SPRINGFIELD COLLEGE STUDENT HANDBOOK 2021-2022

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Dear Springfield College Student,

On behalf of the Springfield College community, we are delighted to welcome you to the 2021-2022academic 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 for Student Affairs

David Hall, Ed.D
Associate Vice President for Student Affairs

ACADEMIC POLICIES

Academic policies for the academic year may be found at:
https://springfield.edu/registrar/springfield-college-catalogs

COLLEGE POLICIES

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 at:
https://springfield.edu/academic-success-center/504-grievance-procedure

Abuse of College Resources Policy

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

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 at: https://springfield.edu/about/college-policies

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.

Alcohol Policy

The College acknowledges that we live within a social environment which establishes in law a minimum age for the use of alcohol of twenty-one (21). As such, the College does not permit the use of alcohol on campus which is not consistent with the law. 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.

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

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

Procedures for the Individual Use of Alcohol

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. Possession and consumption of alcoholic beverages on or off the Springfield College campus must be in compliance with Massachusetts state laws. Legal use of alcohol is limited to the privacy of students' rooms.
3. The possession, consumption, or use of alcoholic beverages by those persons under the age of 21 is a violation of College Policy and Massachusetts state law.

4. Alcohol consumption and/or carrying open containers of alcoholic beverages is not permitted in public areas of the residence halls (lounges, entrance ways, stairwells, lavatories, corridors, etc.) or in other College buildings, at athletic events, student activities, and outdoors on the campus unless specific written authorization is granted prior to the event by the Vice President for Student Affairs or 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.
5. Bulk alcohol is equivalent to amounts more than eighteen (18) 12oz. beers **or** hard seltzers, etc., **or** 3 liters of wine, **or** 1.75 liters of 80 proof alcohol, for each person 21 or older. 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. 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 confiscated (taps and "keg-o-rators" included) by the College.
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.
7. The College prohibits drinking paraphernalia which includes drinking funnels, beer bongs, ice luges, and shot sticks/skis. 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.
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.
9. Impairment, which could be attributed to the consumption of alcohol, that substantially interferes with student judgment and decision-making, causes disturbance, and/or requires the intervention of College personnel is prohibited.
10. Falsifying any identification cards and/or borrowing another student's ID to obtain alcohol or to gain entrance to functions where alcoholic beverages are being served will result in disciplinary action. Production and/or alteration of identification cards for sale and/or mass-production of such cards will result in College sanctions and may result in criminal prosecution.
11. Students who host a gathering where alcohol is served to minors are in violation of the college alcohol policy and are in violation of the code of conduct.
12. Students who operate a motor vehicle while under the influence of alcohol either on or off campus will face disciplinary action and could face criminal prosecution.

Drug Policy

The College prohibits the possession, use, and/or distribution of any illegal and/or controlled substance 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:

1. Possession and/or use of a controlled substance/illegal drug, including but not limited to all cannabis/marijuana products (which includes plant-derived products, edibles, concentrates/oils, synthetic cannabis, 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 marijuana for the purpose of this policy.

2. Possession, use, or distribution of all types of drug paraphernalia, including but not limited to pipes, bongs, rolling papers, grinders, vaping devices, and unauthorized use of syringes.
3. Attending/participating in class, class-related activities, and/or co-curricular activities under the influence of alcohol or drugs.

Possession of such paraphernalia will be considered sufficient evidence that a violation of the College drug policy has occurred. If found, any item(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.

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.

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.

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.

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)	413-246-9675
Carlson Detoxification Center (Behavioral Health Network)	413-733-1423
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)	413-783-4198
Trinity Health Behavioral Health (Mercy Medical Center)	833-296-8669

Bias Incident Policy

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

Examples of a bias incident include but are not limited to the use of racial, ethnic, religious, sexual or anti-gay slurs and/or symbols of hate. This also includes physical attacks, intimidation, threatening action or language, and damage to personal property because of a student's race, color, religion, national origin, ethnic background, gender, gender identity or expression, sexual orientation, or disability.

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

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

You may also contact the BIRT Team: The Bias Incident Resource Team is composed of College staff, faculty, and public safety. Their charge is to provide communication between different campus departments regarding students, provide a centralized repository for information about student behavioral concerns, follow up with referring persons, provide students with support, resources and case management, and to educate the community.

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: Counseling, Restitution, Probation, College Suspension, or Expulsion

Business Office Policies

Springfield College students have certain financial obligations to the College. All business office policies may be found at: https://springfield.edu/business-office/policies

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 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.

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 at: https://springfield.edu/registrar/springfield-college-catalogs

Discrimination/Harassment Policy

Springfield College does not discriminate against any person on the basis of race, color, religion, national or ethnic origin, age, sex, sexual orientation, gender identity or expression, disability, veteran status, or any other legally protected basis in the admission and access to, and employment and treatment in, its programs and activities. The complete policy is available at:
http://springfield.edu/about/college-policies?_ga=2.143794677.1307778428.1584965430-1030973969.1568930548

Disruptive Behavior Policy

Disruptive behavior in the classroom or during an educational experience is prohibited. Classroom and educational experiences include in-person educational experiences as well as online educational experiences. Disruptive behavior includes conduct that interferes with or obstructs teaching or the learning process. Civil expression of disagreement or views opposing those of the course instructor during classroom or an educational experience permitted by the course instructor is not itself disruptive behavior.

The course instructor is authorized to establish rules and other parameters for students' behavior and participation during the course or other educational experience supervised by the course instructor.
If a student, acting individually or in concert, disrupts or attempts to disrupt the course or other educational experiences, the course instructor is authorized to follow several options, depending on the severity and/or frequency of the offending behavior:

1. The course instructor will ask the student to stop the disruptive behavior or, if it persists, may instruct the offending student to leave the class or educational experience.
2. The course instructor may contact Public Safety if the student fails to follow the instructor's directive.
3. The course instructor must immediately call Public Safety if presented with an unsafe situation, threatening behavior, violence, knowledge of a crime, or similar circumstances.

In the case of severe and/or frequent disruptive behavior, the applicable academic dean or 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.

Firearms and 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 explosives, knives, pellet guns, paintball guns*, slingshots, blades, wrist rockets, ammunition, fireworks, dangerous chemicals, and martial arts weapons. "Nunchucks, klackers, Kung-Fu sticks, or any other similar weapon consisting of two sticks of wood, plastic, or metal connected at one end by a length of rope, chain, wire, or leather" are illegal in the Commonwealth of Massachusetts (Massachusetts General Law: Chapter 140 Section 129C). The law also includes "shreiken or any other similar pointed starlike objects intended to injure a person when thrown," as well as "billy clubs or other dangerous weapons."
Students may not bring any weapons on campus. Any firearms or weapons found on campus will be immediately confiscated and held by the Department of Public Safety. The student will face disciplinary action on campus and could face up to imprisonment for not less than six months nor more than two- and one-half years in a jail or house of correction (Massachusetts General Law: Chapter 140 Section 129C).

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

Gambling Policy

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

Hazing Policy and State Law

Policy Rationale

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

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

Policy Statement and Definition

Springfield College complies with and enforces the hazing laws of the Commonwealth of Massachusetts and does not permit hazing of any sort whether by organizations or individual students. Hazing is a crime in Massachusetts and is defined as: "any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation." Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in such acts. Hazing occurs regardless of the consent or willingness of persons to participate in the activity. Hazing is prohibited no matter if it occurs on or off campus. The failure to report hazing is also a crime under Massachusetts law.

"Hazing" does not include any activity or conduct that furthers legitimate, curricular or co-curricular, program goals, provided that (1) the goals are approved by the College; and (2) the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the College.
As required by law, all student groups, student teams, and student organizations are required to annually sign an attestation acknowledging that they have received a copy of the Massachusetts Hazing Statute and that they understand and agree to comply with its provisions.

Massachusetts Hazing Statute

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

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

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

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

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

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

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the

institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

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

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations with an electronic version of the student handbook and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Hazing Penalties

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

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

Identification Card Policy

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

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

Interference with the Student Conduct Process Policy/Interfering with College Official's Job

All persons responsible for addressing incidents (this includes but is not limited to resident assistants, 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.

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 student affairs and/or academic affairs to do so**.**

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

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

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

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

- The student's 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.
- Before the student returns to Springfield College, the vice president of student affairs may require that they be evaluated by a licensed psychologist, psychiatrist, or other appropriate health care professional, who must submit a complete evaluation to the College. This evaluation, along with any other requested documentation, should be provided to the director of the Springfield College Counseling Center. After the director of the counseling center has received all requested information, they will make a recommendation to the vice president of student affairs regarding re-entry/readmission, and any conditions necessary to support a successful return to the College.
- The final decision on the status of the student will be made by the vice president of student affairs, who will notify the student and their parent/guardian/emergency contact of the decision.
- If a student wishes to appeal the decision:
  An appeal must be submitted within three **(3)** business days to the Associate Vice President of Academic Affairs after the decision letter is delivered to the student's Springfield College email account. The appeal must directly address concerns outlined by the vice president or designee decision.

Note: The Vice President of Student Affairs may appoint a designee who is thereby authorized to make decisions on the above issues.

Medical Amnesty Policy

The Springfield College community values the health and safety of its members and supports an environment that encourages students to help others who are in need of assistance. This policy has been established to encourage students to take responsible action when another student, 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. 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:

- The caller is a Springfield College student and
- 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.

Disclosure of Amnesty Incidents
The College may disclose amnesty incidents with the student's consent. The College also may disclose an incident if a student is applying for a position within Housing and Residence Life, June Orientation, Pre-Camp, Cultural Connections, and/or New Student Orientation (NSO), Center for Service and Leadership programs, and/or study abroad if an incident occurred within one year of application, or if the College has received subsequent alcohol or drug related incidents involving the student.

The following are not covered by the Medical Amnesty Policy:

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

Application to Student Organizations
In circumstances where an organization is found to be hosting an event where medical assistance is sought for 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.

Medical Clearance Policy

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 the College becomes aware that a student has been treated for a medical or mental health issue off campus, whether admitted to the hospital or not, the student 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. The decision will be available in written form outlining any conditions which have been established. At any time, the Dean of Students may contact parents/family 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 for Student Affairs, 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.

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).

Examples of protected activity include but are not limited to:

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

Examples of adverse action include but are not limited to:

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

Pet Policy

Pets are not permitted in college buildings, on athletic fields, and must always be leashed. Find the complete policy at: http://springfield.edu/about/college-policies

Reporting Off-Campus Address Policy

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

Solicitation Policy

The primary goal of Springfield College is fostering education and study. To achieve this, the College places restrictions on activities which might disrupt the operations of the College. For this reason, commercial groups not associated or affiliated with the College are not permitted on College-owned property for the purpose of solicitation without the advanced written permission of the Vice President for Student Affairs or Director of Student Activities and Campus Union. Such solicitation includes the distribution of flyers, announcements, and posters as well as door-to-door sales in the residence halls or other College buildings. The Student Activities 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 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 Director of Student Activities and Campus Union. There are designated areas on campus where banners may be hung for the purpose of advertising programs or events. Arrangements may be made to hang banners at these locations through the Office of Student Activities. Disciplinary action will be taken against the group or individuals who violate this policy.

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.

Smoke-free Tobacco-free Policy

Smoking and the use of Tobacco Products, including 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 at: https://springfield.edu/smoke-free-tobacco-free-campus/policy

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

Student Demonstration Policy

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

The demonstration must be orderly at all times and should in no way jeopardize the public safety or interfere with the College program(s). Picketing or demonstrating must not interfere with the entrances to buildings or the normal flow of pedestrian or vehicular traffic. Students involved in a demonstration may not interfere by mingling with organized meetings or other assemblies for the purpose of harassment since this invades the rights of others to assemble and the rights of speakers to free expression. The demonstrating group may not obstruct or physically interfere with the integrity of the classroom, the privacy of the residence halls, the operation of the administrative process, or the function of the physical plant. Acts of violence or intimidation on the part of any group of students or other conduct which the College deems in violation of its policies, whether it be those who are demonstrating, those who are dissenting or those who are interfering with the process of dissent, will result in immediate disciplinary action.

Theft Policy

Actual or attempted theft of personal property, College property, public/private property, or identity is prohibited. Additionally, the possession of stolen property is prohibited. College-owned furniture and equipment is placed in lounges and other locations/common areas on campus for the benefit of all students. Theft, removal, damage, or possession of and relocation to student rooms is prohibited. Students found responsible will face disciplinary actions and/or criminal prosecution. Removal of College furniture or property from public areas or student rooms will result in a fine equal to the cost of the missing furniture, and possibly other sanctions outlined in the Code of Conduct.

Vandalism/Damage Policy

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

GUIDE TO COMMUNITY STANDARDS PROCESS

Student Code of Conduct Authority

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

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.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 Associate Vice President for Student Affairs, or their designee, shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case by case basis, in their sole discretion.

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 Associate Vice President for Student Affairs. Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

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.

Definitions

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.
2. The term *"Administrative Hearing Officer"* means a College official authorized on a case-by-case basis by the Associate Vice President for Student Affairs to hear cases regarding alleged violations of College policies and/or regulations and to impose sanctions upon any student(s) found to have violated the Student Code of Conduct.
3. The term *"business day"* means any day, Monday through Friday, during which the College is open for business.
4. The term *"College"* means Springfield College.
5. The term *"College official"* includes any person employed by the College, performing assigned administrative or professional responsibilities.
6. The term *"College premises"* includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term *"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.
8. The term *"guest"* refers to any non-Springfield College person on campus.
9. The term "*visitor*" refers to any Springfield College student present in a residential space not assigned to them.
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.
11. The term *"organization"* means any number of persons who have complied with the formal requirements of College recognition.
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.
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.

14. The term *"student"* includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered "students," as are persons who are living in College residence halls, although not enrolled in this institution. This Student Code of Conduct does apply at all locations of the College.

The Vice President for Student Affairs is the person designated by the College President to be responsible for the administration of the Student Code of Conduct and the Vice President for Student Affairs has designated the Associate Vice President for Student Affairs to administer the Code and Community Standards process.

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:

- Written notification of charges, with a brief specification thereof, with the date (approximate if necessary) and place of the alleged violation, and the date, time, and place of the administrative hearing.
- A copy of the administrative hearing agenda. This agenda will be included with the notice of charges.
- Reasonable time to prepare the case after receiving notice of the hearing. Normally the hearing will be held no earlier than two days and no later than seven days from the date of notice.
- The right to be present and the opportunity to be heard at this hearing. Whether or not the student exercises this right, the hearing will be held and the student is bound by the decision rendered.
- The right to present information and witnesses on the student's behalf. All witness names and documents must be provided to the Office of Student Affairs 24 hours in advance of the administrative hearing of the responding student. The College may choose not to release the name of a witness prior to the administrative hearing but will make every effort to provide access to redacted statements to assist the responding student in preparation.

Student Responsibilities

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

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.

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.

- 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.
- Any form of sexual misconduct/gender-based misconduct, including but not limited to, acts of sexual assault (non-consensual sexual intercourse, non-consensual sexual contact), sexual harassment, sexual exploitation, stalking, and relationship violence or the attempt of these actions. Refer to the Gender-Based Misconduct policy found at: https://springfield.edu/studenthandbook.
- Physical abuse and/or assault, verbal abuse, threats, threatening behavior, humiliating behavior, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of self, another person, group, or College Official. This includes but is not limited to fighting.
- 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.
- Acts which are not civil or respectful and/or breach the peace, including, but not limited to, engaging in uncivil behavior. This also includes disrupting the functions of the College.
- Unauthorized possession, duplication, or use of keys or access cards to any College premises, and/or tampering with any locks.
- Unauthorized entry or use of College premises; unauthorized presence in any place that is marked as private, unapproved presence in any space you have not been assigned to, as well as presence in any place that you have been officially trespassed from.
- 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.

- 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.
- 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.
- 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.
- Theft or misuse of phone, computer information, and electronic systems (Internet connection, network, etc.) are prohibited, including but not limited to:
    - Unauthorized entry into a file to use, read, or change contents.
    - Unauthorized transfer of files or programs.
    - Unauthorized use of another person's identification and password.
    - Use of computing or phone systems to send obscene, threatening, or harassing messages.
    - Interfering with the normal operation of the College computing system, including the initiation of the spread of a computer virus.
- 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.
- 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. The following violations are grounds for a guest to be trespassed:
    - Abuse and/or assault
    - Alcohol transport
    - Disrespectful or verbally abusive behavior towards a college official
    - Drug policy violation
    - Repeat offender
    - Uncivil behavior
- Abuse of the community standards system, including but not limited to:
    - Failure to comply with the sanction(s) imposed by the College;
    - Falsification, distortion, or misrepresentation of information before a conduct body;
    - Institution of a conduct complaint knowingly without cause;
    - Attempting to discourage an individual's proper participation in, or use of, the conduct system;
    - Attempting to influence the impartiality of a member of a conduct body prior to, during, and/or after a conduct proceeding;

    - Harassment and/or intimidation of a member of a conduct body, witness, or victim prior to, during, and/or after a conduct proceeding;
    - Failure to comply with a notice to appear for a meeting or administrative hearing;
    - Influencing or attempting to influence another person to commit an abuse of the conduct system.
- Bias-related violations of the Code toward or regarding a person or group because of factors such as actual or perceived disability, religion, race, national origin, ethnicity, sexual orientation, gender, or gender expression or identity may be assessed enhanced sanctions.
- Indecent or lewd exposure including public urination.
- Disrespectful behavior, attitude, interaction, or verbal exchange with a College official.
- 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.
- Failing to follow established community health protocols and/or social distance guidelines.
- Forgery, alteration, or misuse of any College document.
- Representing the College, any recognized student organization, College personnel, or any official without consent.

Code of Conduct Procedures

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

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 administrative hearing will cover the following:

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

Every student charged with a violation that puts them in jeopardy of loss of housing, suspension, or expulsion from the college will be sent electronically to their College e-mail address all redacted reports and all information the College has 24 hours prior to the hearing.

Within 7 business days of your administrative hearing, you will receive an outcome letter via email, that details all pertinent information regarding the hearing officer's decision, including, but not limited to, the findings for each charge (responsible or not responsible), sanctions, and a link to the appeal process. If discrepancies are discovered during the hearing process that require additional investigation it may take longer than 7 days to receive the outcome letter and this will be communicated.

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

Follow the appropriate process 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. You may also follow the link on the administrative hearing letter which will provide you access to proper form.

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.

Advisers

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

An adviser will not be allowed to examine 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 an adviser in violation of these conditions in the opinion of the hearing officer, may result in the immediate removal of that adviser, and the continuation of the administrative hearing without the presence of that adviser.

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

If you plan on bringing an adviser, you must notify the Office of Community Standards at (413) 748-3922, at least 24 hours in advance of your scheduled hearing.

Appeal Process

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

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

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

An appeal must be submitted within three **(3)** business days after the decision letter is delivered to the student's Springfield College email account.
An appeal may be made solely on the grounds of:

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

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

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

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

Community Standards Sanctions

The purpose of the College's Community Standards process is to be both educational and corrective but can be punitive when deemed necessary. The Community Standards process is intended to make clear to the student the limits of acceptable behavior and to give students who violate the Code of Conduct an opportunity to more fully understand the expectations of being a member of the Springfield College community. The consequences for students and/or organizations found responsible and/or complicit in a violation may include a combination of interventions. Failure to complete assigned consequences may result in the student's record being placed on hold (Community Standards Hold) which can prevent registration, participation in the room selection process, release of grades/transcripts, participation in

graduation, and/or the granting of a degree. The consequences/sanctions include but are not limited to the following:

1. **Deferred Loss of Housing**: Involvement in any future alcohol, drug, or other code of conduct violations will be grounds for removal from College Housing. The College has a three-year residency requirement for all students. Students removed from housing due to disciplinary sanctions will forfeit any refund.
2. **Deferred Suspension:** Involvement in any future alcohol, drug, or other code of conduct violations will be ground for suspension.
3. **Expulsion:** Complete and permanent termination of the student's relationship with the College. This termination pertains to all classes, activities, services, facilities, grounds, and precludes any future enrollment in the College's undergraduate, graduate, and professional schools. Students removed from housing due to disciplinary sanctions will forfeit any refund.
4. **Fines:** A disciplinary fine that is placed on the student's account.
5. **Interim Action:** Interventions and/or restrictions issued by the associate vice president for student affairs 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.
6. **Interim Suspension**: A denial of access to the residence hall(s), to the campus (including academic classes), and/or to all other College activities or events, which the student might otherwise be eligible to participate in or attend. Note: Interim Suspensions are issued prior to adjudication of a student conduct case by the associate vice president for student affairs or their designee. Interim suspension may be imposed: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through an Administrative Hearing, if required. However, the student will be notified in writing of this action and the reasons for the suspension. The notice will include the time, date, and place of a subsequent hearing at which the student may show cause why their continued presence on the campus does not constitute a threat.
7. **Intervention:** Educational or informative workshops, events, reflective or research papers, meetings, counseling sessions, or activities related to the violation or incident.
8. **Loss of Housing**: A student will be required to move off campus and become a commuter. The College has a three-year residency requirement for all students. Students removed from housing due to disciplinary sanctions will forfeit any refund.
9. **Probation:** Official notice that any further/future violations 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 six 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.

10. **Restitution:** Compensation for loss, damage, or injury made payable to the affected party.
11. **Restriction:** Temporary or permanent loss of privileges or the use of or participation in a College facility, program, or service.
12. **Suspension:** A complete separation from all College classes, activities, events, services, facilities, grounds, and campus property (including College owned houses in the adjacent neighborhoods) for a specific period of time and/or until specific conditions are met. Any violation of these terms will result in additional action up to and including expulsion. Suspensions are immediate regardless of the timing of the academic year, unless otherwise specified. Students removed from housing due to disciplinary sanctions will forfeit any refund.
13. **Written Warning of Violation of Code of Conduct**: An official written notice of the College's disapproval of a student's actions indicating that any future violation will be dealt with more severely.

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

Alcohol Violations

Alcohol policy violation(s) with no aggravating factors	$50 fine, Written warning of violation of code of conduct, Online educational module with course reflection paper
Alcohol policy violation(s) with aggravating factors (such as conduct history, amount of alcohol, other minor violations)	$100 fine, Probation, Deferred loss of housing, Alcohol education class (in person) with reflection paper, Parent/guardian/emergency contact notification
Alcohol policy violation(s) with significant aggravating factors (2 or more alcohol violations; alcohol violation with violence or assault associated)	$100 fine, Removal from housing or college suspension, Parent/guardian/emergency contact notification, and BASICS (two session, in person intervention with self-monitoring between sessions)
Hospital Transport for Excessive Intoxication	Parent/guardian/emergency contact notification, Probation (any further violation of the Code of Conduct will likely result in college suspension), $100 fine, and BASICS (two session, in person intervention with self-monitoring between sessions)
DUI/DWI	$100 fine, Suspension and/or BASICS , Parent/guardian/emergency contact notification
Providing alcohol to minors/Furnishing a Place	$100 fine, Online educational module with reflection paper, Parent/guardian/emergency contact notification
Drinking paraphernalia, including drinking funnels, all manners of drinking games, including	$50.00 fine, written warning

but not limited to “water” pong, drinking game paraphernalia, and empty alcohol containers	

Drug Violations

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

Non-Alcohol and Other Drug Violations

Abuse and/or Assault	Restitution, Counseling or restorative justice, Loss of housing, College suspension or expulsion, Mediation
Bias Incident	Depending on the severity of the case: Counseling, Restitution, Probation, College suspension, or Expulsion,
Climbing exterior of Townhouses or other buildings	$100 fine, Trespassed from the Townhouse backyards (or other space), re-assigned housing
Uncivil behavior	Probation
Disrespectful or Verbally Abusive Behavior towards a College Official	Probation, Restitution, or Mediation
Disruptive Behavior	Restitution, Probation
Failure to Comply	Probation
False Identification	$100 fine, Probation

Fire Alarm - activation of a false alarm	$500 fine, Restitution, College suspension, Loss of housing
Fire Alarm - failure to evacuate	Watch fire safety movie with reflection paper
Fire Alarm - false discharge of a fire extinguisher	Restitution, Deferred loss of housing
Fire Safety Regulation violation – candle, wax melter, incense, cooking appliances, air conditioners, etc.	$50 fine, Written Warning
Guest policy violation	Deferred loss or loss of guest privileges for a specific period of time, Fines, Loss of other privileges dependent upon the violation, Guest Trespassed, Potential housing reassignment or loss of housing
Hazing	Depending on the severity of the case: Counseling, Restitution, Probation, College suspension, Expulsion,
Housing and Residence Life policy and regulations	Fine, written warning, restitution, probation
Interfering with conduct process to	Probation, Reflection paper, $50 fine
Noise violation	Restitution, Mediation
Pet policy	$100 fine, removal of pet within 24 hours
Public urination	Reflection paper
Smoking/tobacco use/vaping - 1st offense	$50 fine, Written warning
Smoking/tobacco use/vaping - 2nd offense	$100 fine, Reflection paper, Probation
Smoking/tobacco use/vaping - 3rd offense	$100 fine, Deferred loss of housing or loss of housing, Probation
Theft	Restitution, Probation, Loss of privileges
Threatening behavior	Restitution, Probation
Vandalism/Damage	Restitution, Probation, Deferred loss or loss of housing

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

1. Those sanctions listed above.
2. Loss of selected rights and privileges for a specified period of time.
3. Deactivation or loss of all privileges, including College recognition, for a specified period of time.

Other than College suspension, expulsion, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's disciplinary record. Cases involving the imposition of sanctions other than College suspension, College expulsion, or revocation or withholding of a degree shall be expunged from the student's confidential record seven years after final disposition of the case. In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered

to be the education records of both the respondent(s) and complainant(s) because the educational career and chances of success in the academic community of each may be impacted.

HOUSING AND RESIDENCE LIFE SECTION

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.

Rights

1. To be treated with respect and consideration.
2. To be able to read and study free from undue interference in individual rooms.
3. To expect a roommate to respect personal belongings.
4. To live in a clean environment.
5. To have free access to assigned room and facilities without pressure from a roommate.
6. To have personal privacy.
7. To have guests and visitors in the room in compliance with the guest policy outlined in the Housing and Residence Life contract.
8. To be able to address grievances and concerns.
9. To be free from fear or intimidation, physical, and/or emotional harm.
10. To be free from all forms of discrimination.
11. To have access to supportive residence life staff in time of need and to assist in the resolution of conflicts or differences.

Responsibilities

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.
2. To treat others with respect and consideration, and to guarantee them their individual rights.
3. To be responsive to all reasonable requests of fellow residents.
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.
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

6. To control the volume of noise and music emitting an assigned room out of consideration of other residents.
7. To inform roommate(s) and floor mates of personal needs and preferences and to negotiate differences.
8. To seek out appropriate medical and psychological help, when and if necessary, and to avoid becoming excessively demanding on fellow residents.
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.
10. To adhere to all college policies and regulations relative to the use and misuse of alcohol and illegal drugs.
11. To be responsive and cooperative in all dealings with Residence Life Staff members.

Housing Assignments

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.

Roommates are encouraged to negotiate differences and to work with staff to problem solve and communicate. Anyone desiring to change rooms or residence halls should 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. Please note that there is a housing freeze for the first two weeks and room switches are not permitted until the third week 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. 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.

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:

- Is twenty-three years of age or older;
- Is married;
- Has dependent children;
- Has been a veteran of at least two years on active military duty;
- 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;
- Study Abroad;
- Graduation in December;

- Internship, more than 60 minute drive;
- 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 Commuter Status Application. Approved students will have their status recorded by the College.

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. Some violations have a specific fine or censure attached to them:

- Tampering with fire safety equipment.
- Possession of a firearm or any illegal weapon, or possession or use of fireworks or explosives is prohibited.
- Violations of Drug Policy.
- Failure to leave building during fire drills, failure to leave in a timely manner, or reentering the building without verbal clearance or staff permission.
- Bulk alcohol is equivalent to amounts more than eighteen (18) 12oz. beers **or** hard seltzers, etc., **or** 3 liters of wine, **or** 1.75 liters of 80 proof alcohol, for each person 21 or older. 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. 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 confiscated (taps and "keg-o-rators" included) by the College.
- Consumption of alcohol in unauthorized areas, residence halls, or other campus locations (including first violation).
- Use or possession of unapproved electrical appliances in residence hall rooms.
- Propping open doors of residence facilities.
- Throwing garbage or other items out windows.
- Construction of unauthorized loft without permit.
- Removal of hall lounge furniture to use in student rooms.
- Open Flames: candles (may be confiscated), incense, smoking. Wax melters are not allowed in residential spaces and may be confiscated.
- 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.
- 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.
- Students may not climb exterior walls of the Townhouses, or other buildings; this includes climbing up/down, and across between windows.

- 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 10p.m. and 8a.m. (Sunday – Thursday) and midnight to 10 a.m. (Friday and Saturday). All residents should be mindful of their peers' schedules with regard to noise, which may require reduced levels of noise. Noise can be defined as the persistent interruption of a reasonable level of peace and quiet.
- The College reserves the right, at the discretion of the Vice President of Student Affairs and/or their designee, to enter a room when there is probable cause 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.

Guests and Visitors

Overnight guests and visitors 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.

All guests must be registered via the Guest Registration Form. All guests and visitors must be signed in at the front desk. 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.

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 normal 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.

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.

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.

<u>Evacuation Procedure</u>
- Shut all windows.
- Leave lights on.
- Wear shoes.
- Take a towel to cover your face in case of fire.
- Close doors but leave unlocked.
- Walk quickly to the nearest exit, DO NOT use the elevator.
- Remain calm.

Failure to evacuate the premises within three to five minutes, failure to cooperate with College personnel, or premature re-entry of the building when alarms sound will result in an automatic fine. If any further violations occur, the student will face progressive disciplinary action.

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.

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, wax melters, or incense are not permitted in residence halls. 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.

ADDENDUM- COVID

- Students who are formally exempted from the COVID-19 vaccine requirement due to medical or religious reasons will be required to wear masks (which covers both the nose and mouth) in all classes, seminars, residence halls and on campus. Students will be able to participate in activities that require close contact, including intercollegiate athletics, club sports, intramurals, Pre-Camp, Cultural Connections, Alternative Spring Break, Outdoor Pursuits, and other activities or on-campus employment that involves close contact with other individuals. Unvaccinated students will need to wear a mask (which covers both the nose and mouth) in these activities.
- Resident students may not have any guests in any housing space or residential building.
- A "guest" refers to any non-Springfield College person (including parents). Allowance will be made during move-in where two guests may assist a student moving into the residence halls during the student's assigned move-in block. While guests are not permitted in the residence halls, they are welcome on campus, provided they follow our established face covering policy.
- Students who are ill or exhibiting symptoms (e.g., fever over 100.4, dry persistent cough, respiratory issues, body aches, sore throat, nasal congestion, GI symptoms, or loss of taste/smell) must stay home or in their residence hall and contact the Health Center at 413-748-3175.
- Students must comply with COVID testing as indicated.
- Students in supported isolation or quarantine must follow the guidelines outlined by the Health Center.
- Face Covering Policy: All faculty, staff, students, and guests are required to wear masks when inside campus buildings and outside when social distancing of six-feet or more is not possible, regardless of vaccination status. Members of the Springfield College community who are exempted from vaccination, or who are not fully completed with their course of vaccinations (post two weeks final inoculation) must wear their masks at all times while on campus – both indoors and outdoors.

  All students are required to wear a mask until their on-boarding campus test result comes back negative. Test results are typically communicated to students within 24-48 business hours.

  Currently, vaccinated individuals (post their negative on-boarding test result) may choose not to wear masks outdoors (when social distancing of six-feet is possible), alone in a private office, when students are in their living space (i.e. their individual room/apartment), and may remove masks during the consumption of food or drinks in dining areas. Like all issues surrounding COVID, this policy will be reviewed on an on-going basis and changed as necessary.

  The College's COVID-19 mandages follow local, state, and federal guidelines.

The COVID vaccines available in the U.S. are highly effective at preventing severe illness, hospitalization, and death. Getting vaccinated remains the most important step you can take to protect yourself and others. We urge all members of the Springfield College community who have not yet been vaccinated to do so as soon as possible.

COVID-19 Sanctioning Chart

The information provided below is to highlight possible consequences for typical policy violations of the Code of Conduct and is not absolute. Aggravating factors will also be considered. Second or third violations of COVID policies will result in more severe sanctions. We reserve the right to notify parent/guardian/emergency contact of a student's engagement in this process.

COVID-19 Policy Violation: violation of COVID testing (failure to test)*

**There is no administrative hearing for a violation of a COVID test (failure to test), sanctions will be automatic. Students have the right to dispute automatic sanctions associated with COVID testing as outlined in their sanction letter.*

COVID-19 Policy Violation: violation of COVID testing, *No Hearing.*	**Automatic:** Removal from all in-person classes and co-curricular activities until student is back in compliance (test and negative result obtained), $50 fine, Written Warning, Deferred Loss of Housing,
COVID-19 Policy Violation: violation of COVID testing (with aggravating factors)	**Automatic:** Removal from housing and co-curricular activities for approximately two weeks *(subsequent violations will result in loss of college housing for the rest of the semester)*, Probation, Reflection paper 1, $50 fine, and/or College Suspension
COVID-19 Policy Violation: violation of COVID testing (with significant aggravating factors)	**Automatic**: Removal from housing and co-curricular activities for the rest of the semester (*possible next semester*), Reflection paper 2, $100 fine, Probation, and/or College Suspension

COVID-19 Policy Violation: violation of the guest (non-Springfield College person) in a residential space

COVID-19 Policy Violation: violation of the guest (non-Springfield student) policy	Removal from housing and co-curricular activities for approximately two weeks *(subsequent violations will result in loss of college housing for*

	the rest of the semester), Reflection paper 1, $50 fine, and/or College Suspension
COVID-19 Policy Violation: violation of the guest (non-Springfield student) policy (with aggravating factors)	Removal from housing and co-curricular activities for the rest of the semester (*possible next semester*), Reflection paper 2, $100 fine, Probation, and/or College Suspension
COVID-19 Policy Violation: violation of the guest (non-Springfield student) policy (with significant aggravating factors)	College suspension

COVID-19 Policy Violations: face covering/masks, supported isolation or quarantine, etc...

COVID-19 Policy Violation(s)	Reflection paper 1, $50 fine, Written Warning
COVID-19 Policy Violation(s) (with aggravating factors)	Reflection paper 2, $100 fine, Probation, and/or Deferred Loss of Housing
COVID-19 Policy Violation(s) (with significant aggravating factors)	Removal from housing and co-curricular activities, probation, and/or college suspension