **Fines and Course Fees:** A disciplinary fine or fee for a course that is placed on the student's account.
- 3.12.6. **Interim Action:** Interventions and/or restrictions issued by the Director of Community Standards or their designee at their 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.
- 3.12.7. **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, pending the outcome of the Community Standards process.

- 3.12.8. **Intervention:** Educational or informative workshops, events, reflective or research papers, meetings, counseling sessions, or activities related to the violation or incident.
- 3.12.9. **Loss of Housing:** The separation of the student from the College residence facilities either permanently or temporarily. The student is banned from entering all college residence facilities during the specified period of separation. Loss of Housing is immediate regardless of the timing of the academic year, unless otherwise specified. Students removed from the College Housing due to disciplinary sanctions will forfeit any refund.
- 3.12.10. **Probation:** Official notice that any further/future violations may 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. Probation is assigned in four-month increments and does not include winter or summer break. Students on probation may experience more severe disciplinary sanctions (college suspension or college expulsion) if found to violate any institutional regulation(s) during the probationary period.
- 3.12.11. **Re-Entry Meeting:** After a period of time away, a student may be required to attend a Re-Entry Meeting before returning to campus. The meeting will be to discuss support, resources, and provide information to best assist the student in acclimating back to campus.
- 3.12.12. **Restitution:** Compensation for loss, damage, or injury made payable to the affected party.
- 3.12.13. **Restriction:** Temporary or permanent loss of privileges or the use of or participation in a College facility, program, or service.
- 3.12.14. **Spirit, Mind, and Body Assignment:** A student may choose a specific assignment from the [Community Standards page](#). Students having the ability to choose what assignment works for them connecting to campus resources and allowing personal reflection.
- 3.12.15. **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. Students removed from the College due to disciplinary sanctions will forfeit any refund.
- 3.12.16. **Withhold a Degree:** Temporarily or permanently withhold a degree of completion.
- 3.12.17. **Written Parent/Guardian/Emergency Contact Notification:** A letter will be mailed, with the post office, to the parent/guardian/emergency contact on file notifying them of the code of conduct violation.

- 3.12.18. **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.

3.13. 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.

Community Standards provide students with reflective and developmental opportunities to educate the whole person in spirit, mind, and body to promote student accountability and individual success.

3.13.1. Alcohol Violations Sanctions

Alcohol policy violation(s) with no aggravating factors	Written warning, Online educational module with course reflection paper, \$50 course fee
Alcohol policy violation(s) with aggravating factors (such as conduct history, amount of alcohol, other minor violations)	Probation, Deferred loss of housing, Alcohol education class (in person) with reflection paper, Parent/guardian/emergency contact notification, \$100 course fee
Alcohol policy violation(s) with significant aggravating factors (2 or more alcohol violations; alcohol violation with violence or assault associated)	Removal from housing or college suspension, Parent/guardian/emergency contact notification, BASICS (two sessions, in person intervention with self-monitoring between sessions), \$100 course fee
Hospital Transport for Impairment and/or Excessive Intoxication	Parent/guardian/emergency contact notification, Probation (any further violation of the Code of Conduct will likely result in college suspension), BASICS (two session, in person intervention with self-monitoring between sessions), \$100 course fee
DUI/DWI	Suspension and/or BASICS , Parent/guardian/emergency contact notification, \$100 course fee
Providing alcohol to minors/Furnishing a Place	Educational module with reflection paper, Parent/guardian/emergency contact notification, \$50-\$100 course fee
Drinking paraphernalia, including drinking funnels, all manners of drinking games, including but not limited to “water” pong, drinking game paraphernalia, and empty alcohol containers	Written warning, BODY Action item

3.13.2. Drug Violations Sanctions

Possession of drug paraphernalia and/or possession and/or use of cannabis with no aggravating factors	Written warning, Online educational module with reflection paper, \$50 course fee
Possession of drug paraphernalia and/or possession and/or use of cannabis with aggravating factors (such as conduct history, amount of cannabis, other minor violations)	Probation, Deferred loss of housing, Parent/guardian/emergency contact notification, Brief cannabis assessment with reflection paper, \$100 course fee
Possession of drug paraphernalia and/or possession and/or use of cannabis with significant aggravating factors (such as conduct history, amount of cannabis, other minor violations)	Removal from housing or college suspension, Parent/guardian/emergency contact notification, BASICS for cannabis (two sessions, in person intervention with self-monitoring between sessions), \$100 course fee
Possession and/or use of illicit drugs (such as heroin, cocaine, large amounts of cannabis) or of legal medication which is being used outside the parameters of a medical authorization	College suspension of at least one year, AOD assessment and treatment plan, Parent/guardian/emergency contact notification
Intent to sell and/or sale and/or distribution of controlled substances and/or drugs	Expulsion/Suspension
Hospital Transport for Impairment which could be attributed to the use of cannabis or other drugs	Parent/guardian/emergency contact notification, Probation (any further violation of the Code of Conduct will likely result in college suspension), BASICS for cannabis (two session, in person intervention with self-monitoring between sessions) with reflection paper, \$100 course fee

3.13.3. Non-Alcohol and Other Drug Violations Sanctions

Abuse and/or Assault	Restitution, Restorative justice, Deferred or Loss of housing, Parent/guardian/emergency contact notification, College suspension or expulsion, Mediation, Probation, BODY Action item
Bias Incident	Depending on the severity of the case: Restitution, Probation, College suspension, or Expulsion, SPIRIT Action item

Climbing fences or exterior of Townhouses or other buildings	Trespassed, Re-assigned housing, MIND Action item
Uncivil behavior	Probation, SPIRIT Action item
Disrespectful or Verbally Abusive Behavior towards a College Official	Probation, Restitution, and/or Mediation, MIND Action item
Disruptive Behavior	Restitution, Probation, SPIRIT Action item
Failure to Comply	Written warning or Probation, MIND Action item
False Identification	Probation, MIND Action item
Fire Alarm - activation of a false alarm	Restitution, College suspension, Loss of housing, \$500 fine
Fire Alarm - failure to evacuate	Watch a fire safety movie with reflection paper
Fire Alarm - false discharge of a fire extinguisher	Restitution, Deferred loss of housing, \$200 fine
Fire Safety Regulation violation – candle, wax melter, incense, cooking appliances, air conditioners, etc.	Written Warning, \$50 fine
Guest policy violation	Deferred loss or loss of guest privileges for a specific period of time, Loss of other privileges dependent upon the violation, Guest Trespassed, Potential housing reassignment or loss of housing, Parent/guardian/emergency contact notification, SPIRIT Action item
Hazing	Depending on the severity of the case: Restitution, Probation, College suspension, Expulsion, SPIRIT Action item
Housing and Residence Life policy and regulations	Written warning, restitution, probation, MIND Action item
Interfering with conduct process to	Probation, Reflection paper, SPIRIT Action item
Noise violation	Restitution, Mediation, MIND Action item
Pet policy	Removal of pet within 24 hours, , Restitution, SPIRIT Action item
Public urination	Reflection paper, Restitution, BODY Action item

Smoking/tobacco use/vaping - 1st offense	Written warning, BODY Action item
Smoking/tobacco use/vaping - 2nd offense	Reflection paper, Probation, BODY Action item
Smoking/tobacco use/vaping - 3rd offense	Deferred loss or loss of housing, Probation, Parent/guardian/emergency contact notification, BODY Action item
Theft	Restitution, Probation, Loss of privileges, SPIRIT Action item
Threatening behavior	Restitution, Probation, MIND Action item
Unauthorized Entry	Restitution, Probation, Deferred loss or loss of housing, Parent/guardian/emergency contact notification, MIND Action item
Vandalism/Damage	Restitution, Probation, Deferred loss or loss of housing, Parent/guardian/emergency contact notification, MIND Action item

3.14. 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.

3.14.1. 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:

3.14.1.1. Error in the charge and/or hearing process that would change the outcome (e.g., substantiated bias, material deviation from established procedures, etc.); or

3.14.1.2. New information that could not have been discovered prior to the hearing through the exercise of reasonable diligence and that would change

the outcome. A summary of this new evidence and its potential impact must be included in the written appeal.

3.14.2. A full time College staff member shall act as the appeal officer. The appeal must be submitted electronically via the appeal form link included in the 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:

3.14.2.1. Reject the appeal as untimely or improper based on the grounds articulated above.

3.14.2.2. Uphold the original decision and/or sanction.

3.14.2.3. Grant the appeal and:

3.14.2.3.1. Return the case with specific instructions to the original hearing officer or hearing body for further consideration;

3.14.2.3.2. 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. Students will receive a written notice of the result of their appeal within approximately fourteen (14) business days. The College reserves the right to extend the time, as needed.

3.15. Group/Organization

If a group or organization is charged with violation(s) of one or more College policy or regulation, the following sanctions may be imposed upon groups or organizations:

3.15.1. Those sanctions listed above in the chart.

3.15.2. Loss of selected rights and privileges for a specified period of time.

3.15.3. Deactivation or loss of all privileges, including College recognition, for a specified period of time.

3.16. Academic Records

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 (7) 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.

3.17. Student Handbook

The Student Handbook is subject to revisions at any time at the discretion of the College, with or without prior notice. A new Student Handbook is released each summer before the new academic year.

Undergraduate students are invited to serve on the annual Student Handbook Committee to help update policies by benchmarking other schools and researching new trends. Undergraduate students on the committee are afforded the opportunity to provide opinions, give feedback, and are encouraged to engage in the process. The process allows for shared governance with the student body concerning the addition of new policies or edits to existing policies. Students interested in serving on the Committee can email communitystandards@springfieldcollege.edu for more information.

4. HOUSING AND RESIDENCE LIFE SECTION

4.1. Rights and Responsibilities of Students Who Reside in College-Owned Housing

As a member of the residential community at Springfield College, students have a number of rights and privileges. At the same time, they have a responsibility to conduct themselves in a way which upholds reasonable standards of conduct and civility in the community.

4.1.1. Rights

- 4.1.1.1. To be treated with respect and consideration.
- 4.1.1.2. To be able to read and study free from undue interference in individual rooms.
- 4.1.1.3. To expect a roommate to respect personal belongings.
- 4.1.1.4. To live in a clean environment.
- 4.1.1.5. To have free access to assigned room and facilities without pressure from a roommate.
- 4.1.1.6. To have personal privacy.
- 4.1.1.7. To have guests and visitors in the room in compliance with the guest policy outlined in the Housing and Residence Life contract.
- 4.1.1.8. To be able to address grievances and concerns.
- 4.1.1.9. To be free from fear or intimidation, physical, and/or emotional harm.
- 4.1.1.10. To be free from all forms of discrimination.
- 4.1.1.11. To have access to supportive residence life staff in time of need and to assist in the resolution of conflicts or differences.

4.1.2. Responsibilities

- 4.1.2.1. To become familiar with all of the policies and regulations necessary for the residence hall community to function, and to abide by those rules, which are found in the Office of Housing and Residence Life Contract.
- 4.1.2.2. To treat others with respect and consideration, and to guarantee them their individual rights.
- 4.1.2.3. To be responsive to all reasonable requests of fellow residents.
- 4.1.2.4. To accept responsibility for personal and community safety, i.e. to refrain from misusing fire equipment, propping doors open, losing keys, throwing things out the window, and obstructing hallways or entrances with bicycles or other items.
- 4.1.2.5. To inform appropriately registered guest(s) and visitor(s) of all relevant policies and regulations and accept responsibility for their conduct and behavior, and to accompany guests and visitors at all times
- 4.1.2.6. To control the volume of noise and music emitting an assigned room out of consideration of other residents.
- 4.1.2.7. To inform roommate(s) and floor mates of personal needs and preferences and to negotiate differences.
- 4.1.2.8. To seek out appropriate medical and psychological help, when and if necessary, and to avoid becoming excessively demanding on fellow residents and housing staff.
- 4.1.2.9. To avoid damaging college property and to recognize that public areas and their furnishings belong to everyone and that abuse of those areas violates the rights of the community.
- 4.1.2.10. To adhere to all college policies and regulations relative to the use and misuse of alcohol and illegal drugs.
- 4.1.2.11. To be responsive and cooperative in all dealings with Residence Life Staff members.

4.2. Housing Assignments

First Year Students are assigned roommates when they are accepted for admission to the College. These assignments are based upon information gained from the Student Housing Preference Survey sent to each individual prior to their arrival. Returning students must participate in the College's Housing Selection Process in order to choose a room for the next academic year.

Roommates are encouraged to negotiate differences and to work with staff to problem-solve and communicate. Anyone desiring to change rooms or residence halls will meet with their residence hall staff or go to the Office of Housing and Residence Life for assistance. Requests for room changes may be accommodated on a case-by-case basis. Room Change Requests are not guaranteed and are based on space availability. Please note that there is a housing and room change freeze for the first two weeks and last two weeks of each semester. This is to allow time

for students to get to know one another, and for residence life staff to process withdrawals and finalize available spaces. Similarly, room changes are not permitted during the last two weeks of each semester to allow students time to focus on final exam preparation and move out. There is a \$35 fee per room change. Returning students have the opportunity to select roommates and specific rooms or apartments during the Room Selection process.

4.3. Residency Requirement Policy

Springfield College is a residential college that is committed to the belief that there are numerous benefits to living in a college community. The College believes in the education of the whole person and regards the residential experience as an integral part of that education. For this reason, the College requires all full-time undergraduate students to live on campus for a minimum of three years. Students may request to be released from the residency requirement if they meet one or more of the following conditions:

- 4.3.1. Is twenty-three years of age or older;
- 4.3.2. Is married;
- 4.3.3. Has dependent children;
- 4.3.4. Has been a veteran of at least two years on active military duty;
- 4.3.5. Is planning to live at home with a parent(s) or legal guardian(s) and that home is within a 30-mile drive to the campus;
- 4.3.6. Study Abroad;
- 4.3.7. Internship, more than 60-minute drive;
- 4.3.8. Has lived on campus for three years at Springfield College or another college.

Students who meet one or more of the above criteria are required to petition the Office of Housing and Residence Life by submitting a Request for Commuter Status Application/Contract Cancellation. Approved students will have their status recorded by the College.

4.4. Housing and Residence Life Policies and Regulations

The policies and regulations detailed in the Office of Housing and Residence Life Contract have been designed with the belief that certain guidelines become necessary to provide a framework within which a residence facility and its residents can function harmoniously and demonstrate respect to other students as well as College and personal property. Failure to abide by College policies and regulations will result in disciplinary action as prescribed by the Springfield College Student Handbook. The following are not allowed within the Residence Halls:

- 4.4.1. Consumption of alcohol in unauthorized areas, residence halls, or other campus locations (including first violation).
- 4.4.2. Use or possession of unapproved electrical appliances in residence hall rooms.
- 4.4.3. Propping open doors of residence facilities.
- 4.4.4. Throwing garbage or other items out windows.
- 4.4.5. Construction of an unauthorized loft without permission from Facilities.
- 4.4.6. Removal of hall lounge furniture to use in student rooms.

- 4.4.7. The use or possession of any open flame devices, such as candles (whether burning, burnt, new or decorative, with or without a wick), lighters, matches, incense, wax melters, and oil-burning lamps. These items are prohibited and will be confiscated.
- 4.4.8. Damaging College property will result in charges to the individual(s) responsible for said damage. Damage to individual rooms or apartments will be shared by the students assigned to that space.
- 4.4.9. Students living in the residence halls are expected to express themselves civilly at all times. Students are prohibited from using the windows of residence halls for displays of signage of any type.
- 4.4.10. Students may not climb fences or exterior walls of the Townhouses, or other buildings; this includes climbing or jumping up/down, and across between windows. Students are prohibited from using windows for egress to or from an area.
- 4.4.11. Residents are required to exercise consideration for others at all times, and will observe 24-hour courtesy hours. They will also observe quiet hours between the hours of 10p.m. and 8a.m. (Sunday – Thursday) and midnight to 10 a.m. (Friday and Saturday). Quiet hours are times when noise should not be heard from the hallway, stairwell, or outside of a resident’s room. All residents will be mindful of their peers’ schedules with regard to noise, which may require reduced levels of noise. Residents are expected to maintain an environment conducive to sleeping and studying within the residence hall at all times. Noise can be defined as the persistent interruption of a reasonable level of peace and quiet.
- 4.4.12. The College reserves the right, at the discretion of the Vice President of Campus Life & Inclusion and/or their designee, to enter a room when there is probable cause that there may be a concern regarding policy violations or the health, safety, and/or welfare of the resident and/or any member of the student body. Failure to abide by these policies and regulations will result in disciplinary action as prescribed by the Springfield College Student Handbook. College personnel including, but not limited to, Residence Life staff, Facilities and Campus Services Department (FACS), and contracted personnel may enter the rooms for maintenance purposes and to inspect vacancies. When feasible, students will be notified in advance. The resident is not required to be present at the time of entry. The Residence Life staff may conduct Health and Safety room inspections at least twice per semester and are not required to provide notice, though they may choose to do so.
- 4.4.12.1. Students who fail a room inspection due to ongoing room inspection failures, alcohol, drug, or fire safety concerns will have an administrative hearing. Students who fail a room inspection, for the first time, for any other reason will receive a written warning and be subject to a follow-up room inspection.
- 4.4.13. The storage of non-medical, electric or battery-operated vehicles within the residence hall, hallways, or within a student’s individual room.

4.5. Guests and Visitors

All guests (non-Springfield College person on campus) in the residence hall must be registered via the [Guest Registration Form](#) prior to their arrival. Overnight guests under the age of 13 are not permitted. Guests between the ages of 13-18 are not permitted unless Housing and Residence Life receives prior written permission from their parent or legal guardian **three business days prior to the visit.**

Overnight guests and visitors (a Springfield College student present in a residential space not assigned to them) are limited to no more than three consecutive nights. The roommate(s) must grant consent. A student host is responsible for the conduct of their guest(s) and visitor(s) and must accompany guests and visitors at all times while in the residence halls. All guests and visitors must comply with College rules and regulations. Guest and visitor privileges may not be extended for the purpose of cohabitation. No student may have more than two guests or visitors at any given time.

4.6. Vandalism/Damage in College-Owned Housing

All buildings/rooms/apartments/suites will be inspected by Housing & Residence Life prior to a student's arrival. Students will only be allowed to check into rooms/suites deemed by Facilities to be in move-in condition and with all College furniture present. Within 72 hours of your arrival, residents have the obligation to conduct a thorough room/suite inspection and report any concerns (condition of the room/suite, furniture, maintenance needs, repairs needed) to Facilities or Housing and Residence Life. Additionally, submitting a Work Order within 72 hours of your move-in date makes you eligible for the damage appeals process at the conclusion of your stay. If a Work Order is not submitted, it is understood that the room was in move-in condition upon your arrival and all furniture was present. The condition of rooms and suites is the residents' collective responsibility.

All rooms/apartments/suites will again be inspected after your departure. Any damages found in the room, intentional or accidental, beyond typical wear and tear and/or missing furniture, will be the responsibility of the resident/suitemates along with the corresponding damage charges.

Public areas/common rooms (halls, stairways, lounges, laundry rooms, lobbies, bathrooms, kitchens, etc.) are the collective responsibility of residents of that hall, floor, room, or suite. Springfield College makes every attempt to attribute damage and vandalism charges to the individual(s) responsible, but when those responsible cannot be found, all members of a suite, room, floor or building may be charged equally for damages. It is our hope that affected residents will cooperate to ensure that those responsible are held accountable.

Any report of vandalism or damage is a violation of the Community Standards and violators will be sanctioned appropriately.

4.6.1 Community Spaces: The misuse, vandalism, or damage of college goods and community spaces like the community kitchen, lounge, microwaves, stoves, refrigerators, storage cabinets, printers, and other residence hall amenities is a violation of Community Standards.

4.6.1.1 As a safety precaution, students must stay in the community kitchen while using the microwave or stove.

4.7. Residence Hall Emergencies

Emergencies that are reported by students to Public Safety should also be brought to the immediate attention of the Resident Assistant on duty via the posted cell phone number in each individual residence hall. These include serious accidents, illness, gross violations of rules, plumbing or electrical failures, fire and similar matters.

4.7.1. Fire Prevention

Each residence hall building is required to organize fire drill procedures and to hold fire drills. When the fire alarm sounds, each student is to leave the residence hall as quickly and quietly as possible.

4.7.2. Evacuation Procedure

- 4.7.2.1. Shut all windows.
- 4.7.2.2. Leave the lights on.
- 4.7.2.3. Wear shoes.
- 4.7.2.4. Take a towel to cover your face in case of fire.
- 4.7.2.5. Close doors but leave them unlocked.
- 4.7.2.6. Walk quickly to the nearest exit, DO NOT use the elevator.
- 4.7.2.7. Remain calm.

4.7.3. Fire Protection Equipment

To protect the life and safety of those living in College housing, the use of fire extinguishers and all other equipment necessary for fire protection must be limited to emergencies or fire drills only. Tampering with fire equipment is prohibited.

4.7.4. Fire Safety Regulations

Students are not allowed to cook in their rooms or be in the possession of cooking appliances. All cooking and storage of cooking appliances must be restricted to kitchen facilities provided in each residence hall or apartment. Candles (whether burning, burnt, new or decorative, with or without a wick), lighters, matches, incense,, wax melters, and oil-burning lamps are not permitted. The garaging of any type of motor vehicle or combustible material is not permitted in the buildings. Only refrigeration units less than or equal to 4.0 cubic feet may be used. Microwaves are not permitted unless part of a

micro-fridge unit. During holiday and spring vacations refrigerators must be emptied and left unplugged by the student. There is no storage for refrigerators over the summer. Air conditioning units and space heaters are not permitted. Residence Life staff may conduct safety inspections during the semester and breaks and restricted items may be confiscated.

5. ADDENDUM - UNDERGRADUATE HOUSING CONTRACT 2024 - 2025

I understand that as a residential student at Springfield College I will need to familiarize and understand the Terms and Conditions as stated within this contract and information contained in the Office of Housing and Residence Life's webpage.

The delivery of this Housing Contract and these Terms and Conditions by the Springfield College Office of Housing and Residence Life, to the student named, constitutes an offer of housing accommodations and the execution of this contract by the student constitutes acceptance thereof and an acceptance of said terms and conditions. The student is responsible for the payment of room charges whether or not they occupy the room. Refunds will be given only when an enrolled student is engaged in student teaching, study abroad or an internship in a distant place for an extended period of time.

Terms and Conditions of the Housing Contract:

1. I understand that Springfield College has a three year residency requirement and that all students are required to live on campus through their junior year (six semesters) and may elect to live on campus for their senior year.
2. All Housing Contracts are for the full academic year. No student may break their housing contract midyear. Any student whose academic commitments require them to be away from campus for one semester may receive permission from the Office of Housing & Residence Life for a release from the contract. Written verification of academic commitment must be provided by the student's advisor or sponsoring academic department.
3. All residents are expected to read and become familiar with the student code of conduct and the policies that relate to student life. Failure to comply with these policies may result in action taken by the Office of Housing & Residence Life or the Vice President of Campus Life & Inclusion.
4. All students living in Traditional Residence Halls (Gulick, Massasoit, Reed, International, Alumni, Abbey-Appleton, and Lakeside Hall) are required to have, at a minimum, one of the All Access meal plans. Please refer to the "Meal Plan Agreement" for additional information regarding Meal Plans.
5. The College assumes no responsibility for loss of or damage to a student's personal property and the student is strongly advised to purchase a renter's insurance policy to insure the personal property of the student from theft, damage, or other casualty, or to confirm coverage of their personal property under their parent or guardian's homeowners' insurance policy
6. If, for any reason, one or more of my selected roommates does not return to their housing assignment for the next semester, I understand that the Office of Housing & Residence Life may move one or more students into my housing assignment, or move me and my roommate(s) to a different room, floor, or residence hall due to an unanticipated change in housing needs. New students or returning students without roommates will have priority for any open spaces.
7. Overnight guests and visitors are limited to no more than three consecutive nights. The roommate must grant consent. A student host is responsible for the conduct of their guest and visitor, and must accompany guests and visitors at all times while in the residence halls. All guests and visitors must comply with College

rules and regulations. Guest and visitor privileges may not be extended for the purpose of cohabitation. No student may have more than two guests or visitors at any given time.

8. Assignment of Housing - Springfield College has a three year residency requirement. All students are required to reside on campus for 3 years, defined as a combination of six fall and spring semesters. Any required student who does not preference housing or select housing will be assigned a space in a residence hall. The College expressly reserves the right at any time during the year to reassign the student to other housing accommodations. If a student is on a Leave of Absence at the time of Housing Selection in the spring semester, they are not eligible to participate in the Housing Selection process and will be assigned Housing at the conclusion of the selection process. If a student cancels Fall housing due to a qualified internship, study abroad program, or Leave of Absence, they will need to reapply for housing for the Spring semester and offered housing based on available vacancies.

9. Accommodations: Students with a documented medical/health condition who would like to request a reasonable accommodation to their housing/living needs should submit a request through Disability and Accessibility Services (DAS). Student's may choose, but are not required, to register their Service Animal with Disability and Accessibility Services to assist with notifying Housing and Residence Life staff of the animal's accepted presence on campus and in the student's residence hall.

10. Check-In and Check-Out:

A. Each resident must follow the check-in procedures within each hall. This includes registration, receipt of key(s) or access card and acknowledgment of the condition of the room via the Room Inspection/Inventory form found in THD Self Service via PrideNet.

B. Upon vacating the room, the resident must check out with a staff member, return the key(s) and acknowledge and sign the Room Inspection/Inventory form. If the resident chooses to do an express check out instead of an in-person check-out, the resident forfeits their right to appeal any assigned damage billing up to and including \$50.

C. Failure to check out of the residence hall following the established procedure may result in the forfeiture of the student's right to appeal individual damages and a fine of \$50.

D. Residents forfeit any and all rights to any items left in the residence facilities at the end of the contract term, or when a student is no longer assigned to the space. All items will be reused, donated or discarded. In the event a resident leaves their room in such a condition that it requires the attention of cleaning and/or facilities staff, a cleaning, disposal and repair fee may be assessed.

11. Access to Rooms: The College reserves the right, at the discretion of the Vice President of Campus Life & Inclusion and/or their designee, to enter a room when there is reasonable suspicion to believe that there may be a concern regarding policy violations or the health, safety, and/or welfare of the resident and/or any member of the student body. Failure to abide by these policies and regulations will result in disciplinary action as prescribed by the Springfield College Student Handbook. College personnel including, but not limited to, Residence Life staff, Facilities and Campus Services Department (FACS), and contracted personnel may enter the rooms for maintenance purposes and to inspect vacancies. When feasible, students will be notified in advance. The resident is not required to be present at the time of entry. The Residence Life staff may conduct Health and Safety room inspections at least twice per semester and are not required to provide notice, though they may choose to do so.

12. Room/Roommate Changes: Students are encouraged to try to work with their roommate or to seek assistance from the Residence Life staff if a roommate situation is not resolved. Residence Life staff will facilitate and revisit the resident's PrideMate Roommate Agreement as necessary to promote a positive roommate experience and/or to resolve conflict. Residence Life staff may move or reassign one or both

residents if the conflict cannot be resolved. Requests for room changes must be approved through the Office of Housing & Residence Life. To avoid a \$50 Improper Room Change fee, no room change can occur without prior written approval via the Room Change form through the Office of Housing & Residence Life. A charge of \$35 will be made for every room change. Room changes are approved based on availability, and are not guaranteed. In the event of a vacancy, the College reserves the right to assign students to unoccupied beds. Students are required to keep any vacant spaces ready for assignment of a roommate or suitemate at any time. Requests for room changes must be approved through the Office of Housing & Residence Life.

13. Room Consolidations: Most students will initially have a roommate. If a resident moves out or cancels their room assignment, the remaining roommate will be asked to do one of the following:

- A. Select a roommate of their choosing
- B. Anticipate that a new roommate will be assigned to the room or suite and leave room/shared spaces prepared for new individual to move in
- C. Move into a room where a roommate is needed
- D. Buy-out the room (see details below)

14. Bought Out Singles: Double rooms may be occupied as singles if space is available and housing needs have been met. If a roommate moves out (for any reason), the Office of Housing & Residence Life may contact the remaining roommate outlining the following options:

- A. Keep the room as a "Bought Out" single and pay the additional prorated cost.
- B. Consolidate rooms with another student. The student with the least amount of earned academic credit hours would be required to move unless both students mutually agree on other arrangements.
- C. Failure to respond may result in a new room assignment or a new roommate. A new assignment will require the student with the least amount of earned credit hours to move into the room. Students are to move into the newly assigned space within the allotted time period in order to avoid being assessed a Bought Out single room rate. Note: The Bought Out single room cost is for the remainder of the contract year.

15. Guests and Visitors: Overnight guests and visitors are limited to no more than three consecutive nights. The roommate must grant consent. A student host is responsible for the conduct of their guest and visitor, and must accompany guests and visitors at all times while in the residence halls. All guests and visitors must comply with College rules and regulations. Guest and visitor privileges may not be extended for the purpose of cohabitation. No student may have more than two guests or visitors at any given time. During special events/periods of time, the College may limit the number of guests allowed. All guests must be registered via the Guest Registration Form. Guests under the age of 18 are not permitted unless Housing and Residence Life receives prior written permission from their parent or legal guardian three business days prior to the visit. Overnight guests under the age of 13 are not permitted.

16. Condition of Room: The student shall maintain their room in a clean and sanitary condition and shall not make any additions or alterations to the room. Students are liable for any damages to College property, their rooms, and common areas of the building. The use of nails, screws, tape (except painters tape), paint or any other instrument which may damage walls/doors, is strictly prohibited. Room inspections will be completed by the Housing and Residence Life staff at least twice per semester to ensure that the housing space you are provided is kept from debris and trash, clean and free of fire and health hazards, and maintained in an appropriate fashion. Students will be billed for furniture removed from a room. Students shall turn over the room and all College property belonging to the College in good, clean condition, reasonable wear and tear accepted. Cleaning and/or damage charges will be assessed to students upon vacating their room if it is

unclean or in disrepair. It is the students responsibility to complete a timely and detailed work order to Facilities if any repairs are needed throughout the year.

17. Personal Property Loss: The College is not liable for the loss of money, clothing, other valuables, or for the loss and/or damage to property belonging to the student. This would also include any personal goods stored in the residence hall facilities. It is strongly suggested that families extend their homeowners insurance coverage to include the student's possessions while away from home or that they purchase renter's insurance. Brochures are available in the Office of Housing & Residence Life. The student understands and agrees that it shall be their own obligation to insure their personal property.

18. Vacations: In the interest of total security, the College reserves the right to secure all residence halls during College vacation periods. Only students who apply and pay for break housing by the established deadlines are permitted to stay in designated open residence halls during break periods. Most residence halls will be closed during Fall Break/Thanksgiving, Winter break, spring break, and summer recess. Students who wish to stay in the residence halls during a vacation period must complete a break housing request in advance. Any student who is approved to stay in the halls during vacation periods will be charged an additional fee according to their length of stay. The Break Housing Fee is \$200 per week. Break Housing Fees are not prorated per day. Failure to complete the break housing request form in the allotted time may result in a late break housing fee of \$75.00 or denial of break housing request. Break housing is not guaranteed, and is based on availability and the timely completion of the break housing request form. The College will publish opening and closing schedules.

19. Storage: The College does not provide storage, storage facilities, or storage supplies for students' personal possessions.

20. Keys/Card Access: Each student is issued a minimum of one key and an access card. In the event of a lost key/access card, a non-refundable \$35 charge will be made for the issuance of each new key that the student receives from the Office of Housing & Residence Life. Students may incur a separate charge for each access card that the student receives. The lending, duplicating, or exchange of issued keys for rooms and/or buildings is strictly prohibited and may result in a lock change and appropriate billing. In addition to key replacement costs, if a lock change is deemed necessary by college staff, the student will be financially liable for all associated charges. Residents should always lock their room/suite/apartment/house doors. When exiting on-campus housing through locked exterior doors, residents are responsible for leaving the doors locked. Residents are prohibited from propping, tampering with and/or vandalizing doors.

21. Noise: The College does not allow or condone excessive noise and will take appropriate disciplinary action when confronted with violations. Neither the student nor their guests or visitors, shall make or suffer any unlawful, noisy, or otherwise offensive use of their room and/or the residence halls, nor commit or permit any nuisance to exist thereon, nor create any interference with the rights, comfort, safety or enjoyment of the College. Excessively large amplifiers and/or speakers are prohibited and may be confiscated or removed. In addition, residents should be aware that they are expected to exercise consideration for others at all times, and will observe 24-hour courtesy hours. They will also observe quiet hours between the hours of 10:00pm and 8:00am (Sunday – Thursday) and 12:00am midnight to 10:00am (Friday and Saturday).

22. Alcohol and Drugs: The student agrees to comply with federal, state and municipal laws and ordinances, and with College policy regarding possession or use of alcoholic beverages, illegal drugs, and cannabis. Furthermore, the student agrees that their housing accommodation shall not be used for any purpose

contrary to law. Alcohol is prohibited in first year halls. Alcohol abuse and intoxication are not condoned. Irresponsible behavior as a result of alcohol or drug abuse will not be tolerated. Glass Alcohol Containers (i.e. beer bottles) are prohibited. Violation of the above policies are more fully described in the Springfield College Student Handbook and will result in a range of sanctions that may include a fine, removal from the residence hall, and suspension/dismissal from the College.

23. Smoking and Use of Tobacco Products: Smoking and the use of tobacco products or e-cigarettes (defined below), are prohibited on all Springfield College property. This includes both inside and outside of college-owned properties, college-controlled properties, and all college housing.

“Smoking” refers to inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and cannabis, whether natural or synthetic, in any manner or in any form. Smoking also includes the use of an E-cigarette which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of Smoking in this Policy.

“Tobacco Product” refers to any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body. “Tobacco Product” does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

“E-cigarette” means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

24. Fire Prevention: Students are expected to evacuate the residence hall immediately upon hearing the alarm sound. Failure to evacuate within three to five minutes, failure to cooperate with College personnel, or premature reentry of the building will result in referral to community standards. Each residence hall will hold fire drills throughout the year in consultation with Public Safety. Any student who tampers with fire extinguishers or any fire safety equipment is subject to suspension from the College and additional community standards sanctions. The use or possession of candles (whether burning, burnt, new or decorative, with or without a wick), incense, cigarettes or other open flames of any type is not allowed in the buildings. Students will be held accountable through the community standards process. All residence halls are smoke and tobacco free. Student decor must not exceed covering 20% of any given wall. All electrical equipment, including but not limited to lamps, surge protectors, chargers, etc., must be certified by Underwriter’s Laboratory and bear the UL certification tag. Decorations that hang from ceilings, drape across ceilings, sprinklers/pipes, or block paths of egress are strictly prohibited, as are any other decorations or personal items deemed to be a fire hazard by college personnel.

25. Electrical Appliances: Due to fire regulations, cooking in student rooms is not permitted. Residence Life staff members are authorized to remove all devices which they deem, in their discretion, to be dangerous. Students wishing to cook in the residence halls may do so only in designated kitchen areas. Refrigerators no more than 4.0 cubic ft. may be used in the rooms. Irons which are UL approved, in good repair and which have a thermostatic control, may also be used in student rooms. Air conditioning units, space heaters, toasters ovens, open coiled burners, air fryers, George Foreman grills, and microwave ovens (with the exception of the microfridge units) are not permitted in student rooms. Additionally, halogen lamps are prohibited in student rooms. Failure to comply with these regulations will result in a \$50 fine.

For suite-style housing only (Living Center, Senior Suites and Townhouses) UL approved appliances such as microwaves, coffee makers, popcorn poppers, toasters, toaster ovens, electric/portable grills or skillets, crock-pots, rice cookers, vegetable steamers, air fryers, etc. are permitted, within the kitchen areas only, and must be plugged directly into the wall. Deep fryers, halogen lamps, as well as plastic lamp shades are not permitted. Use or possession of open flame appliances is prohibited in all on-campus housing.

26. Pets: All pets are prohibited in all College owned residential facilities except for fish contained in a bowl or tank up to 10 gallons (without a filter). Small sharks, though fish, are not permitted. Students requiring an emotional support animal and/or service animal should review the College's Animal Policy and follow appropriate procedures.

27. Windows: Students are not permitted to put signs of any type in any window of a College owned residential facility. Residents are prohibited from throwing objects outside of any windows. The removal of a screen from a resident's room or in public areas of on-campus housing is prohibited. Opening security screens is prohibited, except in an emergency. Students may not exit through a window, except in an emergency.

28. Lofts: The College does not permit the use of lofts or lifting kits in the residence halls, unless they are provided by the College for use in designated rooms.

29. Furniture: Students cannot remove furniture from the rooms, apartments, or common areas. This includes unused bed ends, bed rails, mattresses, desks, dressers, wardrobes, desk chairs, soft seating, etc.

30. Damages: Students are responsible for the payment of all damages that occurred within their assigned room. Charges for all damages to the premises shall be divided equally among occupants, unless one (or more) occupant(s) accepts responsibility for total damage and notifies the Office of Housing & Residence Life prior to the submission of bills. When damage to common areas of the residence halls (i.e., lounges, stairwells, lobbies, hallways, bathrooms) are clearly the result of negligence, carelessness, malicious intent to destroy, or theft, residents of the floor or building will be billed for their share of the repair and/or replacement costs. It shall be the responsibility of all residents to be invested into the residential community and minimize damages and require those who are responsible to pay. All information pertaining to damages should be reported to Residence Life staff or directly to the Office of Housing & Residence Life. Damage charges will be based on local hourly rates, plus the cost of materials and other expenses. All repairs to College property must be completed by College personnel or contractors of the College. Requests for repairs or other maintenance should be reported via the online work order system to Facilities.

31. Hall Sports: Any sports-related activity (including but not limited to: using sports equipment, ball playing, rollerblading, skateboarding, water/food fighting, etc.) and any activity which could cause personal injury or cause damage to property is prohibited within on-campus housing.

32. Student Liability: Student agrees to indemnify and save the College harm from liability, loss, or damage arising from any situation that is made or suffered on the premises by them, guests, visitors or from any carelessness, neglect, or improper conduct of any such persons. All personal property in and part of the College campus shall be at the sole risk of the student. Subject to provisions of applicable law, the College shall not be liable for damage to, or loss of property of any kind which may be lost or stolen, damaged or destroyed by circumstances beyond its control, including, but not limited to, fire, water, steam, power outage, disaster, acts of God, communicable disease outbreak, epidemic or pandemic, or otherwise, while on

the College's property, or in any storage space in the building or for any personal injury unless caused by the negligence of the College.

33. Communication: Per the Springfield College Student Handbook, 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. Housing and Residence Life will use the college's email platform and student's Springfield College email address as the official method of communication with residents.

34. Failure to comply: Failure to comply with the terms of this agreement will result in action by the College to hold the student accountable and may also result in the student forfeiting their right to live on campus, or other appropriate disciplinary action.

35. Senior Week: Seniors who seek to stay in housing after halls close at the end of the Spring 2025 semester must purchase Senior Week tickets during the specified dates when the tickets are sold. Students will be required to make arrangements (at the completion of their last exam) to move out of housing if Senior Week tickets are not purchased (ticket prices yet to be determined). The housing contract expires at the completion of final exams and the option for students to stay in housing during Senior Week is a privilege. Seniors staying during Senior Week are to adhere to College and the Office of Housing & Residence Life policies. This includes the restriction of guests and visitors from the residence halls during the period of Senior Week until the weekend of graduation.

36. Call for Active Military Duty: Students called to active military duty at any time during their contracted period will be released from their housing contract at once, and with no fee/penalty, after the resident brings a copy of their official orders to the Housing and Residence Life Office and completes the Housing Cancellation Request form. An appropriate refund will be issued once the cancellation request has been approved.

37. Revisions: This Housing Contract and accompanying Terms and Conditions are subject to revisions. Housing and Residence Life will notify residents of changes within two (2) business days of the modification by means of a College email message and by posting new information on the Housing & Residence Life PrideNet homepage.

Residence Hall Room and Board Rates 2024 - 2025 Academic Year
Residence Hall Room Rates (Per Year)
Abbey-Appleton, Alumni, Gulick, International, Massasoit, Reed, Lakeside

Double Occupancy:	\$7,954/year
Single/Adjoining Single Occupancy:	\$9,940/year
Single Suite, Gulick Hall ONLY (currently unavailable)	\$11,552/year
Bought-Out Double (currently unavailable)	\$11,924/year

Residence Hall Room Rates (Per Year) Living Center, Senior Suites, Townhouses	
Living Center: Double Occupancy	\$10,972/year
Living Center: Single Occupancy	\$12,112/year
Senior Suites/Townhouses: Single Occupancy	\$12,112/year

Meal Plan Rates (Per Semester)	
ALL Access +7 Meal Exchange	\$4,015/Semester

ALL Access +3 Meal Exchange	\$3,330/Semester
Weekly 14	\$2,485/Semester
Weekly 7	\$1,794/Semester
Block 50	\$878/Semester

Additional Meal Plan Information can be found at <https://dining.springfield.edu/meal-plans/>

2024 - 2025 Housing Cancellation Request Policies and Penalties

Springfield College has a three year residency requirement. All Housing Contracts are for the full academic year and are legally binding. All required on-campus residents and students who have signed a Housing Contract and wish to cancel their contract in order to live elsewhere must notify the Office of Housing & Residence Life in writing and complete the electronic Commuter Status or Contract Cancellation Application. Upon receipt of the written intent to cancel your Housing Contract, it will be reviewed and you will receive an email indicating the decision of your request. If denied, you will be financially liable for the housing cost associated with your signed Housing Contract. If approved, you will be assessed the following penalties based on the date the Commuter Status or Contract Cancellation Application was received by the Office of Housing & Residence Life. Students may request to be released from the residency requirement if they meet one or more of the following approved criteria/conditions:

- Is twenty-three (23) years of age or older
- Is married
- Has a dependent child
- Has been a Veteran of at least two (2) years on active military duty
- Is participating in Study Abroad
- Has an Internship for Academic Credit - more than 60-mile drive from campus
- Has lived on campus for three (3) years at Springfield College or another college
- Is planning to live at home with a parent(s) or legal guardian(s) and that home is within a 30-mile drive to the college campus
- Student is Graduating in December - Students with a signed Housing Contract for Fall can petition to be released from their contract for Spring Semester within that academic year

The following cancellation policy applies only to students who have:

1. Met one of the College's approved criteria, AND
2. Who have fulfilled the three-year residency requirement, AND
3. Who have participated in the housing selection process
 - a. Cancellation between March 1, 2024 and March 31, 2024
 - i. \$800 cancellation fee
 - b. Cancellation between April 1, 2024 and May 7, 2024
 - i. \$1700 cancellation fee
 - c. Cancellation between May 8, 2024 and before first day of Fall 2024 classes
 - i. *30% cancellation fee - *Percentage of housing cost for the entire academic year
 - d. Cancellation after the first day of classes Fall 2024:
 - i. *100% cancellation fee - *Percentage of housing cost for the entire academic year

The following cancellation policy applies only to students who have:

1. Met one of the College's approved criteria, AND

2. Who have NOT fulfilled the three-year residency requirement:
 - a. Cancellation before May 7, 2024:
 - i. \$400 cancellation fee
 - b. Cancellation between May 8, 2024 and June 30, 2024:
 - i. \$600 cancellation fee
 - c. Cancellation between July 1, 2024 and October 11, 2024:
 - i. *30% cancellation fee - *Percentage of housing cost for the entire academic year
 - d. Cancellation after October 11, 2024:
 - i. *100% cancellation fee - *Percentage of housing cost for the entire academic year

Students who officially withdraw from Springfield College should refer to the Tuition, Housing and Meal Plan Refund Policy listed in the Springfield College website.

Any student who is removed from housing as a result of disciplinary action will forfeit any refund and are responsible for 100% of their housing cost. Students who have not fulfilled their three year residency requirement will need to reapply for housing after the end of their sanctioned removal period.

Once you have participated in room selection, requests for room changes will be done through the room change process. Please note that room changes are permitted beginning the third week of classes each semester.

Failure to select a room during the Housing Selection Process does not release a student who is required to live on campus from that obligation. A space will be assigned (based on availability) to all required students who fail to select a room through the housing selection process.

Your electronic signature confirms that you have read, understand and agree to comply with the room selection process, the terms and conditions of this Housing Contract and on the Residence Life website as well as the policies/procedures of the Office of Housing & Residence Life.

2024 - 2025 Academic Year Meal Plan Agreement

Springfield College is a 4 Year Residential College. Dining together is one factor that allows students to develop a sense of community. All students who live on campus in traditional residence halls are required to purchase a meal plan. The College currently offers a wide array of dining options that include gluten free, vegan, and allergen-friendly, in addition to other healthy eating choices. The goal of this process is to provide students with the tools they need to actively manage their dietary needs within the residential dining program.

Meal Plan Requirements:

- All Students residing in traditional residence halls (Abbey-Appleton, Alumni, Gulick, International, Lakeside, Massasoit, and Reed) are required to carry the All Access + 3 Meal Exchanges (ME) or the All Access + 7 Meal Exchanges (ME) meal plan
- Students residing in the Townhouses, Living Center, or the Senior Suites are not required to carry a meal plan but may elect any meal plan option
- Students residing in Graduate Housing or Commuter students are not required to carry a meal plan but may elect any meal plan option.

2024 - 2025 Meal Plan Options

All Access +7 Meal Exchanges (ME) \$4,015/Semester

- Meals Per Week - Unlimited, 7 Days-A-Week
- Meal Exchanges: 7 Per Week
- Dining Dollars: 200/Semester
- Guest Meals: 3/Semester All Access + 3

Meal Exchanges (ME) \$3,330/Semester

- Meals Per Week - Unlimited, 7 Days-A-Week
- Meal Exchanges: 3 Per Week
- Dining Dollars: \$50/Semester
- Guest Meals: 3/Semester

Weekly 14 \$2,485/Semester

- Meals Per Week - 14 as Meal Swipes or Meal Exchanges
- Dining Dollars: 250/Semester
- Guest Meals: 3/Semester

Weekly 7 \$1,794/Semester

- Meals Per Week - 7 as Meal Swipes or Meal Exchanges
- Dining Dollars: 600/Semester
- Guest Meals: 3/Semester

Block 50 \$878/Semester

- 50 Meals Per Semester
- Dining Dollars: 325/Semester
- Guest Meals: 3/Semester
- Any unused meals expire at the end of the semester

Meal Plan Periods:

- Fall 2024 Meal Plans begin on Friday, August 30, 2024 and end on Thursday, December 19, 2024
- Spring 2025 Meal Plans begin on Sunday, January 19, 2025 and end on Tuesday, May 13, 2025
- There is no dining service during periods when the College is closed for a scheduled break (Fall Break, Winter Break, Spring Break), or during the summer term. Please review the College's Academic Calendar for break dates
- There are traditionally three meal periods Monday through Friday (Breakfast, Lunch and Dinner), and two meal periods Saturday and Sunday (Weekend Brunch and Weekend Dinner).
- Expected Meal Period Hours are:
 - Breakfast – 7:00 am to 10:00 am
 - Lunch – 11:00 am to 2:30 pm
 - Dinner – 4:00 pm to 8:30 pm
 - Weekend Brunch – 10:00 am to 2:30 pm
 - Weekend Dinner – 3:30 pm to 8:00 pm
- You are not limited to the number of meals in a day at The Table @ Cheney Hall.
- Dining Hours vary by location. Please consult the Harvest Table website for a complete listing of dining locations and available dining hours.

Changes to Meal Plans:

- Meal plan changes can be made online by visiting the "MyHousing" Portal.

- Only plans of a higher value than your current meal plan may be chosen during the meal plan change window.
- Online changes to meal plans in the MyHousing Portal will be closed 10 weeks after the start of the semester.

Meal Plan Upgrade Window	No Changes After
FALL 2024 9/3/24 through 11/2/24	11/3/2024
SPRING 2025 1/21/25 through 3/23/25	3/24/2025

Cancellation of Meal Plan & Refund Policy:

- Meal Plans may be canceled at any time during the semester if you have fully withdrawn from Springfield College. The last date the plan was used or the withdrawal date, whichever is later, will determine the prorated amount of credit to be issued back to the student.
- Refund Policy - Meal Plan refunds will follow the policy outlined on the Springfield College website located on the Student Accounts webpage.
- Meal plan refunds will be prorated based on the later of the official date of notification of withdrawal/leave of absence or the last date of meal plan usage.
- An administrative fee of \$200 will be assessed to the student's account for Meal Plan Cancellations
- Dining Dollars are non-refundable and usage will be billed to the student's account.
- Pride Dollar account balances will first be applied to any outstanding balances due the College, if applicable. Any remaining balance will be processed as a refund to the cardholder.

Fall to Spring Semester Rollover:

- Prior to the beginning of the Spring semester, all students will be automatically re-enrolled and billed for the same meal plan that was selected for the Fall semester
- Students who are departing the College (whether to study abroad, Internship, Graduation, Leave of Absence, or withdrawal) must cancel their spring semester meal plan in writing to the Housing and Residence Life Office by the start of the Spring semester.
- A student must be enrolled in a Spring Meal Plan in order to have any unused Dining Dollars from the Fall Semester Meal Plan roll over into Spring Semester.
- Unused Meal swipes and/or Dining Dollars from your original meal plan will expire at the conclusion of the academic year and are non transferable and non-refundable.

Room Changes

- Students who change residence hall rooms from an apartment community to a traditional residence hall (example: from Senior Suites to Alumni), will be assigned one of the required meal plans (All Access + 3 Meal Exchanges (ME)) as part of the room change process. The meal plan will be prorated based on the room change date.
- Students who change residence hall rooms from a traditional residence hall room to an apartment community (example: from Alumni to Senior Suites) will continue to keep their assigned meal plan

Use of Your Meal Plan:

- Students are required to present their Springfield College ID Card to the cashier in order to use their meal plans.
- Students who lost or misplaced their Student ID can purchase a new ID Card at the Technology Service Center located on the first floor of the Learning Commons.
- Meal plans and Student ID Cards are non-transferable and are issued for the sole use of the student to whom they are issued.

- The meal exchanges reset each week on Thursday.
- All plans come with Dining Dollars that roll over to the spring semester (with the renewal of the meal plan for the spring semester) and expire at the end of the academic year.
- Harvest Table Cashiers will notify you when your dining dollars balance drops below \$25.00.

Dining Support - Harvest Table Dietitian

- Harvest Table employs a registered dietitian nutritionist who is available to consult with students regarding dietary needs, meal planning, and other healthy eating topics
- Information and contact information for the Harvest Table dietitian can be found by visiting the following webpage: <https://dining.springfield.edu/health-wellness>

Exemptions and Accommodation Requests

- Springfield College recognizes the need for reasonable modifications for disabilities on the basis of food allergies, celiac disease, or other disabilities or medical conditions requiring a special diet (collectively, "food allergies"). Students can review the College’s Food Allergy Policy for additional information.
- If you are seeking an accommodation or reasonable modification relating to dining or catering services, including any accommodations related to your Springfield College meal plan, you can initiate that process by completing Online Student Application through Academic Success Center’s Disability and Accessibility Services (DAS) Office.
- Generally, exemption requests for the following reasons will not be considered: financial, vegan/vegetarian/gluten-free diet, work/class/practice schedules, or personal preferences.
- The College, in unique circumstances, may exempt a student from the required meal plan due to their sincerely held religious beliefs. A meal plan exemption will only be granted when Harvest Table cannot meet the religious needs of a student. Please review the Dining & Catering Accommodations webpage for more information.

6. ADDENDUM- GRADUATE AND NEARBY CAMPUS HOUSING CONTRACT 2024-2025

2024 - 2025 Graduate Housing Contract AGREEMENT entered into this ____ day of _____ 20____by and between SPRINGFIELD COLLEGE, of Springfield, Massachusetts, hereinafter called the "COLLEGE", and Tenant: hereinafter called the "TENANT" for the full academic year

August 16, 2024 - May 18, 2025 GRADUATE HOUSING OPTIONS

Please indicate your housing preferences below. While the Office of Housing and Residence Life makes every effort to accommodate your preferences, requested housing is not guaranteed. Priority for placement will be assigned based on the date the fully executed contract is received. All Properties are subject to availability Please rank all of the options below (1-4) with #1 being your preferred placement choice.

- RANK # Springfield College Owned “On Campus” Properties: (Graduate Village) Graduate Village properties include Middlesex Street, King Street
- RANK # Springfield College Owned “On Campus” Properties: (Graduate Annex) Graduate Annex is located next to the Living Center and Locklin hall
- RANK # Springfield College Owned “Off Campus” Properties: (Upper Hill) Upper Hill properties include Norfolk, King, Middlesex Streets, Alden Street
- RANK # Springfield College Owned “Off Campus” Properties: (Lower Hill) Lower Hill properties include Colchester, Conklin Street

Requested Apartment occupants(s): (Only three occupants per house, except in the Graduate Annex, which can accommodate four occupants.)

Graduate Housing Room and Board Rates 2024 - 2025 Academic Year

Graduate Housing Room Rates (Per Year)

Springfield College Owned "On Campus" Properties: (Graduate Village)

Graduate Village properties include Middlesex Street, King Street

Graduate Village Single Occupancy: \$11,556/Year

Graduate Housing Room Rates (Per Year)

Springfield College Owned "On Campus" Properties: (Graduate Annex)

Graduate Annex is located next to the Living Center and Locklin Hall

Graduate Annex Single Occupancy: \$11,556/Year

Graduate Housing Room Rates (Per Year)

Springfield College Owned "Off Campus" Properties: (Upper Hill)

Upper Hill properties include Norfolk, King, Middlesex Streets, Alden Street

Upper Hill Single Occupancy: \$10,790/Year

Graduate Housing Room Rates (Per Year)

Springfield College Owned "Off Campus" Properties: (Lower Hill)

Lower Hill properties include Colchester, Conklin Street

Lower Hill Single Occupancy: \$8,094/Year

Graduate Housing Room Rates (Per Year)

Graduate Housing in Undergraduate Apartments *Limited Availability

The Living Center

Living Center Single Occupancy: \$12,112/Year

Meal Plan Rates (Per Semester)

ALL Access +7 Meal Exchange \$4,015/Semester

ALL Access +3 Meal Exchange \$3,330/Semester

Weekly 14 \$2,485/Semester

Weekly 7 \$1,794/Semester

Block 50 \$878/Semester

Additional Meal Plan Information can be found at <https://dining.springfield.edu/meal-plans/>

Terms and Conditions

THE TERMS OF THE TENANCY ARE AS FOLLOWS:

The TENANT shall be at all times during the term of the Contract a matriculated, full-time graduate student at Springfield College. If TENANT ceases to be a matriculated, full-time graduate student at the COLLEGE, this Contract may be terminated immediately by the COLLEGE. The TENANT is subject to the terms and conditions of this Contract until the end of the Contract period unless sooner terminated earlier by the COLLEGE.

The COLLEGE requires an \$600 nonrefundable deposit from FIRST-YEAR TENANTS prior to being assigned to graduate housing. Deposit will be credited to the Student Account. Please submit a check to the Student Accounts Office, payable to Springfield College.

The COLLEGE assumes no responsibility for loss of or damage to TENANT'S personal property, regardless of cause, and TENANT is strongly advised to purchase a renter's insurance policy to insure the personal property of TENANT from theft, damage, or other casualty.

Rental insurance information received _____ Yes _____ No (Please review and print document from website)
CANCELLATION POLICY:

Any TENANT who wishes to terminate their contract must notify the Office of Housing and Residence Life in writing of their request. Upon receipt of the written request to cancel the Contract, the request will be reviewed and TENANT will receive a written response indicating if the request has been approved or denied. If denied, TENANT will be financially liable for all housing costs associated with their Contract. If approved,

TENANT

will be assessed the following penalties based on the date the request to cancel was received by the Office of Housing & Residence Life.

- Cancellation before May 7, 2024: \$400 cancellation fee
- Cancellation between May 8, 2024 and June 30, 2024: \$600 cancellation fee
- Cancellation between July 1, 2024 and October 11, 2024: *30% cancellation fee
- Cancellation after October 11, 2024: *100% cancellation fee

*Percentage of entire housing costs for the 2024-2025 academic year

Note: Enrolled students withdrawing from the College are responsible for contacting the Student Accounts

Office regarding billing. Students who officially withdraw from the College should refer to the Tuition, Housing, and Meal Plan Refund Policy listed in the Springfield College Student Handbook.

Any student who is removed from housing as a result of disciplinary action will forfeit any refund and are responsible for 100% of their housing cost.

Rental Cost: The rental costs shall be as listed online for the 2024-2025 contract year. TENANT'S student account will be charged accordingly, and failure to pay will result in termination of Contract.

Students who withdraw from the College may be financially responsible for housing for the remainder of the Contract.

Keys: Each TENANT will be issued a key to the apartment/house front door and designated bedroom door. Duplication of keys is not allowed. Loss of any key will result in a charge to the TENANT for a new key and lock replacement. Any damage to locks caused by the use of an unauthorized key will be charged to the TENANT. Failure to return keys upon termination of tenancy will result in a charge to the TENANT for a lock change and an improper checkout fee.

Consolidation of Vacancies: If roommate(s) leave for internship, graduation, or any other reason, TENANT(S) may be consolidated into other open spaces as the COLLEGE deems necessary. The COLLEGE reserves the right to place new tenants in vacant bedrooms at any time.

Most major repairs and renovations are accomplished during the summer. TENANT(S) may be relocated during such work periods as the COLLEGE deems necessary. The COLLEGE will make all necessary repairs to the rented premises at no extra expense to the TENANT, however, any repairs or maintenance (i.e., plumbing, windows, etc.) that are required by improper use or abuse of the premises by TENANT or TENANT'S guests shall be at TENANT'S expense and shall be billed to the TENANT. Failure to pay damage charges may result in termination of Contract.

The COLLEGE reserves the right to move TENANT to other housing, during the academic year, in the event extensive repairs are necessary and/or unsafe conditions exist on the premises, or to reassign the student to other housing as the COLLEGE deems necessary.

Use of property: The rented premises shall be used for TENANT'S personal residence only and for no other purpose. The same premises may not be rented to TENANTS of the opposite sex, unless the TENANTS are married to each other. The COLLEGE does not provide family housing.

The TENANT'S right to possession is non-exclusive meaning that the COLLEGE reserves the right to rent the same premises to other TENANTS consistent with the maximum number of persons permitted in each unit. Each TENANT, however, is individually liable for payment of their unit's rent provided for therein and for all of the covenants, terms and conditions of this Contract.

Subletting of the premises without the expressed written consent of the COLLEGE is strictly prohibited.

TENANTS will not permit large gatherings/parties on premises which may include alcohol consumption by minors, excessive noise/music, and actions by individuals whose behavior may create poor community relations. TENANT is responsible for all/any municipal or other fines caused by their actions or actions of their guests. Large gatherings and/or parties are not permitted on the grounds exterior to graduate housing. Student use of fire pits is prohibited.

Property Inspections:

The COLLEGE may enter the premises at reasonable times to inspect or to make repairs or to show the premises to prospective tenants. Additionally, access must be allowed for Health and Safety Inspections that will occur during the academic year.

Air Conditioning: Air conditioning is not provided in Graduate Housing. TENANTS have the option to provide their own air conditioners provided units are 8000 BTU or smaller. TENANTS are responsible for installation and removal, and must do so in a manner that does not damage or alter the premises in any way.

Trash & Recycling: TENANT shall dispose of all trash and recyclables in an appropriate manner by adhering to the City of Springfield trash/recyclable pick up schedule and using appropriate storage containers. Failure to do so will result in a fine of \$50 per incident. Trash/recyclable collection occurs every Tuesday. Trash must be placed at the curb no later than 7:00am on Tuesday mornings.

Damages to Property: TENANT will maintain and return the apartment/house and its outside premises in good, clean and habitable order and condition, reasonable wear and tear excepted; and to remove all personal belongings (including trash and recycling) upon termination of this Contract. TENANT agrees to be responsible for all damages caused by TENANT or TENANT'S guests.

Policy Compliance:

TENANT will comply with federal, state, municipal laws and ordinances, and with College policy regarding possession or use of alcoholic beverages and illegal drugs. Furthermore, the TENANT agrees that this housing accommodation shall not be used for any purpose contrary to the law. Violations may result in termination of Contract.

Accommodations: Students with a documented medical/health condition who would like to request a reasonable accommodation to their housing/living needs should submit a request through Disability and Accessibility Services (DAS). Student's may choose, but are not required, to register their Service Animal with Disability and Accessibility Services to assist with notifying Housing and Residence Life staff of the animal's accepted presence on campus and in the student's residence hall.

Snow Removal: Springfield College Facilities Management will assist with snow removal for Graduate Housing. Facilities Management will place buckets of ice removal product outside each property for students to use. Students are encouraged to submit a work order if these supplies run out so they can be replaced. In the event of large accumulations of snowfall, the Facilities Management team will respond to the off-campus properties once the main campus has been responded to.

All TENANTS are responsible for complying with the student code of conduct and all policies related to student life. All policies in the Springfield College Handbook are applicable in all College-Owned housing.

TENANT will be considerate of the other tenants and neighbors rights, comforts, and conveniences, and shall observe such considerations especially from 11:00pm to 8:00am on Sunday through Thursday, and from 12:00am (midnight) to 10:00am on Friday and Saturday.

Be advised that the COLLEGE is not responsible for mediating conflicts between TENANTS.

- TENANT agrees to abide by all college and municipal laws/ordinances regarding inclement weather including parking bans
- Furniture & Appliances:
- TENANT will not make alterations or repairs to the premises without the express written consent of the COLLEGE.
- TENANT will not remove, replace, or disassemble furniture or furnishings without the express written consent of the COLLEGE.
- Personal mattresses are not permitted.

Safety & Security: TENANT agrees to participate in keeping all Springfield College residents and facilities safe by setting each home's security system while away from the property. Additionally, TENANT is responsible for notifying the College if the home's security system is malfunctioning or requires inspection or repair.

Prohibited Items: The use of candles, incense, space heaters, cigarettes, electronic cigarettes, live Christmas trees, Fog machines, live wreaths or other open flames of any type are prohibited in any building. Students are liable for any loss suffered by the College for use of these items. All houses owned by Springfield College are smoke and tobacco free, as are the grounds exterior to the houses.

Be advised that waterbeds are expressly prohibited.

TENANTS may not possess or use illegal weapons, firearms, ammunition or fireworks on the premises. Violations will result in a \$200 fine and may result in termination of Contract.

Guests & Visitation: Overnight guests are limited to no more than three consecutive nights. All TENANTS must consent to the presence of any overnight guest. A student host is responsible for the conduct of his or her guest(s). All guests must comply with College rules and regulations. Guest privileges may not be extended for the purpose of cohabitation. No TENANT may have more than two guests at any given time.

Animals: All pets are prohibited in all College owned residential facilities except for fish contained in a bowl or tank up to 10 gallons (without a filter). Small sharks, though fish, are not permitted. Violations will result in a fine of \$25.00 per day and may result in termination of Contract. Emotional Support Animals must be approved through the Office of Disability and Accessibility Services (DAS).

<https://springfield.edu/academic-success-center/disability-accessibility-services>

Governing Law: This Contract shall be construed in accordance with College policy, the laws of the Commonwealth of Massachusetts and governed by the same as well as any appropriate federal jurisdiction in the Commonwealth of Massachusetts.

Entire Agreement: This Contract sets forth the entire agreement between parties and supersedes all prior or contemporaneous agreements or understandings (whether written or oral), if any, between parties with respect to the subject matter of this agreement.

Waiver: Neither the waiver by any of the parties hereto a breach of or a default under any of the provisions of this Contract, nor the failure of either of the parties, on one or more occasions, to enforce any of the provisions of this Contract or to exercise any right or privilege hereunder, will thereafter be construed as a waiver of any subsequent breach or default of a similar nature, or as a waiver of any of such provisions, rights, or privileges hereunder.

Assignment: Contract or any obligations thereunder shall be not subcontracted or assigned except with the express written consent of the parties.

Call for Active Military Duty: Students called to active military duty at any time during their contracted period will be released from their housing contract at once, and with no fee/penalty for the remainder of the contract, after the resident brings a copy of their official orders to the Housing and Residence Life Office and completes the Housing Cancellation Request form. An appropriate refund will be issued once the cancellation request has been approved.

Revisions: This Housing Contract and accompanying Terms and Conditions are subject to revisions. Residence Life will notify residents of changes within two (2) business days of the modification by means of a College email message and by posting new information on the Housing & Residence Life PrideNet page.

Meal Plans: Students living in Springfield College Graduate Housing (Upper Hill, Lower Hill, Graduate Village, Graduate Annex) are not required to carry a meal plan, but may elect to do so. Students who elect a meal plan are held to the terms and conditions of the Meal Plan Agreement including applicable meal plan fees and/or cancellation fees

CONTRACT AGREEMENT

My signature below confirms that I have read, understand, and agree to comply with all the terms and conditions set forth within this Contract AND with all Office of Housing and Residence Life policies and procedures. By signing below, I also acknowledge my responsibility to read and comply with the policies and procedures in the Springfield College Student Handbook.

2024 - 2025 Academic Year Meal Plan Agreement

Springfield College is a 4 Year Residential College. Dining together is one factor that allows students to develop a sense of community. All students who live on campus in traditional residence halls are required to purchase a meal plan. The College currently offers a wide array of dining options that include gluten free, vegan, and allergen-friendly, in addition to other healthy eating choices. The goal of this process is to provide students with the tools they need to actively manage their dietary needs within the residential dining program.

Meal Plan Requirements:

- All Students residing in traditional residence halls (Abbey-Appleton, Alumni, Gulick, International, Lakeside, Massasoit, and Reed) are required to carry the All Access + 3 Meal Exchanges (ME) or the All Access + 7 Meal Exchanges (ME) meal plan
- Students residing in the Townhouses, Living Center, or the Senior Suites are not required to carry a meal plan but may elect any meal plan option
- Students residing in Graduate Housing or Commuter students are not required to carry a meal plan but may elect any meal plan option.

2024 - 2025 Meal Plan Options

All Access +7 Meal Exchanges (ME) \$4,015/Semester
Meals Per Week - Unlimited,

- 7 Days-A-Week
- Meal Exchanges: 7 Per Week
- Dining Dollars: 200/Semester
- Guest Meals: 3/Semester

All Access + 3 Meal Exchanges (ME) \$3,330/Semester

- Meals Per Week - Unlimited,
- 7 Days-A-Week
- Meal Exchanges: 3 Per Week
- Dining Dollars: \$50/Semester
- Guest Meals: 3/Semester

Weekly 14 \$2,485/Semester

- Meals Per Week - 14 as Meal Swipes or Meal Exchanges
- Dining Dollars: 250/Semester
- Guest Meals: 3/Semester

Weekly 7 \$1,794/Semester

- Meals Per Week - 7 as Meal Swipes or Meal Exchanges
- Dining Dollars: 600/Semester
- Guest Meals: 3/Semester

Block 50 \$878/Semester

- 50 Meals Per Semester
- Dining Dollars: 325/Semester
- Guest Meals: 3/Semester
- Any unused meals expire at the end of the semester

Meal Plan Periods:

- Fall 2024 Meal Plans begin on Friday, August 30, 2024 and end on Thursday, December 19, 2024
- Spring 2025 Meal Plans begin on Sunday, January 19, 2025 and end on Tuesday, May 13, 2025
- There is no dining service during periods when the College is closed for a scheduled break (Fall Break, Winter Break, Spring Break), or during the summer term. Please review the College's Academic Calendar for break dates
- There are traditionally three meal periods Monday through Friday (Breakfast, Lunch and Dinner), and two meal periods Saturday and Sunday (Weekend Brunch and Weekend Dinner).
- Expected Meal Period Hours are:
 - Breakfast – 7:00 am to 10:00 am
 - Lunch – 11:00 am to 2:30 pm
 - Dinner – 4:00 pm to 8:30 pm
 - Weekend Brunch – 10:00 am to 2:30 pm
 - Weekend Dinner – 3:30 pm to 8:00 pm
- You are not limited to the number of meals in a day at The Table @ Cheney Hall.
- Dining Hours vary by location. Please consult the Harvest Table website for a complete listing of dining locations and available dining hours.

Changes to Meal Plans:

- Meal plan changes can be made online by visiting the "MyHousing" Portal.
- Only plans of a higher value than your current meal plan may be chosen during the meal plan change window.
- Online changes to meal plans in the MyHousing Portal will be closed 10 weeks after the start of the semester.

Meal Plan Upgrade Window	No Changes After
FALL 2024 9/3/24 through 11/2/24	11/3/2024
SPRING 2025 1/21/25 through 3/23/25	3/24/2025

Cancellation of Meal Plan & Refund Policy:

- Meal Plans may be canceled at any time during the semester if you have fully withdrawn from Springfield College. The last date the plan was used or the withdrawal date, whichever is later, will determine the prorated amount of credit to be issued back to the student.
- Refund Policy - Meal Plan refunds will follow the policy outlined on the Springfield College website located on the Student Accounts webpage.
- Meal plan refunds will be prorated based on the later of the official date of notification of withdrawal/leave of absence or the last date of meal plan usage.
- An administrative fee of \$200 will be assessed to the student's account for Meal Plan Cancellations
- Dining Dollars are non-refundable and usage will be billed to the student's account.
- Pride Dollar account balances will first be applied to any outstanding balances due the College, if applicable. Any remaining balance will be processed as a refund to the cardholder.

Fall to Spring Semester Rollover:

- Prior to the beginning of the Spring semester, all students will be automatically re-enrolled and billed for the same meal plan that was selected for the Fall semester
- Students who are departing the College (whether to study abroad, Internship, Graduation, Leave of Absence, or withdrawal) must cancel their spring semester meal plan in writing to the Housing and Residence Life Office by the start of the Spring semester.
- A student must be enrolled in a Spring Meal Plan in order to have any unused Dining Dollars from the Fall Semester Meal Plan roll over into Spring Semester.
- Unused Meal swipes and/or Dining Dollars from your original meal plan will expire at the conclusion of the academic year and are non transferable and non-refundable.

Room Changes

- Students who change residence hall rooms from an apartment community to a traditional residence hall (example: from Senior Suites to Alumni), will be assigned one of the required meal plans (All Access + 3 Meal Exchanges (ME)) as part of the room change process. The meal plan will be prorated based on the room change date.
- Students who change residence hall rooms from a traditional residence hall room to an apartment community (example: from Alumni to Senior Suites) will continue to keep their assigned meal plan

Use of Your Meal Plan:

- Students are required to present their Springfield College ID Card to the cashier in order to use their meal plans.
- Students who lost or misplaced their Student ID can purchase a new ID Card at the Technology Service Center located on the first floor of the Learning Commons.
- Meal plans and Student ID Cards are non-transferable and are issued for the sole use of the student to whom they are issued.
- The meal exchanges reset each week on Thursday.
- All plans come with Dining Dollars that roll over to the spring semester (with the renewal of the meal plan for the spring semester) and expire at the end of the academic year.
- Harvest Table Cashiers will notify you when your dining dollars balance drops below \$25.00.

Dining Support - Harvest Table Dietitian

- Harvest Table employs a registered dietitian nutritionist who is available to consult with students regarding dietary needs, meal planning, and other healthy eating topics
- Information and contact information for the Harvest Table dietitian can be found by visiting the following webpage: <https://dining.springfield.edu/health-wellness>

Exemptions and Accommodation Requests

- Springfield College recognizes the need for reasonable modifications for disabilities on the basis of food allergies, celiac disease, or other disabilities or medical conditions requiring a special diet (collectively, "food allergies"). Students can review the College's Food Allergy Policy for additional information.
- If you are seeking an accommodation or reasonable modification relating to dining or catering services, including any accommodations related to your Springfield College meal plan, you can initiate that process by completing Online Student Application through Academic Success Center's Disability and Accessibility Services (DAS) Office.
- Generally, exemption requests for the following reasons will not be considered: financial, vegan/vegetarian/gluten-free diet, work/class/practice schedules, or personal preferences.
- The College, in unique circumstances, may exempt a student from the required meal plan due to their sincerely held religious beliefs. A meal plan exemption will only be granted when Harvest Table cannot meet the religious needs of a student. Please review the Dining & Catering Accommodations webpage for more information.

Graduate Housing Contractual Timeline 2024-2025 Academic Year

RETURNING GRADS

Friday, March 1, 2024 - Application Opens for Current Graduate Housing students who are Returning to Graduate Housing

Monday, April 1, 2024 - Priority Deadline for returners*

*Please note that if you apply after this date, Housing and Residence Life will not be able to take housing preferences into consideration.

Friday, April 5, 2024 - Assignments for Returning Graduate Housing students are sent out.

NEW GRADS

Monday, April 15, 2024 - Application Opens for New Graduate Students who submitted a Graduate Housing Deposit

Friday, May 17, 2024 - Priority Deadline for New Graduate Students seeking Graduate Housing**

**Rolling Application: Students enrolling for the Fall 2024 - Spring 2025 term, all room assignments are based on availability

SUMMER HOUSING

Summer Housing Contract Opens Monday, April 15th***

Summer Housing is ONLY for those Graduate Students returning to Graduate Housing for the Fall 2024/Spring 2025 academic year

Friday, May 3, 2024 - Summer Contract Closes

*** All students approved for summer break will be staying in one of the on campus apartment style areas. No graduate housing properties will be available for Summer Housing.