

# SPRINGFIELD COLLEGE STUDENT HANDBOOK 2018-2019

Updated 7/6/18

Dear Springfield College Student,

On behalf of the Springfield College community, I am delighted to welcome you to the 2018-2019 academic year! Since 1885, Springfield College has remained true to its founding mission of education students in spirit, mind and body for leadership in service to humanity.

The *Springfield College Handbook* provides hyperlinks to the many programs, departments and services that enhance the student experience at the College and 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 that we have 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.

I am confident you will find Springfield College a compelling 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 faculty and staff are committed to supporting and working with you to develop your intellectual passions and personal talents to enable you to live out our Mission. Please actively engage at the College, 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. I look forward to working with you, supporting you and challenging you on your journey!

Warmest regards,

Sue Nowlan  
Interim Vice President of Student Affairs

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## KEY PROGRAMS, DEPARTMENTS AND SERVICES

Office Name	Website	Campus Location	Phone Number
Office of Student Affairs	springfieldcollege.edu/student-life	325 Campus Union	413.748.3100
Campus Recreation -Alcohol and Other Drug Education and Health Promotions	springfield.edu/student-life/campus-recreation springfield.edu/student-life/alcohol-and-other-drug-education	Field House/Wellness Center	413.748.3396
Career Center	springfield.edu/student-life/career-center	227 Campus Union	413.748.3222
Community Standards	springfield.edu/student-affairs/community-standards	325 Campus Union	413.748.3922
Center for Service and Leadership	springfield.edu/directory/center-service-and-leadership	350 Campus Union	413.748.3394
Dean of Students	springfield.edu/student-life	325 Campus Union	413-748-3922
Health Center	springfield.edu/student-life/health-center	Towne Health Center	413.748.3175
Housing and Residence Life	springfield.edu/student-life/housing-and-residence-life	335 Campus Union	413.748.3102
Spiritual Life	springfield.edu/student-life/spiritual-life	350 Campus Union	413.748.3209
Student Activities and Campus Union -Student Organizations	springfield.edu/student-life/student-activities	213 Campus Union	413.748.3142

## ACADEMIC POLICIES

### Grades and Grading Information

[http://catalog.springfield.edu/content.php?catoid=71&navoid=1829#grad\\_and\\_grad](http://catalog.springfield.edu/content.php?catoid=71&navoid=1829#grad_and_grad)

### Academic Grievance Policy

[http://catalog.springfield.edu/content.php?catoid=71&navoid=1829#acad\\_grie\\_poli](http://catalog.springfield.edu/content.php?catoid=71&navoid=1829#acad_grie_poli)

### Academic Honesty and Integrity Policy

[http://catalog.springfield.edu/content.php?catoid=71&navoid=1829#acad\\_hone\\_and\\_inte\\_poli](http://catalog.springfield.edu/content.php?catoid=71&navoid=1829#acad_hone_and_inte_poli)

### Academic Progress Policy

[http://catalog.springfield.edu/content.php?catoid=71&navoid=1829#acad\\_prog\\_poli](http://catalog.springfield.edu/content.php?catoid=71&navoid=1829#acad_prog_poli)

## COLLEGE POLICIES

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

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

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

### Alcohol Policy

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

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

1. No person, group or organization may sell alcoholic beverages except pursuant to a license granted by the Commonwealth through the local government licensing authority. Licensing authority does not give permission for groups to have an open bar on campus, except in a family residence.
2. No person shall operate a motor vehicle under the influence of alcoholic beverages. Violators may be subject to arrest, fine, mandatory court education programs, immediate loss of license and/or imprisonment.
3. No person or group shall purchase or otherwise procure alcoholic beverages for consumption by a person under 21 years of age. Violators may be subject to criminal charges and a fine.
4. No person under 21 years of age shall keep, purchase, sell, possess, or receive alcoholic beverages. Violators may be subject to arrest, criminal charges and fine.

5. No person shall use a Springfield College ID, state identification card, driver's license, or passport of another, or supply such identification to another, furnish false information in obtaining such identification, or alter or deface such identification. Violators may be subject to arrest, criminal charges and fines.
6. In addition to the criminal penalties for wrongful handling and use of alcoholic beverages, individuals who furnish or sell alcoholic beverages to minors or to persons who are intoxicated may be liable to such persons and to anyone else who suffers personal injury as a result of such furnishing or sale. This may result in a civil lawsuit.

### **Alcohol Policy and Procedures for Individual Use**

1. Possession or use of alcohol in any form is strictly prohibited in first year residence halls, regardless of one's age. This restriction applies to all students of Springfield College, their guests, and members of their families.
2. Possession and consumption of alcoholic beverages on or off the Springfield College campus must be in compliance with Massachusetts state laws. Legal use of alcohol is limited to the privacy of students' rooms.
3. The possession, consumption or use of alcoholic beverages by those persons under the age of 21 is a violation of College Policy.
4. Alcohol consumption and/or carrying open containers of alcoholic beverages is not permitted in public areas of the residence halls (lounges, entrance ways, stairwells, lavatories, corridors, etc.) or in other College buildings, at athletic events, student activities, and outdoors on the campus unless specific written authorization is granted prior to the event by the Vice President for Student Affairs or his/her designee. The College defines an open container as (1) any container that is used to hold alcoholic beverages and from which the container's original seal is broken, (2) cups, including but not limited to, those with open tops into which a straw may be inserted.
5. Large quantities of alcohol are not permitted in residence halls or on the grounds of the campus. Large quantities of alcohol brought into the room by a resident and/or a resident's visitor or guest, , are considered a violation. Kegs, whether empty or full, tapped or untapped, and/or other large alcohol storage devices (i.e., trash cans, beer balls) are strictly prohibited and will be confiscated (taps and "keg-o-rators" included) by the College. Recognizing the serious health risks posed by excessive drinking, the College also prohibits drinking paraphernalia, including drinking funnels, all manners of drinking games, and preparation of spiked punch or "jungle juice."
6. Impairment, which could be attributed to the consumption of alcohol, that substantially interferes with student judgment and decision-making, causes disturbance, and/or requires the intervention of College personnel is prohibited.
7. Falsifying any identification cards and/or borrowing another student's ID to obtain alcohol or to gain entrance to functions where alcoholic beverages are being served will result in disciplinary action. Production and/or alteration of identification cards for sale and/or mass-production of such cards will result in College sanctions and may result in criminal prosecution.
8. Disciplinary proceedings will be commenced against those students who are hosting a gathering where alcohol is served to minors and/or the consumption of alcohol by guests is not monitored. Underage students present where alcohol is found may face disciplinary action.
9. Students who operate a motor vehicle while under the influence of alcohol either on or off campus will face disciplinary action and could face criminal prosecution.

### **Drug Policy**

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

1. Being in the presence of a controlled substance/illegal drug;
2. Possession, use or distribution of all types of drug paraphernalia, including, but not limited to pipes, bongs, rolling papers, clips, and unauthorized use of syringes.
3. Attending/Participating in class or class related activity under the influence of alcohol or drugs

Possession of such paraphernalia will be considered sufficient evidence that a violation of the College drug policy has occurred. If found, any item will be confiscated and potentially destroyed. In addition, all students present at the time of the violation will be held responsible for the infraction. All residents of a room, apartment or townhouse in which such violations occur may be subject to the full range of disciplinary actions, even if they were not present at the time of the incident. As a result, residential students are advised to give careful consideration to anyone who has access to their rooms, apartments or townhouses. Any student who feels jeopardized by the actions of his/her roommate(s) should seek assistance from Housing and Residence Life staff so that the problems may be avoided.

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

### **Federal Law**

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

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

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

### **Notice Regarding Financial Aid Penalties**

Institutions must provide to each student, upon enrollment, a separate, clear and conspicuous written notice that advises the student of financial aid penalties for drug convictions. Springfield College does this at the beginning of each term by sending an email, from the Office of Financial Aid, to Springfield



College email address of all enrolled students. While the federal regulation applies to federal Title IV financial aid, Springfield College also applies this penalty to institutional need-based financial aid.

### **Alcohol and Drug Treatment Programs**

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

Alcoholic Anonymous (AA) (self-help programs)	413.532.2111
Narcotics Anonymous (NA) (self-help programs)	413.782.3406
Providence Behavioral Health Care	413.539.2980
Holyoke Hospital	413.534.2627
Carlson Detoxification Center	413.794.5555
Baystate Medical Center (Admissions)	413.794.0000
Baystate Medical Center (Health Information)	413.794.2255
Gambler's Anonymous (self-help program)	800.426.1234
Alcoholic Anonymous (AA) (self-help programs)	413.532.2111
Overeater's Anonymous (self-help program)	413.783.4198

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

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

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

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

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

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

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

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

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

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

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

## **Prohibited Conduct**

### **A. Harassment**

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

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

- The use of physical force or violence to restrict the freedom or movement of another person or to endanger the health and safety of another person based on that person's race, color, etc.;
- Physical or verbal behavior that involves an expressed or implied threat to interfere or has as its purpose or has the reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, participation in college sponsored extracurricular activities because of that individual's race, color, etc., and which causes that individual to have a reasonable apprehension that harm is about to occur;
- Any type of conduct that has the effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or learning environment;

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

## **B. Sexual Harassment**

The courts have recognized two different types of actionable harassment:

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

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

Examples of harassment include the following:

- The use of physical force or violence to restrict the freedom or movement of another person or to endanger the health or safety of another person based on the person's race, color, etc.;
- Any type of conduct that has the effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or learning environment;
- epithets (byname), slurs or derogatory comments based on a person's race, color, etc.;
- unwelcome sexual propositions, invitations, solicitations, and flirtations; leering;
- unwelcome and inappropriate touching, patting, fondling, pinching, or obscene gestures;
- sexually suggestive objects, pictures, videotapes, audio recording or literature, or computerized transmissions placed in a viewable area that may embarrass or offend individuals;
- in the case of coworkers or individuals in positions of authority, conduct of nature set forth above when the effect unreasonably interferes with the ability of persons to perform his or her employment or academic responsibility, or when the effect is to create an offensive, intimidating and; or hostile working or learning environment for that person.

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

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

## **C. Discrimination**

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

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

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

## **Procedures**

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

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

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

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

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

## **Informal resolution:**

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

Examples of informally reached outcomes might include:

- Mediation, informal conversation between the complainant and respondent;
- Attending educational programs;

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

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

Informal proceedings must be exhausted before formal proceedings will commence.

#### **Formal resolution:**

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

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

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

#### **Confidentiality:**

Springfield College acknowledges that all stages of any proceeding will be maintained with the utmost confidentiality as is appropriate under the circumstances, as determined by the College. A breach of confidentiality compromises the ability of Springfield College to investigate and resolve claims of harassment. Springfield College will attempt to protect the confidentiality of the proceedings and circumstances giving rise to the dispute. Until resolution has been achieved, participants are requested to discuss the matter only with those persons on a "need to know" basis such as:

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

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

#### **Who to contact for assistance with harassment claims:**

Internal resources for filing a complaint:

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

External resources for filing a complaint:

Massachusetts

The Massachusetts Commission Against Discrimination (MCAD)

MCAD Boston Office

One Ashburton Place-Room 601

Boston, MA 02108

(617) 994-6000

TTY (617) 994-6196

[mass.gov/mcad/](http://mass.gov/mcad/)

The United States Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building

475 Government center

Boston, MA 02203

(800) 669-4000

[www.eeoc.gov/](http://www.eeoc.gov/)

Massachusetts Commission Against Discrimination (MCAD) Springfield Office

436 Dwight Street, Room 220

Springfield, MA 01103

(413) 739-2145

California

California Dept. of Fair Employment and Housing

1055 West 7th St., Suite 1400

Los Angeles, CA 90017

(213) 439-6799

The United States Equal Employment Opportunity Commission (EEOC)  
Roybal Federal Building, 4th Floor  
255 E. Temple St.  
Los Angeles, CA 90012  
(800) 669-4000

#### Delaware

Delaware Dept. of Labor  
Pencader Corporate Suites, Suite 104  
Newark, DE 19702  
(800) 464-4357

The United States Equal Employment Opportunity Commission (EEOC)  
801 Market St, Suite 1300  
Philadelphia, PA 19107-3127

#### Florida

Florida Commission on Human Relations  
2009 Appalachee Parkway, Suite 200  
Tallahassee, FL 32301-4857  
(850) 488-7082

The United States Equal Employment Opportunity Commission (EEOC)  
One Biscayne Tower  
2 South Biscayne Blvd., Suite 2700  
Miami, FL 33131  
(800) 669-4000

#### Texas

Texas Workforce Commission  
1137 North Esplanade St.  
Dallas, TX 77954-3433  
(361) 277-8870

The United States Equal Employment Opportunity Commission (EEOC)  
Total Plaza  
1201 Louisiana St, 6th Floor  
Houston, TX 77002  
(800) 669-4000

Vermont

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

The United States Equal Employment Opportunity Commission (EEOC)  
John F. Kennedy Federal Building  
475 Government center  
Boston, MA 02203  
Revision Date: August 7, 2012  
(800) 669-4000  
eeoc.gov  
Wisconsin

Wisconsin Dept. of Workforce Development  
819 North 6th St., Rm. 723  
Milwaukee, WI 53203  
(414) 227-4384

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

**Retaliation:**

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

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

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

504 Grievance Procedure



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

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

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

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

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

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

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

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

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

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

Examples of weapons considered dangerous are: explosives, knives, pellet guns, paint guns\*, slingshots, blades, wrist rockets, ammunition, fireworks, dangerous chemicals, and martial arts weapons.

“Nunchucks, klackers, Kung-Fu sticks, or any other similar weapon consisting of two sticks of wood, plastic, or metal connected at one end by a length of rope, chain, wire, or leather” are illegal in the Commonwealth of Massachusetts (Massachusetts law, section 129C of Chapter 140). The law also includes “shreiken or any other similar pointed starlike objects intended to injure a person when thrown,” as well as “billy clubs or other dangerous weapons.”

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

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

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

## **Hazing Policy and State Law:**

### Policy Rationale

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

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

### Policy Statement and Definition

Springfield College complies with and enforces the hazing laws of the Commonwealth of Massachusetts and does not permit hazing of any sort whether by organizations or individual students. Hazing is a crime in Massachusetts and is defined as: “any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other

person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.” Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in such acts. Hazing occurs regardless of the consent or willingness of persons to participate in the activity. Hazing is prohibited no matter if it occurs on or off campus. The failure to report hazing is also a crime under Massachusetts law.

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

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

#### Massachusetts Hazing Statute

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

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

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

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

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

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is

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

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

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

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

#### Hazing Penalties

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

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

**Identification Card Policy:** All students are required to have a Springfield College Identification (ID) Card containing an assigned student identification number, which should be in his/her possession at all times.

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

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

**Interference with the Student Conduct Process Policy/Interfering with College Official's Job:** All persons responsible for addressing incidents (this includes but is not limited to: resident assistants, directors, staff or faculty members and/or Public Safety personnel) have the right to document, investigate, participate, or administer the student conduct process free of any interference, retaliation, or intimidation by any member of the Springfield College community.

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

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

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

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

The final decision on the appropriate course of action will be made by the vice president of student affairs, who will consider the findings and recommendations together with all other available information, including public safety and the student's record(s). This Policy shall be applied in a nondiscriminatory manner and decisions will be made based on consideration of the student's conduct,

actions and statements and not on knowledge or belief that the student is an individual with a disability or a physical or mental health condition.

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

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

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

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

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

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

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

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

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

#### Disclosure of Amnesty Incidents:

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

The following are not covered by the Medical Amnesty Policy:

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

#### Application to Student Organizations:

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

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

It is the policy of Springfield College that students who have been ill and treated at an off-campus medical facility, whether or not hospitalized or placed on medical leave, provide written information relative to the diagnosis, treatment, discharge directions and follow-up necessary to the Director of the Health Center, in the case of medical matters, or the Director of the Counseling Center, in the case of psychological emergencies, in order to return to the College community. Following a review of the documentation provided and any discussion with the health care professional deemed appropriate by the Director, a recommendation is made to the Dean of Students concerning the student's return to

normal routine activities at the College. At that point, a decision will be made in the sole discretion of the Dean of Students regarding permission to re-enter the College community. The student will be asked to meet with the Dean of Students and will be informed of the outcome. The decision will be available in written form outlining any conditions which have been established. The student may appeal the decision of the Dean of Students to the Vice President for Student Affairs, in writing, within three (3) business days of their meeting with the Dean of Students.

While it is the concern at Springfield College that the recovering student have the appropriate medical or psychological support, it is also the obligation of the College to ensure that this student does not pose any threat of spreading illness or inflicting harm to anyone else. Given the closeness of the campus community, threats might be apparent in the classroom, laboratory, residence or dining hall or athletic complex.

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

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

Examples of protected activity include but are not limited to:

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

Examples of adverse action include but are not limited to:

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

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



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

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

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

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

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

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

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

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, SW  
Washington, DC 20202

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

- To other School officials, including teachers, within the School whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of, or compliance with, Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

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

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

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

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

### **Pet Policy:**

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

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

Student Affairs and Public Safety. Failure to comply with this regulation may result in cancellation of registration.

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

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

Springfield College acknowledges that occasionally faculty, staff and students use College resources assigned to them or to which they are granted access for noncommercial uses are permitted by faculty, staff, and students, if they are not excessive, do not interfere with the performance of any faculty, staff, and students, do not interfere with the efficient operation of the College or its computing resources, and not otherwise prohibited by this policy or any other College policy or directive.

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

College-wide guidelines such as the Student Handbook, Sexual Harassment Policy and Copyright Policy apply to the use of computing resources, as do community standards of consideration for others, and the mission of the College. Federal, state and local laws and regulations also apply.

Springfield College computing resources may only be used for legal purposes and may not be used for any of the following purposes or any other purposes that is illegal, immoral, unethical, dishonest, damaging to the reputation of the College, inconsistent with the mission of the College or likely to subject the College to liability. Impermissible uses (some of which may constitute illegal uses) include, but are not limited to, the following:

- Harassment
- Libel or slander
- Fraud or misrepresentation
- Destruction of, or damage to equipment, software, or data belonging to the College or others
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copying or transmission of copyright protected material
- Use of the College's trademarks, logo, insignia, or copyrights without prior approval
- Violation of computer system security
- Unauthorized use of computer accounts, access codes (including passwords), or network identification numbers (including email addresses) assigned to others

- Use of computer communications facilities in ways that unnecessarily impede the computing progress of others
- Development or use of unapproved mailing list
- Use of computer facilities for private business purposes unrelated to the mission of the College or to College life
- Academic dishonesty
- Violation of software license agreements
- Violation of network usage policies and regulations
- Violation of privacy
- Viewing, posting, or sending obscene pornographic, sexually explicit, or offensive material
- Posting or sending material that is contrary to the mission and values of the College
- Intentional or negligent distribution of computer viruses

### Responsibilities of Users

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

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

### Security

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

### Privacy and Confidentiality

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

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

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

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

### Reporting Violations

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

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

When appropriate, at the discretion of the Chief Technology Officer, cases of apparent abuse will be reported to the Vice President for Student Affairs (student cases), the Vice President for Academic Affairs (faculty cases), or the Director of Human Resources (staff cases). These offices are responsible for determining any further disciplinary action. Upon a finding of a violation, disciplinary measures may include warnings, suspension of user privileges (temporary or permanent), disciplinary action up to and including termination of employment. The College may also pursue civil and/or criminal charges if it deems appropriate.

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

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

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

the risk of damage or loss to the College; the impact of a violation upon the community or third parties; and costs incurred by the College in responding to abuses of the system.

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

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

- Harassment in any form.
- Failure to respect the rights and property of others.
- Forgery or other misrepresentation of one's identity. Distribution, redistribution, attempted downloading, or downloading of copyrighted materials without the permission of the copyright owner.

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

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

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

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

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

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

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

**Smoke-free Tobacco-free Policy:**

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

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

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

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

**Theft Policy:** Actual or attempted theft of personal property, College property, public/private property or identity is prohibited. Additionally, the possession of stolen property is prohibited. College-owned



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

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

## GUIDE TO COMMUNITY STANDARDS PROCESS

### Preamble to the Code of Conduct

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

### Code of Conduct

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

1. Violating federal, state, or local laws on College premises or while in attendance at College sponsored or supervised events or committing off-campus violations of federal, state, or local law, or actions that adversely affect the College and/or the pursuit of its objectives.
2. Any form of sexual misconduct/gender-based misconduct, including but not limited to, acts of sexual assault (non-consensual sexual intercourse, non-consensual sexual contact), sexual harassment, sexual exploitation, stalking, and relationship violence or the attempt of these actions. Refer to Appendix B. the Gender-Based Misconduct policy section of the student handbook.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of self, another person, group or College Official. This includes, but is not limited to, fighting.
4. The use of any device to capture audio, video or digital record or photograph of any person where there is reasonable expectation of privacy (i.e.: restroom, locker room, residence hall, etc.); or, the use or display of any such record, without consent, where such use is designed to intimidate, harass or otherwise endanger the health or safety of the person.
5. Acts which are not civil or respectful and/or breach the peace, including, but not limited to, engaging in disorderly conduct or uncivil behavior. This also includes disrupting the functions of the College.

6. Unauthorized possession, duplication, or use of keys or access cards to any College premises or unauthorized entry or use of College premises. Unauthorized presence in any place that is marked as private, as well as presence in any place that you have been officially trespassed from.
7. Unauthorized possession, use or misuse, diversion, removal, defacing, tampering, damage or destruction of College owned or leased property, equipment, services, programs, or materials, as well as that of any member of the College community, guest of the College, vendor, contractor, or any other person; or hindering another's use of College resources.
8. Any action which creates a fire hazard. This includes, but is not limited to, tampering with fire safety equipment, possessing or using any hazardous and/ or explosive material, failing to evacuate a building/area after notice has been given or knowingly making a false report of a dangerous condition.
9. Failure to comply with the instructions/requests of College staff and/or other officials acting in accordance with the performance of their assigned duties; failure to positively identify one's self or providing false information when appropriately requested to do so, and refusal to respond to a request of an administrative officer. This also includes withholding material information from the College and making false statements to any College official.
10. Theft or misuse of phone, computer information and electronic systems (Internet connection, network, etc.) are prohibited, including but not limited to:
  - Unauthorized entry into a file to use, read, or change contents.
  - Unauthorized transfer of files or programs.
  - Unauthorized use of another person's identification and password.
  - Use of computing or phone systems to send obscene, threatening or harassing messages.
  - Interfering with the normal operation of the College computing system, including the initiation of the spread of a computer virus.
11. Aiding, abetting, or attempting to commit an act or action that violates the Code. A student present when the Code is violated may be held responsible even if he or she is not directly involved in the perpetration of the violation (i.e., students present during an alcohol violation, etc.). Students who anticipate or observe a violation of community standards are expected to remove themselves from participation and are encouraged to report the violation.
12. Guest Behavior, all students are fully responsible for their guest's behavior and a range of sanctions may be imposed on the student host if their guest fails to abide by the Code of Conduct, including, but, not limited to: fines, loss of a variety of privileges, and potential housing reassignment or loss of housing.
  - Guests who violate the code of conduct may be trespassed from the College. The following, violations are grounds for a guest to be trespassed:
    - Abuse/assault
    - Alcohol transport
    - Disrespectful or verbally abusive behavior towards a college official
    - Drug policy violation
    - Repeat offender
    - Uncivil behavior
13. Abuse of the community standards system, including but not limited to:
  - Failure to comply with the sanction(s) imposed by the College;
  - Falsification, distortion, or misrepresentation of information before a conduct body;
  - Institution of a conduct complaint knowingly without cause;
  - Attempting to discourage an individual's proper participation in, or use of, the conduct system;

- Attempting to influence the impartiality of a member of a conduct body prior to, during, and/or after a conduct proceeding;
  - Harassment and/or intimidation of a member of a conduct body, witness or victim prior to, during, and/or after a conduct proceeding;
  - Failure to comply with a notice to appear for a meeting, administrative hearing, or an administrative conference;
  - Influencing or attempting to influence another person to commit an abuse of the conduct system.
14. Bias related violations of the Code toward or regarding a person or group because of factors such as actual or perceived disability, religion, race, national origin, ethnicity, sexual orientation, gender, or gender expression or identity may be assessed an enhanced sanction.
  15. Indecent or lewd exposure including public urination.

### **Rights of a Responding Student**

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

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

### **Student Responsibilities**

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

### **Student Code of Conduct**

## *Interpretation of Regulations*

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

### **Article I. Definitions**

1. The term "*Administrative Conference*" means a meeting between a student and a hearing officer where the student is charged with a violation that puts them in jeopardy of loss of housing, suspension or expulsion from the college. An administrative conference is an opportunity for the student to meet with an administrative hearing officer to view all reports, videos and evidence prior to their administrative hearing.
2. The term "*Administrative Hearing*" means a meeting/hearing between a student and an Administrative Hearing Officer to hear a case regarding alleged violations of the College policies and/or regulations and to impose sanctions upon the student(s) found to have violated the Student Code of Conduct.
3. The term "*Administrative Hearing Officer*" means a College official authorized on a case-by-case basis by the Assistant Vice President for Student Affairs to hear cases regarding alleged violations of College policies and/or regulations and to impose sanctions upon any student(s) found to have violated the Student Code of Conduct.
4. The term "*business day*" means any day, Monday through Friday, during which the College is open for business.
5. The term "*College*" means Springfield College.
6. The term "*College official*" includes any person employed by the College, performing assigned administrative or professional responsibilities.
7. The term "*College premises*" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
8. The term "*complainant*" means any person who submits an allegation that a student violated the Student Code of Conduct. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code of Conduct as are provided to the complainant, even if another member of the College community submitted the charge itself.
9. The term "*member of the College community*" includes any person who is a student, faculty member, College official, or any other person employed by the College. A person's status in a particular situation shall be determined by the Office of Human Resources and/or the Office of the Registrar.
10. The term "*organization*" means any number of persons who have complied with the formal requirements of College recognition.
11. The term "*policy*" means the written regulations of the College as found in, but not limited to, college policies, the Student Code of Conduct, Residence Life policies, the College website and computer use policy, and Graduate/Undergraduate Catalogs.
12. The term "*respondent*" means any student who is responding to allegations of violation of College policy, the Student Code of Conduct and/or Housing and Residence Life policies.
13. The term "*student*" includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but who have a

continuing relationship with the College or who have been notified of their acceptance for admission are considered “students” as are persons who are living in College residence halls, although not enrolled in this institution. This Student Code of Conduct does apply at all locations of the College.

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

## **Article II. Student Code of Conduct Authority**

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

## **Article III. Proscribed Conduct**

### **A. Jurisdiction of the College Student Code of Conduct**

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

### **B. Conduct-Rules and Regulations**

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

### **C. Violation of Law and College Policy/Regulation**

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

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

2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code of Conduct, the College may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

#### **Article IV Code of Conduct Procedures**

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

The administrative hearing will cover the following:

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

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

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

#### **Advisers**

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

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

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

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

## **Article V Appeal Process**

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

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

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

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

An appeal may be made solely on the grounds of:

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

The Vice President for Student Affairs or his/her designee shall act as the appeal officer. The appeal must be submitted electronically via the appeal form link included in your outcome letter and must clearly and succinctly outline and explain how one or both of the specific grounds described above have been met. The party submitting the appeal has the burden of demonstrating how the above

grounds have been met. After reviewing the written appeal(s), written statement(s), and associated case file, the appeal officer will take one of the following actions:

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

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

## **Article VI. Community Standards Sanctions**

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

1. **Deferred Loss of Housing:** Involvement in any future alcohol, drug, or serious code of conduct violations will be grounds for removal from College Housing. The College has a three-year residency requirement for all students. Students removed from housing due to disciplinary sanctions will forfeit any refund.
2. **Deferred Suspension:** Involvement in any future alcohol, drug, or serious code of conduct violations will be ground for suspension.
3. **Expulsion:** Complete and permanent termination of the student's relationship with the College. This termination pertains to all classes, activities, services, facilities, grounds, and precludes any future enrollment in the College's undergraduate, graduate, and professional schools.
4. **Fines:** A disciplinary fine that is placed on the student's account.
5. **Interim Action:** Interventions and/or restrictions issued by the assistant vice president for student affairs or his/her designee at his/her discretion prior to the adjudication of a conduct case that could include, but are not limited to, interim suspension, limitation of access to designated College facilities and/or residence halls by time and location, limitation of privilege to engage in specified College activities and/or reassignment to alternate housing pending the outcome of the Community Standards process.
6. **Interim Suspension:** A denial of access to the residence hall(s), to the campus (including academic classes), and/or to all other College activities or events, which the student might otherwise be eligible to participate in or attend. Note: Interim Suspensions are issued prior to adjudication of a student conduct case by the assistant vice president for student affairs or his/her designee. Interim suspension may be imposed: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up



to and through an Administrative Hearing, if required. However, the student will be notified in writing of this action and the reasons for the suspension. The notice will include the time, date, and place of a subsequent hearing at which the student may show cause why his or her continued presence on the campus does not constitute a threat.

7. **Intervention:** Educational or informative workshops, events, reflective or research papers, meetings, counseling sessions, or activities related to the violation or incident.
8. **Loss of Housing:** Student will be required to move off campus and become a commuter. The College has a three-year residency requirement for all students. Students removed from housing due to disciplinary sanctions will forfeit any refund.
9. **Probation:** Official notice that any further/future violations are likely to result in loss of housing, suspension or expulsion from the College. A student on probation may not be permitted to serve in select leadership positions in student organizations and may experience additional restrictions and loss of privileges from varying programs and events as specified in the policies of such activities.
10. **Restitution:** Compensation for loss, damage or injury made payable to the affected party
11. **Restriction:** Temporary or permanent loss of privileges or the use of or participation in a College facility, program, or service.
12. **Suspension:** A complete separation from all College classes, activities, events, services, facilities, grounds and campus property (including College owned houses in the adjacent neighborhoods) for a specific period of time and/or until specific conditions are met. Any violation of these terms will result in additional action up to and including expulsion. Suspensions are immediate regardless of the timing of the academic year, unless otherwise specified.
13. **Written Warning of Violation of Code of Conduct:** An official written notice of the College's disapproval of a student's actions indicating that any future violation will be dealt with more severely.

## Sanctioning Chart

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

### Alcohol Violations

Underage possession or use of alcohol with no aggravating factors	\$50 fine, Written warning of violation of code of conduct, Online educational module with course reflection paper
Underage possession or use of alcohol with aggravating factors (such as conduct history, amount of alcohol, other minor violations)	\$100 fine, Probation, Deferred loss of housing, Alcohol education class (in person) with reflection paper, Parent/guardian notification
Underage possession or use of alcohol with significant aggravating factors (3 or more alcohol violations; alcohol violation with violence or assault associated)	\$100 fine, Removal from housing or college suspension, Parent/guardian notification, and BASICS (two session, in person, intervention with self-monitoring between sessions)
Hospital Transport for Alcohol Abuse	Parent/guardian notification, Probation (any further violation of the Code of Conduct will likely result in college suspension), \$100 fine, and BASICS (two session, in person, intervention with self-monitoring between sessions)
DUI/DWI	\$100 fine, Suspension and/or AOD assessment and treatment plan, Parent/guardian notification
Providing alcohol to minors/Furnishing a Place	\$100 fine, Online educational module with reflection paper, Parent/guardian notification

False Identification	\$200 fine
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## Drug Violations

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

## Non-Alcohol and Other Drug Violations

Abuse and Assault	Parent/guardian notification, Restitution, Counseling/or restorative justice, Loss of housing, College suspension or expulsion
Bias Incident	Depending on the severity of the case: Counseling, Restitution, Probation, College suspension, or Expulsion, Parent/guardian notification
Climbing exterior of Townhouses, or other buildings	\$100 fine, Trespassed from the Townhouse backyards (or other space), re-assigned housing
Disorderly Conduct/Uncivil behavior	Parent/guardian notification, Probation
Disrespectful or Verbally Abusive Behavior towards a College Official	Parent/guardian notification, Probation, Restitution, or Mediation
Failure to Comply	Parent/guardian notification, Probation
False Identification	\$100 fine, Parent/guardian notification, Probation
Fighting/Physical Assault	College suspension, Expulsion, Restitution, or Mediation
Fire Alarm - Activation of a false alarm	\$500 fine, Restitution, College suspension, Loss of housing
Fire Alarm - failure to evacuate	Watch fire safety movie with reflection paper
Fire Alarm - false discharge of a fire extinguisher	Restitution, Deferred loss of housing
Guest policy violation	Deferred loss or loss of guest privileges for a specific period of time, Fines, Loss of other privileges dependent upon the violation, Guest Trespassed, potential housing reassignment or loss of housing
Hazing	Depending on the severity of the case: Counseling, Restitution, Probation, College suspension, Expulsion, Parent/guardian notification
Housing and Residence Life policy and regulations	Fine, written warning, restitution, probation
Interfering with conduct process	Probation, Reflection paper, parent/guardian notification, \$50 fine
Noise violation	Restitution, Mediation
Pet policy	\$100 fine, removal of pet within 24 hours, Parent/guardian notification
Public urination	Parent/guardian notification, Reflection paper
Smoking/tobacco use/vaping - 1st offense	\$100 fine, Written warning
Smoking/tobacco use/vaping - 2nd offense	\$100 fine, Reflection paper, Parent/guardian notification, Probation
Smoking/tobacco use/vaping - 3rd offense	\$100 fine, Deferred loss of housing or loss of housing, Parental notification, Probation

Theft	Restitution, Probation, Loss of privileges, Parent/guardian notification
Threatening behavior	Parent/guardian notification, Restitution, Probation
Vandalism/Damage	Restitution, Probation, Parent/guardian notification, Deferred loss or loss of housing

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

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

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

## Article VII. Interpretation and Revision

A. Any question of interpretation or application of the Code of Conduct shall be referred to the Assistant Vice President for Student Affairs or his or her designee for final determination.

B. The Student Code of Conduct shall be reviewed every year under the direction of the Vice President of Student Affairs.

## HOUSING AND RESIDENCE LIFE SECTION

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

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

#### Rights

- To be treated with respect and consideration.
- To be able to read and study free from undue interference in individual rooms.
- To expect a roommate to respect personal belongings.
- To live in a clean environment.

- To have free access to assigned room and facilities without pressure from a roommate.
- To have personal privacy.
- To have guests in the room in compliance with the guest policy outlined in the room Office of Housing and Residence Life contract.
- To be able to address grievances and concerns.
- To be free from fear or intimidation, physical and/or emotional harm.
- To be free from all forms of discrimination.
- To have access to supportive residence hall staff in time of need and to assist in the resolution of conflicts or differences.

## Responsibilities

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

## Housing Assignments

Students are assigned roommates when they are accepted for admission to the College. These assignments are based upon information gained from the Student Housing Preference Survey sent to each individual prior to their arrival.

Roommates are encouraged to negotiate differences and to work with staff to problem solve and communicate. Anyone desiring to change rooms or residence halls should meet with their residence hall staff or go to the Office of Housing and Residence Life for assistance. Requests for room changes may be accommodated on a case-by-case basis. Please note that there is a housing freeze for the first two weeks and room switches are not permitted until the third week of each semester. This is to allow time for students to get to know one another, and for residence life staff to process withdrawals and finalize available spaces. There is \$35 fee per room change. Returning students have the opportunity to select roommates and specific rooms or apartments during the Room Selection process.

## **Residency Requirement Policy**

Springfield College is a residential college that is committed to the belief that there are numerous benefits to living in a college community. The College believes in the education of the whole person and regards the residential experience as an integral part of that education. For this reason, the College requires all full-time undergraduate students to live on campus for a minimum of three years unless the student meets one of the following conditions:

- 21 years or older at the time of application to the college;
- Have a dependent child;
- Have been a veteran of at least two years on active military duty;
- Are planning to live at home with a parent(s) or guardian (grandparent, aunt or uncle) and that home is within a 60-mile radius;
- Have lived on campus for three years at Springfield College or at another college.

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

## **Housing and Residence Life Policies and Regulations**

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

- Tampering with fire safety equipment.
- Possession of a firearm or any illegal weapon, or possession or use of fireworks or explosives is prohibited.
- Violations of Drug Policy.
- Failure to leave building during fire drills, failure to leave in a timely manner or reentering the building without verbal clearance or staff permission.
- Use or possession of large quantities of alcohol including cases, kegs, beer balls, bulk containers of alcohol, or funnels.
- Consumption of alcohol in unauthorized areas, residence halls or other campus locations (including first violation).
- Use or possession of unapproved electrical appliances in residence hall rooms
- Propping open doors of residence facilities
- Throwing garbage or other items out windows.
- Construction of unauthorized loft without permit.
- Removal of hall lounge furniture to use in student rooms.
- Open Flames: candles (may be confiscated), incense, smoking.
- Damaging College property will result in charges to the individual(s) responsible for said damage. Damage to individual rooms or apartments will be shared by the students assigned to that space.
- Students living in the residence halls are expected to express themselves civilly at all times. Students are prohibited from using the windows of residence halls for displays of signage of any type.

- Students may not climb exterior walls of the Townhouses, or other buildings, - this includes climbing up/down, and across between windows.

### **Vandalism/Damage in College Owned Housing**

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

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

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

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

### **Residence Hall Emergencies**

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

#### **Fire Prevention**

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

#### **Evacuation Procedure**

- Shut all windows.
- Leave lights on.

- Wear shoes.
- Take towel to cover face in case of fire.
- Close doors, but leave unlocked.
- Walk quickly to nearest exit, DO NOT use the elevator.
- Remain calm.

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

### **Fire Protection Equipment**

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

### **Fire Safety Regulations**

Students are not allowed to cook in their rooms or be in the possession of cooking appliances. All cooking and storage of cooking appliances must be restricted to kitchen facilities provided in each residence hall or apartment. Candles or incense are not permitted in residence halls. The garaging of any type of motor vehicle or combustible material is not permitted in the buildings. Refrigeration units using no more than 1.6 amps and/or 4.0 cubic feet may be used. Microwaves are not permitted unless part of a micro fridge unit. During holiday and spring vacations they must be emptied and left unplugged by the student. There is no storage for refrigerators over the summer. Air conditioning units are not permitted. Residence Life staff may conduct safety inspections during the semester and breaks.