SPRINGFIELD COLLEGE STUDENT HANDBOOK 2022-2023

2/17/23

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Dear Springfield College Student,

On behalf of the Springfield College community, we are delighted to welcome you to the 2021-2022 academic year! Since 1885, Springfield College has remained true to its founding mission of educating students in spirit, mind, and body for leadership in service to humanity.

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

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

Warmest regards,

Slandie Dieujuste, Ph.D.
Vice President for Student Affairs

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

1. ACADEMIC POLICIES

Academic policies for the academic year may be found on the Springfield College website.

1.1. Class Attendance -Absences Due to Illness or Emergency

The Office of Student Affairs does not excuse absences from class.

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

2. COLLEGE POLICIES

2.1. 504 Grievance Procedure

Springfield College has adopted a grievance procedure to assist in facilitating resolution of complaints alleging disability discrimination in violation of Section 504 of the Rehabilitation Act of 1973 ("Section 504"). Find the full 504 grievance procedure on the Springfield College website.

2.2. Abuse of College Resources Policy

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

2.3. Acceptable Use of Information Technology Policy

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

2.4. Alcohol and Drug Policy

The illegal or abusive use of alcohol or drugs by members of the Springfield College community adversely affects this educational environment. Therefore, all members of the Springfield College community are expected to exemplify high standards of professional and personal conduct.

Springfield College seeks to ensure the health and well-being of the entire College community. Therefore, consistent with state and federal laws, including the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act, the College has adopted the following alcohol and drug policies designed to prevent the illicit use of drugs and the misuse of alcohol, and to provide opportunities for education and assistance to members of the College community.

2.4.1. Alcohol Policy

The College acknowledges that we live within a social environment which establishes 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:

2.4.1.1. 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.

2.4.1.2. 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.

2.4.1.3. No person or group shall purchase or otherwise procure alcoholic beverages for consumption by a person under 21 years of age. Violators may be subject to criminal charges and a fine.

2.4.1.4. 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.

2.4.1.5. 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.

2.4.2. Procedures for the Individual Use of Alcohol

2.4.2.1.1. Possession or use of alcohol in any form is strictly prohibited in first year residence halls, regardless of one's age. This restriction applies to all students of Springfield College, their guests, visitors, and members of their families.

2.4.2.1.2. Possession 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.

2.4.2.1.3. 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.

2.4.2.1.4. Alcohol consumption and/or carrying open containers of alcoholic beverages is not permitted in public areas of the residence halls (lounges, 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.

2.4.2.1.5. Possession of alcohol that exceeds quantity limits is not permitted. Bulk alcohol is equivalent to aggregate amounts more than eighteen (18) 12oz. beers or hard seltzers, etc., OR 3 liters of wine, OR 1.75 liters of hard alcohol (no higher than 80 proof and not stimulant-enhanced), for each person 21 or older. Empty containers maybe counted towards the quantity limits. Bulk alcohol is not permitted in residence halls or on the grounds of the campus. Bulk alcohol brought into the room by a resident and/or a resident's visitor or guest is considered a violation. Bulk alcohol will be seized and disposed of by the College. Kegs, whether empty or full, tapped or untapped, and/or other large alcohol storage devices (i.e. trash cans, beer balls), and preparation of spiked punch or "jungle juice" are strictly prohibited and will be seized and disposed of (taps and "keg-o-rators'' included) by the College.

2.4.2.1.6. In living spaces where all residents are under the age of 21, empty alcohol containers may be considered a violation of the alcohol policy.

2.4.2.1.7. The College prohibits drinking paraphernalia which includes drinking funnels, beer bongs, ice luges, and shot sticks/skis, and any device designated or intended for rapid consumption. Additionally, all manners of drinking games and drinking game paraphernalia, including but not limited to "water" or beer pong, "water" or beer pong tables, customized tables that imply use for drinking games, flip cup, and kings. Such drinking paraphernalia items may be confiscated.

2.4.2.1.8. Cans and/or bottles that contain or formerly contained alcohol may not be stored, collected, or used as decorations. Empty containers must be recycled

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

2.4.2.1.9. Impairment and/or excessive intoxication, which could be attributed to the consumption of alcohol, that substantially interferes with student judgment and decision-making, causes disturbance, and/or requires the intervention of College personnel is prohibited.

2.4.2.1.10. Students who host a gathering where alcohol is served to minors are in violation of the code of conduct.

2.4.2.1.11. Students who operate a motor vehicle while under the influence of alcohol either on or off-campus will face disciplinary action and could face criminal prosecution.

2.4.3. 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:

2.4.3.1. 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, marijuana prescribed for medical purposes, etc.), prescription medications not prescribed to the individual, and other drugs. Any substance that tests positive for THC, regardless of how that substance was sold, will be considered marijuana for the purpose of this policy.

2.4.3.2. 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.

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.

2.4.3.3. Attending/participating in class, class-related activities, and/or co-curricular activities under the influence of alcohol or drugs.

2.4.3.4. Impairment which could be attributed to the use of marijuana or other drugs, that substantially interferes with student judgment and decision-making, causes disturbance, and/or requires the intervention of College personnel is prohibited.

2.4.4. Federal Law

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

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

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

2.4.5. Notice Regarding Financial Aid Penalties

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

2.4.6. Alcohol and Drug Treatment Programs

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

Alcoholics Anonymous (AA) (self-help programs)	413-532-2111
Baystate Medical Center (Health Information)	413-794-0000

Behavioral Health Network (treatment and recovery services)	413-246-9675
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

2.5.Bias Incident Policy

Springfield College fosters respect for each individual by honoring the differences inherent among people. As a community of learners and scholars, we recognize and appreciate our common humanity.

2.5.1. What is Bias?

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

2.5.2. Examples of Bias

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

- Telling jokes based on a stereotype
- Racist or derogatory graffiti or images/drawings
- Calling a person or a behavior "gay" as an insult
- Using a racial, ethnic, or another slur to identify someone
- Making a joke about someone being deaf, hard of hearing, blind, or any other level of ability
- Imitating someone with any kind of disability or imitating someone's cultural norm or practice
- Physical attacks, intimidation, threatening action or language, damage to personal property, and/or making comments on social media about and/or because of a student's

actual or perceived age, race, color, ethnicity, sex, sexual identity, sexual orientation, religion, disability, gender identity and expression, national origin, genetic information, citizenship status, political affiliation or veteran status

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

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

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

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

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

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

2.5.4. Sanctions

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

Bias Incident	Depending on the severity of the case: Counseling, Restitution, Probation, College Suspension, or Expulsion

2.6. Business Office Policies

Springfield College students have certain financial obligations to the College. All business office policies may be found on the Springfield College website.

2.7. Communication Policy

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

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

2.8. Confidentiality of Students Records/Annual Notice to Students Regarding Education Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age. The complete policy and student rights is available on the Springfield College website.

2.9. Discrimination/Harassment Policy

The complete policy is available on the Springfield College website.

2.10. Disruptive Behavior Policy

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

The course instructor or presenter is authorized to establish norms and other parameters for students' behavior and participation during the course or other educational and/or extracurricular experiences. The Academic Success Center's Disability & Accessibility Services may determine that a reasonable accommodation/modification of the instructor's norms and parameters is required for a student with a disability. Behaviors related to disability, including the use of assistive technology or any other accommodations and/or modifications, are not considered disruptive. Determinations are made on an individualized, case-by-case basis, following the standard disability accommodation request process, and will be communicated to

faculty formally through an accommodation letter. Accommodations are not meant to excuse disruptive behavior, but to facilitate meaningful participation for the student with a disability in the course. Students with disabilities will be held to the same behavioral standards as their peers when concerns arise that appear unrelated to their disability.

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

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

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

2.11. Gambling Policy

Springfield College is committed to providing a safe environment for all students to learn and flourish. Springfield College cannot and will not condone any form of illegal gambling activity. 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.

2.12. Good Neighbor Policy

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

When students use the independence of living off campus to engage in actions or behaviors that attract the attention and concern of neighbors or others within the community, the college will respond accordingly. Dangerous and/or risky behavior, public intoxication, uncivil behavior,

loud music and/or other noise late into the night are examples of matters of concern. Living off-campus does not alleviate students' responsibilities as a member of the Springfield College community to abide by the Student Code of Conduct. Springfield College reserves the right to address, through the Student Code of Conduct process, incidents which occur off campus that may endanger the health, safety and welfare of others and/or adversely affect the college and/or the pursuit of its objectives.

2.13. Hazing Policy and State Law

2.13.1. Policy Rationale

Springfield College is first and foremost an educational institution. Its hazing prevention policies, and response procedures for hazing incidents, 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.

2.13.2. Policy Statement and Definition

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

"Hazing" does not include any activity or conduct that furthers legitimate, curricular or co-curricular, program goals, provided that (1) the goals are approved by the College;

and (2) the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the College.

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

2.13.3. Massachusetts Hazing Statute

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

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

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

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

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

2.13.3.1.3. Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group,

student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

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

2.13.3.1.4. Hazing Penalties

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

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

2.14. Image and Likeness Policy

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

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

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

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

All persons responsible for addressing incidents (this includes but is not limited to resident assistants, community directors, staff or faculty members, and/or Public Safety personnel) have the right to document, investigate, participate, or administer the student conduct process free of any interference, retaliation, or intimidation by any member of the Springfield College community. College officials may take a picture of the student's identification card for documentation purposes.

2.16. Mandatory Leave/Mandatory Withdrawal Process

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

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

The Dean of Students or their designee, and the Threat Assessment Team as warranted, will conduct an individualized assessment to determine whether the behavior warrants interrupting or terminating the student's education, ability to reside in a residence hall, or otherwise

participate in co-curricular activities. This decision may be made in consultation with the Office of Academic Affairs.

The Dean of Students or their designee, and the Threat Assessment Team as warranted, may under appropriate circumstances, require that the student be evaluated by a staff member in the Springfield Counseling Center or other qualified professional whose conclusions and recommendations will be forwarded to the Dean of Students or their designee, and the Threat Assessment Team as warranted.

The final decision on the appropriate course of action will be made by the Dean of Students or their designee, and the Threat Assessment Team as warranted, who will consider the findings and recommendations together with all other available information, including public safety and the student's record(s). This Policy shall be applied in a nondiscriminatory manner and decisions will be made based on consideration of the student's conduct, actions and statements

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

2.16.1. The student's parent/guardian/emergency contact will be contacted and requested to come to the College to escort them home. In the event that the emergency contact is unable or unwilling to respond, the College will make a judgment as to how best to proceed. The cost of transportation is the student's responsibility.

2.16.2. Before the student returns to Springfield College, the Dean of Students or their designee, and the Threat Assessment Team as warranted, may require that the student be evaluated by a licensed psychologist, psychiatrist, or other appropriate health care professional, who must submit a complete evaluation to the College. This evaluation, along with any other requested documentation, is required to be provided to the director of the Springfield College Counseling Center. After the director of the counseling center has received all requested information, they will make a recommendation to the Dean of Students or their designee, and the Threat Assessment Team as warranted, regarding re-entry/readmission, and any conditions necessary to support a successful return to the College.

2.16.3. The final decision on the status of the student will be made by the Dean of Students or their designee, and the Threat Assessment Team as warranted, who will notify the student and their parent/guardian/emergency contact of the decision.

2.16.4. If a student wishes to appeal the decision:

2.16.5. A written appeal must be submitted within three (3) business days to the Vice President for Student Affairs or their designee after the decision letter is delivered to the student's

Springfield College email account. The appeal must directly address concerns outlined by the Dean of Students or the designee's decision.

2.17. Medical Amnesty Policy

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

Students for whom medical or staff assistance is necessary due to being dangerously intoxicated and/or under the influence of drugs may be granted amnesty from the College disciplinary process in accordance with the terms of this policy.

2.17.1. Amnesty May Be Granted

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

2.17.1.1. The caller is a Springfield College student and

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

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

Please note that a Springfield College student who requires medical or staff assistance due to being dangerously intoxicated and/or under the influence of drugs on more than one occasion may be subject to disciplinary action. Students involved in an alcohol and/or drug-related emergency for which amnesty is granted are subject to mandatory educational or developmental interventions. A Springfield College student who summons assistance for a student, guest, or visitor in need will receive amnesty on an ongoing basis consistent with the terms of this policy. The College's response to these incidents is independent of any action taken by local law enforcement.

2.17.2. Disclosure of Amnesty Incidents

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

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

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

2.17.3.2. Action by police or other law enforcement personnel

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

2.17.3.4. Possession with the intent to distribute drugs.

2.17.4. Application to Student Organizations

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

2.18. Medical Clearance Policy

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.

2.19. Non-Retaliation Policy

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

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

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

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

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

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

2.20. Pet Policy

Pets are not permitted in college buildings, on athletic fields, and must always be leashed. Find the complete policy on the Springfield College website.

2.21. Reporting Off-Campus Address Policy

Seniors who choose to live in non-college owned facilities after fulfilling the three-year residency requirement, graduate students who live in non-college owned facilities, and undergraduate students who have been approved for commuter status by the Office of Housing and Residence Life are required to notify the College of their local address and phone number no later than September 15 of each year or within two weeks of assuming residence at that location. 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.

2.22. Springfield College Identification Card Policy

All students are required to have a Springfield College Identification (ID) Card containing an assigned student identification number, whichis required to 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 the Learning Commons, attending College sponsored events, and dining on campus. The first Springfield College ID Card is issued to a student at no charge. Replacements for lost or stolen cards will incur a fee. Students need to be prepared to show their ID Card, when requested, by Housing and Residence Life staff, Public Safety officers and/or security personnel, faculty, staff and/or administrators. Failure to surrender the ID Card when requested will result in disciplinary action.

2.23. Solicitation Policy

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

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

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

2.24. Spectator Conduct Policy

The spectators attending all Springfield College events are expected to provide an environment of respect, dignity, and civility for the College's guests. In essence, the College believes in providing a positive, meaningful, educational atmosphere for the conduct of its events and behavior contrary to this intent will not be condoned. The College does not accept the use of profane and vulgar language or any form of disrespectful treatment of our guests (visiting teams, officials, performers, etc.).

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

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

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

2.25. Smoke-free Tobacco-free Policy

Smoking and the use of Tobacco 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 on the Springfield College website.

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

2.26. Student Demonstration Policy

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

2.26.1. The demonstration must be orderly at all times and not jeopardize the public safety or interfere with College program(s).
2.26.2. Picketing or demonstrating must not interfere with the entrances to buildings or the typical flow of pedestrian or vehicular traffic.
2.26.3. 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.
2.26.4. 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.
2.26.5. 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.

2.27. Theft Policy

Actual or attempted theft of personal property, College property, public/private property, or identity is prohibited. Additionally, the possession of stolen property is prohibited. 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 (will be considered theft). 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 disciplinary action.

2.28. Vandalism/Damage Policy

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

2.29. Weapons Policy

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

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

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

Students may not bring any weapons on campus. Any firearms or weapons found on campus will be immediately confiscated and held by the Department of Public Safety. The student will face disciplinary action on campus and could be arrested.

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

3. GUIDE TO COMMUNITY STANDARDS PROCESS

3.1.Student Code of Conduct Authority

3.1.1. The 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.

3.1.2. 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.

3.1.3. Decisions made by an Administrative Hearing Officer are to be final, pending the appeal process detailed below.

3.2.Jurisdiction of the College Student Code of Conduct

The Springfield College Student Code of Conduct shall apply to significant conduct violations that occur on College premises, at College-sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. It shall also apply to behavior conducted online, via e-mail, social media, virtual meeting spaces, and/or other electronic medium.

Each student shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The withdrawal/leave of absence process cannot be completed if there is a pending community standards matter. The 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 or virtually, on a case by case basis, in their sole discretion.

3.3.Violation of Law and College Policy/Regulation

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the tendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the 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.

3.4.Definitions

3.4.1. The term “Administrative Hearing” means a meeting/hearing between a student and an Administrative Hearing Officer to hear a case regarding alleged violations of the College policies and/or regulations and to impose sanctions upon the student(s) found to have violated the Student Code of Conduct.

3.4.2. The term “Administrative Hearing Officer” means a College official authorized on a case-by-case basis by the 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.

3.4.3. The term “business day” means any day, Monday through Friday, during which the College is open for business.

3.4.4. The term “College” means Springfield College.

3.4.5. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.

3.4.6. The term “College premises” includes all land, buildings, facilities, virtual meeting spaces, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).

3.4.7. The term “complainant” means any person who submits an allegation that a student violated the Student Code of Conduct. When a student believes that they have been a victim of another student’s misconduct, the student who believes they have been a victim will have the same rights under this Student Code of Conduct as are provided to the complainant, even if another member of the College community submitted the charge itself.

3.4.8. The term “guest” refers to any non-Springfield College person on campus.

3.4.9. The term "visitor" refers to any Springfield College student present in a residential space not assigned to them.

3.4.10. The term “member of the College community” includes any person who is a student, faculty member, College official, or any other person employed by the College. A person’s status in a particular situation shall be determined by the Office of Human Resources and/or the Office of the Registrar.

3.4.11. The term “organization” means any number of persons who have complied with the formal requirements of College recognition.

3.4.12. The term “policy” means the written regulations of the College as found in, but not limited to, college policies, the Student Code of Conduct, Residence Life policies, the College website and computer use policy, and Graduate/Undergraduate Catalogs.

3.4.13. The term “respondent” means any student who is responding to allegations of violation of College policy, the Student Code of Conduct and/or Housing and Residence Life policies.

3.4.14. The term “student” includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate, graduate, or continuing/professional studies and while pursuing credit away from the campus (e.g., study abroad, internship), or during a leave of

absence. 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 includes any person admitted to the College who is on College premises or College-related premises for any purpose pertaining to the person's registration or enrollment. Students are held to these expectations from the time of admission through the awarding of a degree which includes before classes begin and during the periods of breaks and between semesters. 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.

3.5. Reports of Violations of the Student Code of Conduct

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

3.6.Rights of a Responding Student

With respect to an initial administrative hearing before a hearing officer, the following rights will be afforded to a responding student:

3.6.1. Written notification of charges, with 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.

3.6.2. A copy of the administrative hearing agenda. This agenda will be included with the notice of charges.

3.6.3. Reasonable time to prepare the case after receiving notice of the hearing. Typically the hearing will be held no earlier than two days and no later than seven days from the date of notice.

3.6.4. The right to be present and the opportunity to be heard at this administrative hearing. Whether or not the student exercises this right, the hearing will be held and the student is bound by the decision rendered.

3.6.5. Witnesses are individuals who have direct knowledge about the incident and are people who were present during the incident, observed the situation, and can provide additional understanding of the events to the hearing officer. Witnesses are not permitted to be present at an administrative hearing. If needed a witness can provide their statement via phone, video conference, or through a written statement. Witnesses are expected to provide accurate, honest, and truthful information. Falsified, inaccurate, and dishonest information can negatively affect a pending case. The witness will provide their statement at the discretion of the hearing officer and/or public safety. If you plan on having a witness provide a statement, you must notify the Office of Community Standards at (413) 748-3922, at least 24 hours in advance of your scheduled hearing.

3.7.Student Responsibilities

3.7.1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, the administration, and the staff.

3.7.2. A student has the responsibility to be fully acquainted with the published College policies and to comply with them and the laws of the Commonwealth of Massachusetts.

3.7.3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire College community.

3.7.4. A student has the responsibility to recognize the College's obligation to provide an environment for learning.

3.8.Code of Conduct

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

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

3.8.1. The following actions/behaviors shall constitute violations of the Springfield College Student Code of Conduct.

Please note that when a student is charged with an alleged violation, the charge usually refers to a portion of the Code. This list may not be inclusive of every possible violation of the code of conduct.

3.8.1.1. Violating federal, state, or local laws on College premises or while in attendance at College-sponsored or supervised events, or committing off-campus violations of federal, state, or local law, or actions that adversely affect the College and/or the pursuit of its objectives.

3.8.1.2. Bullying: A verbal, written, electronic, or physical act or gesture, or the repeated use of verbal, written, or electronic expression or communication, or any combination thereof that (i) causes or is intended to cause physical, psychological, and/or emotional harm to another person or damage to property; (ii) places a College community member in reasonable fear of harm or damage to property; or (iii) creates a hostile, threatening, intimidating, humiliating, or abusive environment for a College community member or substantially interferes with academic performance, opportunities, or benefits. Bullying may include, but is not limited to: humiliation or degradation, threats, intimidation, harassment, stalking, theft and/or damage/destruction of property, or the perpetuation of any of the conduct listed in this section by inciting, soliciting, or coercing others to demean, embarrass, humiliate, or cause emotional, psychological, or physical harm to a member of the College community.

3.8.1.3. Any form of sexual 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. Formal complaints of sexual misconduct will be addressed by the Gender-Based Misconduct policy found on the Springfield College website.

3.8.1.4. Actual or threatened physical abuse and/or assault, verbal abuse, threats, threatening behavior, humiliating behavior, harassment, coercion, or injury to persons. Threatened physical abuse/assault includes, but is not limited to, intimidation and/or conduct which threatens or endangers the physical health or safety of any person or group. Physical assault/abuse includes, but is not limited to, hitting, kicking, slapping, punching, pushing, and/or spitting on another person or persons.

3.8.1.5. The use of any device to capture audio, video, or digital record or photograph of any person where there is reasonable expectation of privacy (e.g. restroom, locker room, residence hall) or the use or display of any such record, without consent, where such use is designed to intimidate, harass, or otherwise endanger the health or safety of the person.

3.8.1.6. Unauthorized possession, duplication, or use of keys or access cards to any College premises, and/or tampering with any locks. Students who are in possession of keys or access cards other than their own.

3.8.1.7. 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 the presence in any place that you have been officially trespassed from.

3.8.1.8. Unauthorized possession, use or misuse, diversion, removal, defacing, tampering, damage, or destruction of College-owned or leased property, equipment,

services, programs, or materials, as well as that of any member of the College community, guests of the College, vendor, contractor, or any other person; or hindering another's use of College resources.

3.8.1.9. Any action which creates a fire hazard. This includes, but is not limited to, tampering with fire safety equipment, possessing or using any hazardous and/ or explosive material, failing to evacuate a building/area after notice has been given, or knowingly making a false report of a dangerous condition.

3.8.1.10. Failure to comply with the instructions and/or requests of College staff and/or other officials acting in accordance with their assigned duties; refusal to respond to a request of an administrative officer.

3.8.1.11. Failure to positively identify one's self or providing false information when appropriately requested to do so. This also includes withholding material information from the College and making false statements to any College official.

3.8.1.12. Theft or misuse of phone, computer information, and electronic systems (Internet connection, network, etc.) are prohibited, including but not limited to:

- 3.8.1.12.1. Unauthorized entry into a file to use, read, or change contents.
- 3.8.1.12.2. Unauthorized transfer of files or programs.
- 3.8.1.12.3. Unauthorized use of another person's identification and password.
- 3.8.1.12.4. Use of computing or phone systems to send obscene, threatening, or harassing messages.
- 3.8.1.12.5. Interfering with the typical operation of the College computing system, including the initiation of the spread of a computer virus.

3.8.1.13. Aiding, abetting, or attempting to commit an act or action that violates the Code. A student present when the Code is violated may be held responsible even if they are not directly involved in the perpetration of the violation. Students who anticipate or observe a violation of community standards are expected to remove themselves from participation and are encouraged to report the violation.

3.8.1.14. Uncivil behavior includes behavior that causes harm to self, others, or surroundings; acts of disrespect to those around; rude and discourteous behavior toward others; displaying a lack of regard for others; behavior that negatively affects the living and learning environment; and addressing others in an unprofessional/disrespectful way.

3.8.1.15. Guest and visitor behavior: all students are fully responsible for their guests' and visitors' behavior and a range of sanctions may be imposed on the student host if their guest or visitor fails to abide by the Code of Conduct, including, but not limited to fines, loss of a variety of privileges, and potential housing reassignment or loss of housing. Guests who violate the code of conduct may be trespassed from the College. The following violations are grounds for a guest to be trespassed:

- 3.8.1.15.1. Abuse and/or assault
- 3.8.1.15.2. Alcohol transport
- 3.8.1.15.3. Disrespectful or verbally abusive behavior towards a college official
- 3.8.1.15.4. Drug policy violation
- 3.8.1.15.5. Repeat offender
- 3.8.1.15.6. Uncivil behavior

3.8.1.16. Abuse of the community standards system, including but not limited to:
- 3.8.1.16.1. Failure to comply with the sanction(s) imposed by the College;
- 3.8.1.16.2. Falsification, distortion, or misrepresentation of information;
- 3.8.1.16.3. Institution of a conduct complaint knowingly without cause;
- 3.8.1.16.4. Attempting to discourage an individual's proper participation in, or use of, the conduct system;
- 3.8.1.16.5. Attempting to influence the impartiality of a member of a conduct body prior to, during, and/or after a conduct proceeding;
- 3.8.1.16.6. Harassment and/or intimidation of a member of a conduct body, witness, or victim prior to, during, and/or after a conduct proceeding;
- 3.8.1.16.7. Influencing or attempting to influence another person to commit an abuse of the conduct system.

3.8.1.17. Bias-related violations of the Code toward or regarding a person or group because of factors such as actual or perceived disability, religion, race, national origin, ethnicity, sexual orientation, gender, or gender expression or identity, age, sex, sexual orientation, and veteran status may be assessed enhanced sanctions.

3.8.1.18. Indecent or lewd exposure, including public urination.

3.8.1.19. Disrespectful behavior, attitude, interaction, or verbal exchange with a College official.

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

3.8.1.21. Failing to follow established community health protocols and/or social distance guidelines.

3.8.1.22. Forgery, alteration, or misuse of any College document.

3.8.1.23. Representing the College, any recognized student organization, College personnel, or any official without consent.

3.8.1.24. No person shall use, furnish, deface, alter, falsify, be in possession of, and/or borrow a Springfield College ID, state identification card, driver's license, or passport of another, or supply such identification to another. No person shall produce and/or alter identification cards for sale and/or mass production. Violators may be subject to arrest, criminal charges, and/or subject to disciplinary actions.

3.9.Code of Conduct Procedures

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

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.

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

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

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

3.9.4 Within seven (7) business days of an administrative hearing, the student will receive an outcome letter via email, that details all pertinent information regarding the hearing officer's decision, including, but not limited to, the findings for each charge (responsible or not responsible), sanctions, and a link to the appeal process. The issuance of the outcome letter may be delayed if discrepancies are discovered during the hearing process that require additional investigation. Any delays will be communicated to students.

3.9.5 In some instances interim action or interim suspension will be used prior to the administrative hearing. Interim action or interim suspensions are issued prior to adjudication of a student conduct case by the associate vice president for student affairs or their designee. Interim action or interim suspension may be imposed: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the typical operations of the College. The interim suspension or action does not replace the regular process, which shall proceed on the normal schedule, up to and through an Administrative Hearing, if required. However, the student will be notified in writing of this action and the reason(s) for the interim suspension or action. The notice will include the time, date, and place of a subsequent hearing at which the student may show cause why their continued presence on the campus does not constitute a threat.

3.10. Accommodations

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

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

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

3.11. 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 question witnesses, object to statements or procedures, or to present arguments, and their role shall be limited to quietly and unobtrusively advising only the responding student in whispers or by written note. Any conduct of 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 a student plans on bringing an adviser, they must notify the Office of Community Standards at (413) 748-3922, or fill out this form, at least 24 hours in advance of their scheduled hearing.

3.12. Community Standards Sanctions

The purpose of the College's Community Standards process is to be both educational and corrective but can be punitive when deemed necessary. The Community Standards process is intended to make clear to the student the limits of acceptable behavior and to give students who violate the Code of Conduct an opportunity to more fully understand the expectations of being a member of the Springfield College community. The consequences for students and/or organizations found responsible and/or complicit in a violation may include a combination of

interventions. Failure to complete assigned consequences may result in the student's record being placed on hold (Community Standards Hold) which can prevent registration, participation in the room selection process, release of grades/transcripts, participation in graduation, and/or the granting of a degree. The consequences/sanctions include but are not limited to the following:

3.12.1. **Deferred Loss of Housing**: Involvement in any future code of conduct violations will be grounds for removal from College Housing. Deferred Loss of Housing is assigned in four month increments and does not include winter or summer break. The loss of housing does not negate the College's three-year residency requirement. Students removed from housing due to disciplinary sanctions will forfeit any refund.

3.12.2. **Deferred Suspension**: Involvement in any future code of conduct violations will be ground for suspension. Deferred Suspension is assigned in four-month increments and does not include winter or summer break.

3.12.3. **Expulsion:** Complete and permanent termination of the student's relationship with the College. This termination pertains to all classes, activities, services, facilities, grounds, and precludes any future enrollment in the College's undergraduate, graduate, and professional schools. There will be no financial refunds given upon expulsion.

3.12.4. **Fines:** A disciplinary fine that is placed on the student's account.

3.12.5. **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.

3.12.6. **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, pending the outcome of the Community Standards process.

3.12.7. **Intervention:** Educational or informative workshops, events, reflective or research papers, meetings, counseling sessions, or activities related to the violation or incident.

3.12.8. **Loss of Housing:** The separation of the student from the College residence facilities either permanently or temporarily. The student is banned from entering all college residence facilities during the specified period of separation.

3.12.9. **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 four-month increments and does not include winter or summer break. Students on probation may experience more severe disciplinary sanctions (college suspension or college expulsion) if found to violate any institutional regulation(s) during the probationary period.

3.12.10. **Restitution:** Compensation for loss, damage, or injury made payable to the affected party.

3.12.11. **Restriction:** Temporary or permanent loss of privileges or the use of or participation in a College facility, program, or service.

3.12.12. **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 the College due to disciplinary sanctions will forfeit any refund.

3.12.13. Withhold a Degree: Temporarily or permanently withhold a degree of completion.

3.12.14. **Written Warning of Violation of Code of Conduct:** An official written notice of the College's disapproval of a student's actions indicating that any future violation will be dealt with more severely.

3.13. Sanctioning Chart

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

3.13.1. Alcohol Violations

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

Providing alcohol to minors/Furnishing a Place	Online educational module with reflection paper, Parent/guardian/emergency contact notification, $100 fine
Drinking paraphernalia, including drinking funnels, all manners of drinking games, including but not limited to “water” pong, drinking game paraphernalia, and empty alcohol containers	Written warning, $50 fine

3.13.2. Drug Violations

Possession of drug paraphernalia and/or possession and/or use of cannabis/marijuana with no aggravating factors	Written warning of violation of code of conduct, Online educational module with reflection paper, $50 fine
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)	Probation, Deferred loss of housing, Parent/guardian/emergency contact notification, Brief marijuana assessment, $100 fine
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)	Removal from housing or college suspension, Parent/guardian/emergency contact notification, BASICS for marijuana (two session, in person intervention with self-monitoring between sessions), $100 fine
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	College suspension of at least one year, AOD assessment and treatment plan, Parent/guardian/emergency contact notification, $100 fine
Intent to sell and/or sale and/or distribution of controlled substances and/or drugs	Expulsion/Suspension
Hospital Transport for Impairment which could be attributed to the use of marijuana or other drugs	Parent/guardian/emergency contact notification, Probation (any further violation of the Code of Conduct will likely result in college suspension), BASICS for marijuana (two session, in person intervention with self-monitoring between sessions), $100 fine

3.13.3. 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 fences or exterior of Townhouses or other buildings	Trespassed, re-assigned housing, $100 fine
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	Probation, $100 fine
Fire Alarm - activation of a false alarm	Restitution, College suspension, Loss of housing, $500 fine
Fire Alarm - failure to evacuate	Watch a fire safety movie with reflection paper
Fire Alarm - false discharge of a fire extinguisher	Restitution, Deferred loss of housing
Fire Safety Regulation violation – candle, wax melter, incense, cooking appliances, air conditioners, etc.	Written Warning, $50 fine
Guest policy violation	Deferred loss or loss of guest privileges for a specific period of time, 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	Removal of pet within 24 hours, $100 fine
Public urination	Reflection paper
Smoking/tobacco use/vaping - 1st offense	Written warning, $50 fine
Smoking/tobacco use/vaping - 2nd offense	Reflection paper, Probation, $100 fine
Smoking/tobacco use/vaping - 3rd offense	Deferred loss of housing or loss of housing, Probation, $100 fine
Theft	Restitution, Probation, Loss of privileges
Threatening behavior	Restitution, Probation
Vandalism/Damage	Restitution, Probation, Deferred loss or loss of housing

3.14. Appeal Process

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

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

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

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

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

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

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

3.14.2. 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:

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

3.14.2.2. Uphold the original decision and/or sanction.

3.14.2.3. Grant the appeal and:

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

3.14.2.3.2. Modify the sanction(s) by reducing or enhancing the sanction(s). A rationale will be provided by the appeal officer when a sanction is modified.

All decisions made by the Appeal Officer are final and not subject to further appeal. Students will receive a written notice of the result of their appeal within approximately fourteen (14) business days. The College reserves the right to extend the time, as needed.

3.15. Group/Organization

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

3.15.1. Those sanctions listed above.

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

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

3.16. Academic Records

Other than College suspension, expulsion, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's disciplinary record. Cases involving the imposition of sanctions other than College suspension, College expulsion, or revocation or withholding of a degree shall be expunged from the student's confidential record seven (7) years after final disposition of the case. In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both

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

4. HOUSING AND RESIDENCE LIFE SECTION

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

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

4.1.1. Rights

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

4.1.2. Responsibilities

4.1.2.1. To become familiar with all of the policies and regulations necessary for the residence hall community to function, and to abide by those rules, which are found in the Office of Housing and Residence Life Contract.
4.1.2.2. To treat others with respect and consideration, and to guarantee them their individual rights.
4.1.2.3. To be responsive to all reasonable requests of fellow residents.
4.1.2.4. To accept responsibility for personal and community safety, i.e. to refrain from misusing fire equipment, propping doors open, losing keys, throwing things out the window, and obstructing hallways or entrances with bicycles or other items.
4.1.2.5. To inform appropriately registered guest(s) and visitor(s) of all relevant policies and regulations and accept responsibility for their conduct and behavior, and to accompany guests and visitors at all times
4.1.2.6. To control the volume of noise and music emitting an assigned room out of consideration of other residents.

4.1.2.7. To inform roommate(s) and floor mates of personal needs and preferences and to negotiate differences.

4.1.2.8. To seek out appropriate medical and psychological help, when and if necessary, and to avoid becoming excessively demanding on fellow residents.

4.1.2.9. To avoid damaging college property and to recognize that public areas and their furnishings belong to everyone and that abuse of those areas violates the rights of the community.

4.1.2.10. To adhere to all college policies and regulations relative to the use and misuse of alcohol and illegal drugs.

4.1.2.11. To be responsive and cooperative in all dealings with Residence Life Staff members.

4.2.Housing Assignments

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 will meet with their residence hall staff or go to the Office of Housing and Residence Life for assistance. Requests for room changes may be accommodated on a case-by-case basis. 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.

4.3.Residency Requirement Policy

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

Is twenty-three years of age or older;

4.3.1. Is married;

4.3.2. Has dependent children;

4.3.3. Has been a veteran of at least two years on active military duty;

4.3.4. Is planning to live at home with a parent(s) or legal guardian(s) and that home is within a 30-mile drive to the campus;

4.3.5. Study Abroad;

4.3.6. Graduation in December;

4.3.7. Internship, more than 60-minute drive;
4.3.8. Has lived on campus for three years at Springfield College or another college.

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

4.4.Housing and Residence Life Policies and Regulations

The policies and regulations detailed in the Office of Housing and Residence Life Contract have been designed with the belief that certain guidelines become necessary to provide a framework within which a residence facility and its residents can function harmoniously and demonstrate respect to other students as well as College and personal property. Failure to abide by College policies and regulations will result in disciplinary action as prescribed by the Springfield College Student Handbook. Some violations have a specific fine or censure attached to them:

4.4.1. Tampering with fire safety equipment.
4.4.2. Possession of a firearm or any illegal weapon, or possession or use of fireworks or explosives is prohibited.
4.4.3. Violations of Drug Policy.
4.4.4. Failure to leave the building during fire drills, failure to leave in a timely manner, or reentering the building without verbal clearance or staff permission.
4.4.5. Possession of alcohol that exceeds quantity limits is not permitted. Bulk alcohol is equivalent to aggregate amounts more than eighteen (18) 12oz. beers or hard seltzers, etc., OR 3 liters of wine, OR1.75 liters of hard alcohol (no higher than 80 proof and not stimulant-enhanced), for each person 21 or older. Empty containers maybe counted towards the quantity limits. Bulk alcohol is not permitted in residence halls or on the grounds of the campus. Bulk alcohol brought into the room by a resident and/or a resident's visitor or guest is considered a violation. Bulk alcohol will be seized and disposed of by the College. Kegs, whether empty or full, tapped or untapped, and/or other large alcohol storage devices (i.e. trash cans, beer balls), and preparation of spiked punch or "jungle juice" are strictly prohibited and will be seized and disposed of (taps and "keg-o-rators" included) by the College.
4.4.6. Consumption of alcohol in unauthorized areas, residence halls, or other campus locations (including first violation).
4.4.7. Use or possession of unapproved electrical appliances in residence hall rooms.
4.4.8. Propping open doors of residence facilities.
4.4.9. Throwing garbage or other items out windows.
4.4.10. Construction of unauthorized loft without permit.
4.4.11. Removal of hall lounge furniture to use in student rooms.
4.4.12. The possession and/or use of any open flame devices, such as candles (burned or unburned), incense, smoking, wax melters, and oil-burning lamps. These items are prohibited and may be confiscated.

4.4.13. Damaging College property will result in charges to the individual(s) responsible for said damage. Damage to individual rooms or apartments will be shared by the students assigned to that space.

4.4.14. Students living in the residence halls are expected to express themselves civilly at all times. Students are prohibited from using the windows of residence halls for displays of signage of any type.

4.4.15. Students may not climb fences or exterior walls of the Townhouses, or other buildings; this includes climbing or jumping up/down, and across between windows. Students are prohibited from using windows for egress to or from an area

4.4.16. Residents are required to exercise consideration for others at all times, and will observe 24-hour courtesy hours. They will also observe quiet hours between the hours of 10p.m. and 8a.m. (Sunday – Thursday) and midnight to 10 a.m. (Friday and Saturday). All residents will 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.

4.4.17. 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.

4.5.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. 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.

4.6.Vandalism/Damage in College Owned Housing

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

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

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

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

4.7.Residence Hall Emergencies

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

4.7.1. Fire Prevention

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

4.7.2. Evacuation Procedure

4.7.2.1. Shut all windows.
4.7.2.2. Leave lights on.
4.7.2.3. Wear shoes.
4.7.2.4. Take a towel to cover your face in case of fire.

4.7.2.5. Close doors but leave them unlocked.
4.7.2.6. Walk quickly to the nearest exit, DO NOT use the elevator.
4.7.2.7. Remain calm.

4.7.3. Failure to Evacuate

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

4.7.4. Fire Protection Equipment

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

4.7.5. 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 (burned or unburned), incense, smoking, wax melters, and oil-burning lamps are not permitted. The garaging of any type of motor vehicle or combustible material is not permitted in the buildings. Only refrigeration units less than or equal to 4.0 cubic feet may be used. Microwaves are not permitted unless part of a micro-fridge unit. During holiday and spring vacations refrigerators must be emptied and left unplugged by the student. There is no storage for refrigerators over the summer. Air conditioning units and space heaters are not permitted. Residence Life staff may conduct safety inspections during the semester and breaks and restricted items may be confiscated.

5. ADDENDUM- COVID

5.1. COVID-19 Vaccine Requirement

All students and employees who study and work in-person at any of our campuses are required to have completed the primary series of COVID-19 vaccinations (2 doses of Moderna or Pfizer - preferred - or 1 dose of Johnson & Johnson) or otherwise have an approved religious or medical exemption. Based on recommendations from the CDC, American College Health Association, and the State of Massachusetts Department of Health, we also highly recommend that all students and employees stay up-to-date with their vaccinations and receive a booster when they are eligible.

5.2.Testing

Individuals with COVID-19 symptoms or exposure may make same-day appointments at the Health Center to take a rapid antigen test or are encouraged to test at home prior to coming to campus. Springfield College continues to follow the CDC quarantine and isolation guidelines: stay home for 5 days following a positive test, end isolation after 5 full days if you are fever-free and your symptoms are improving (or never had symptoms), and wear a well-fitted mask at all times until 10 full days after testing positive.

5.3.COVID Symptoms

Students who are ill or exhibiting symptoms (e.g., such as fever, chills, cough, shortness of breath, fatigue, muscle aches, headache, loss of taste or smell, sore throat, or nasal congestion) must stay home or in their residence hall and contact the Health Center at 413-748-3175.

5.4. Supported Isolation or Quarantine

Students in supported isolation or quarantine must follow the guidelines outlined by the Health Center.

5.5.Face Covering/Mask Policy:

Masks are optional on campus for all individuals, regardless of vaccination status, except in offices or during events/activities/classes where otherwise posted as required. Individuals in days 5-10 of isolation post positive COVID-19 test must mask at all times. Wearing high-quality masks (e.g., N95, KN95, or KF94) when indoors in crowded spaces is recommended, and we welcome mask-wearing in any context. KN95 masks are available to pick up at the front desks of the Student Union, Learning Commons, Wellness Center, and in Human Resources. Anyone who feels more comfortable wearing a mask should do so and we ask our broader community to work together to ensure that we can achieve a supportive environment on campus.

5.6.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.

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

COVID-19 Policy Violation(s)	Reflection paper 1, Written Warning, $50 fine
COVID-19 Policy Violation(s) (with aggravating factors)	Reflection paper 2, Probation, and/or Deferred Loss of Housing, $100 fine

COVID-19 Policy Violation(s) (with significant aggravating factors)	Removal from housing and co-curricular activities, probation, and/or college suspension