

This handbook is provided by Student Senate

## ACADEMIC CALENDAR

### 2013 FALL SEMESTER

August 26	Fall classes begin 8:00 AM
August 30	Last day for applying for degrees awarded in October
September 2	Labor Day - No classes
September 3	Last day to add course(s) without the Instructor's permission
September 10 to	Last day to add course(s) or change from audit to credit or credit audit with the Instructor's written permission
September 27	Last day to withdraw from the first 7 ½ week course offerings
October 4	In-progress closing of grades (100 Level) to SAS
October 14-15	Fall Recess - No classes
October 15	October degrees awarded
October 16	2nd 7 ½ week courses begin
October 18	In-progress closing of grades (200 + Level) to SAS
October 25	Last day for withdrawing from course(s) – “W” issued
November 1	Last day for applying for degrees awarded in February
November 7-22	Priority registration for winter session & spring 2013 semester
November 15	Last day to withdraw from the second 7 ½ week course
November 27-29	Thanksgiving Recess
December 6	Last day of classes
December 7 & 8	Study Days
December 9-13	Final Exam period
December 14	Final Exam “snow day” (make-up day for inclement weather)
December 16	Fall final grades due to SAS by noon
Dec. 16 – Jan. 1	Winter Recess
January 1	New Year's Holiday

### 2013 WINTER SESSION

January 2-10	Winter Session
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### 2014 SPRING SEMESTER

January 13	Spring classes begin 8:00 AM
January 20	Martin Luther King Day - No classes
January 21	Last day to add course(s) without the Instructor's permission
January 28 grades are	Last day to resolve fall incomplete grades - unresolved fall “I” converted to “F”s

January 28 to audit	Last day to add course(s) or change from audit to credit or credit with the Instructor's written permission
January 31	Last day for applying for degrees awarded in May
February 15	February degrees awarded
February 17	Last day to withdraw from 7½ week course offerings
March 3	Start of summer registration
March 5	2nd 7 ½ week PEHR courses begin
March 7	In-progress closing of grades to SAS
March 14	Last day for withdrawing from course(s) - "W" issued
March 17-21	Spring Break Recess
April 1-15	Priority registration for fall semester
April 11	Last day to withdraw from the 2nd 7 ½ week PEHR courses
April 21	No day classes; Classes resume meeting at 5:00 p.m.
May 2	Graduating senior LBC completion deadline
May 2	Last day of classes
May 3 & 4	Study Days
May 5-9	Final Exam period
May 12	Spring final grades due to SAS by noon
	May 17 Commencement

## SECTION I

### CAMPUS RESOURCES AND OFFICES

#### ACADEMIC SUPPORT CENTER

**Campus Center, Room 137, 796-2027**

**[www1.wne.edu/firstyear](http://www1.wne.edu/firstyear)**

Part of the Office of First Year Students and Students in Transition and located next door, the Academic Support Center provides outreach and support to all students, but primarily to first and second year students. The Academic Support Center conducts individual meetings as well as workshops, focusing on time management, effective learning strategies, test taking tips, etc. The University recognizes that students face not only academic challenges but life challenges as well, and developed the Academic Support Center to help turn those challenges into opportunities.

#### DIMENSIONS OF SUPPORT

- **Life Skills Mentoring:** In an effort to promote the holistic development of student-athletes, this program provides the opportunity for one-on-one academic support for first year student-athletes. Life Skills Mentors seek to model how to effectively bal-

ance the many demands of being a student, while maintaining a commitment to one's sport.

- Supplemental Instruction: Certain courses have been recognized as particularly challenging for students. On a select basis, specially trained and selected student leaders hold weekly facilitated study sessions to help students develop strategies to master the material.
- Peer Tutors: Peer Tutors provide one-on-one and group assistance to students to aid in the development of content mastery. Tutoring is available in most 100-200 level courses and is free of charge.
- Academic Progress Monitors: These are typically academic support specialists, graduate students or undergraduate seniors who have demonstrated a high level of academic success in their coursework, Monitors meet regularly with students to develop better study skills, time management strategies, test taking skills and many other academic skills known to foster academic success.
- Academic Success Coaches: Academic Success Coaches teach the LA 195: College Success Coaching Experience course for first-semester first year students. In this course, students learn academic success skills (e.g., time management, study skills, organization) and meet with their Academic Success Coach individually at least three times throughout the semester.

**(updated 5/2013)**

## **ALCOHOL AND DRUG EDUCATION SERVICES**

**Campus Center, Room 249B, 413-782-1360**

**lore.detenber@wne.edu**

**www.wne.edu/ade**

The mission of Alcohol and Drug Education Services is to contribute to a safe and healthy university atmosphere where students can make low-risk and abstinence choices about drug and alcohol use. This office provides confidential counseling and support for students with concerns about their own, a family member's, or friend's use of alcohol and/or drugs and maintaining one's recovery from abuse/addiction. Brief Alcohol Screening and Intervention (BASICS) is a personalized check-up about drinking, which has received very positive feedback from WNE students. Other services include: a resource center for anyone in the University community; training for student leaders, faculty, and staff; outreach in the residence halls; support for the student Peer Education Network; and classroom presentations.

**(updated 5/2013)**

## **ATHLETICS**

**AHLC, 782-1202**

**www.wne.edu/athletics**

## **INTERCOLLEGIATE COMPETITION**

Western New England University is an NCAA Division III institution and competes primarily in The Commonwealth Coast Conference (CCC). The University offers highly successful varsity intercollegiate programs for both men and women in a variety of sports. Currently, men's programs are offered in: baseball, basketball, cross country,

football, golf, ice hockey, lacrosse, soccer, tennis, and wrestling. Women's programs include: basketball, bowling, cross country, field hockey, lacrosse, martial arts, soccer, swimming, volleyball, softball, and tennis.

The University also offers men's and women's bowling and men's and women's martial arts as non-NCAA sports.

## **WELLNESS AND RECREATION**

Western New England University offers a variety of activities and educational programs to meet the fitness and recreational needs of students.

- **Intramural Sports:** A major interest on campus is the intramural program, which is open to the entire university community. Intramurals begin in early September and continue throughout the academic year. Opportunities include: flag football, outdoor and indoor soccer, basketball, volleyball, team handball, wallyball, kickball, softball, ultimate Frisbee, and disc golf. All intramural information can be found online at the intramural website at [www.wnegoldenbears.com](http://www.wnegoldenbears.com)
- **Fitness Center:** The comprehensive fitness center and strength training facility is open daily. The Wellness staff is available for questions regarding fitness programming.

**(updated 5/2013)**

## **BLUE & GOLD CAMPUS STORE (UNIVERSITY BOOKSTORE)**

**Campus Center, Room 127, 782-1284**

**[www.wne.bkstr.com](http://www.wne.bkstr.com)**

The Blue & Gold Campus Store carries the required textbooks necessary for all courses and includes a stock of educational supplies. A variety of Western New England University apparel, gifts, reference books, soda, candy, and school supplies are also available. The Campus Store is typically open Monday through Thursday from 9:00 a.m. until 6:00 p.m., Friday from

9:00 a.m. until 4:00 p.m., and Saturday from 11:00 a.m. until 3:00 p.m. The Blue & Gold Campus Store website can be accessed at [www.wne.bkstr.com](http://www.wne.bkstr.com). The Bookstore is also on Facebook at [www.facebook.com/WesternNewEnglandUnivBkstr](http://www.facebook.com/WesternNewEnglandUnivBkstr)

**(updated 5/2013)**

## **CAMPUS CENTER**

**Campus Center, Room 220 782-1203 & Room 137C 782-2236**

The St. Germain Campus Center is part of the educational program of the University. Under the supervision of the Office of Student Activities and Leadership Development, the Campus Center serves as the "living room" of the campus and provides services and programs to meet the needs of the campus community. The Office of Student Activities and Leadership Development provides cultural, social, and recreation activities to incorporate leisure time into the learning environment. The Campus Center has been designed with the student's interests in mind, yet it serves the entire campus community. Several offices are located throughout the Campus Center. Office space for student organizations can be found on the first floor. Administrative offices include: the Vice President of Student Affairs and Dean of Students, Student Activities and Leadership Development, Residence Life, the Office of First-Year Students & Students in Transition and Academic Support, Food Services, Campus Events, the Career Development Center, Diversity Pro-

grams and Services, Counseling Services, the Office of Spiritual Life, Alcohol & Drug Education Services, the Center for Civic Engagement, and Learning Beyond the Classroom. All activities and meetings held in the Campus Center are coordinated by the office and student staff working in the building. Conference Rooms may be scheduled through Campus Events. Programming areas include: the Art Gallery, the Rock Cafe and the Game Room. Stop by the Information Center on the first floor to check out campus happenings and off-campus leisure resources.

## **CAMPUS EVENTS**

**Campus Center, Room 135, 782-1567**

**<https://app1.wne.edu/ess/>**

Planning an Event/Reserving Campus Facilities and Resources:

1. Reservations for all campus facilities are made through the Campus Events Office. To reserve a space on campus, use the online scheduling system at <https://app1.wne.edu/ess/>.

The scheduling system may also be accessed through the Campus Events page on the University website.

2. Certain spaces are either not available for reservation or subject to specific approval. Campus Events must be consulted before plans are made for these spaces:
  - Any Classroom
  - Dining Areas
  - Student Senate Conference Room
  - Downes Hall of Fame Room (AHLC)
    - Main Basketball Court
    - Synthetic Floor
    - AHLC Lobby
    - Aerobics Room
    - All Outdoor Playing Fields
  - Evergreen Commons
  - Rock Café
  - Campus Center Mall Area (upper & lower)
  - LaRiviere Center Great Room
  - Bear's Den
  - Athletic Facilities
    - Rivers Multi Purpose Arena
    - Law School Common
    - CSP 200, 300, 400
    - All Outdoor Spaces in the ESS
3. All online registration is due in the Campus Events Office at least two weeks before the date of the event. Campus Events may deny the use of facilities if the request is not timely. Campus Events may re-assign requested space as necessary to avoid con-

flicts with other scheduled events.

4. The online registration is the only way to reserve space. Feel free to call if you have any questions at x1567.
5. Campus Events coordinates the efforts of:
  - Food Services
  - Maintenance, Housekeeping and Facilities Management
  - Marketing and External Affairs
  - Media Services
  - Public Safety

Services from these areas must be requested via the online registration. All costs are the responsibility of the reserving party. On-campus parties will be required to provide an account number for billing any and all extraordinary ancillary costs that may be incurred during their event.

6. Additionally, requests and questions about catering needs should be directed to Food Services. All food requests must be made at least 10 days before an event. Any requests less than 10 days must be specifically approved by Food Services before the reservation can be made.
7. Any changes to the reservation must be made through the Campus Events Office. The Office will notify affected departments and areas.
8. Campus Events has specific requirements for setup and cleanup. Persons making reservations will be informed of these at the time of the reservation.
9. All events are subject to University policies and procedures, including the serving of alcohol. Events that may include alcohol must follow the Alcohol Policy found on the online registration form; all requests for alcohol must be made on the system and approved by the Office of Student Activities & Leadership Development.
10. The operational hours of facilities vary. The Campus Events Office should be consulted about the timing of events.
11. Any off-campus group not sponsored by a Western New England University organization must first consult Campus Events to plan an event. All outside organizations utilizing University spaces will be required to pay the facilities use fee designated for that space being used. All outside organizations will also be required to provide a fully executed facilities use contract and liability insurance. These documents are subject to final approval by the Vice President for Marketing and External Affairs once all documentation has been received. Until a fully executed contract has been negotiated, access to facilities will not be allowed.

**(updated 5/2013)**

## **THE CAREER DEVELOPMENT CENTER**

**Campus Center, 2nd Floor, 782-1217**

**[www1.wne.edu/careercenter/](http://www1.wne.edu/careercenter/)**

The Career Development Center (CDC), located on the second floor of the St. Germain Campus Center, offers a variety of programs, workshops, and seminars including classroom presentations in collaboration with the faculty to educate students on career devel-

opment and strategy. The career development staff implements the University's strong commitment to the development of the student's career decision-making by providing individual career advising and assistance in identifying career options, major and occupational exploration, and job search strategies to include conducting mock interviews, graduate school decision-making, and internship site selection. The Career Development Center also collaborates with the other departments of the Division of Student Affairs, the Office of First Year Students and Students in Transition, the Office of Alumni Relations, and with student organizations to facilitate these activities.

The Career Development Center is dedicated to providing effective career planning and advising and has an exceptional staff of professional counselors to assist students in their career decision-making processes. Individualized career counseling and advising is available to all students by a career counselor assigned to the College of Arts and Sciences, the College of Business, and the College of Engineering. Students who have not officially declared majors are encouraged to utilize the services of our counselors who, through a variety of assessment inventories and exploration tools, will assist students in declaring a major.

Four different career planning guidelines are offered by the Career Development Center to students at each level of their college education, with the emphasis shifting from academic to professional. All students are advised to begin career planning by knowing themselves, exploring options, and building and expanding their skill bases. Academically, students are urged to explore interests through a variety of courses, identify potential majors that relate to their interests and abilities, and focus on academic success, time management, and study skills. The University's internship program is coordinated by the career development staff. This program adds value to a student's education by providing the opportunity to bring life to the theories and concepts learned in the classroom and apply them in local businesses, industries, and organizations. The benefits of the internship experience include a confirmation of the student's choice of career path, related job experience, networking opportunities, and greater time and stress management skills. Students also gain experience working as a team member in an environment with needs and problems that have real constraints and consequences.

All students are strongly encouraged to register with the **CareerCenter Online** at [www.myinterfase.com/wne/student/](http://www.myinterfase.com/wne/student/), a robust interactive career service management system. Once registered, students can create profiles, manage calendars, make appointments with their career counselors, upload résumés and other job search documents, and look for internships and jobs including summer, part-time, and full-time. Access to the **CareerCenter Online** continues after graduation as alumni of the University.

Other resources including web-based career guidance programs such as DoWhatYouAre and FOCUS II, job boards, and Internet sites relating to a wide variety of options provide students with the knowledge to make informed career decisions. The University's network of alumni can connect students with alumni actively employed in their fields and eager to share occupational information.

The Career Development Center staff brings students in contact with employers through dynamic on-campus recruiting, employer information sessions, and career fairs. In addition, students are assisted with resources for part-time and summer employment. A weekly Career Paths newsletter is published online at [www.wne.edu/careercenter/](http://www.wne.edu/careercenter/) and serves as one of the many tools utilized for alerting students to employment opportunities, in-

ternships, recruiting schedules, and workshops. The Career Development Center's effective combination of educational career programs and job search services is a valuable complement to a student's academic experience.

**(updated 5/2013)**

## **CENTER FOR CIVIC ENGAGEMENT**

**Campus Center, 2nd floor, 782-1687**

**[www1.wne.edu/civicingagement/](http://www1.wne.edu/civicingagement/)**

The Center for Civic Engagement provides students with learning opportunities to support their exploration of active citizenship in the community. The Center offers students, faculty, academic departments, and community partners opportunities to share knowledge, skills, and resources to meet the needs of the community and enhance student learning. Through available resources, students can enroll in workshops and trainings on service and engagement, tutor students in public schools and adult education centers, participate in internships, and/or engage in the Alternative Breaks program. Through intentional direct service experiences, students will explore and discuss social issues, diversity, leadership, and their collective roles in creating social change in the community.

**(updated 5/2013)**

## **COMPUTER RESOURCES**

**Office of Information Technology**

**Churchill Hall, 3rd floor Room 301, 796-2200**

**[www.wne.edu/oit](http://www.wne.edu/oit)**

The Office of Information Technology's primary goal is to provide the University community with comprehensive and reliable technology. The department supports all types of technology and is continually partnering with the academe to ensure the presence of state-of-the-art facilities for delivering education.

The department also provides business applications, appropriate technology, and support to conduct the University's business enterprise.

The Office of Information Technology is committed to providing the highest quality of support and a high level of client satisfaction in its delivery of services.

Questions? Contact the Help Desk at 413-796-2200.

For a more complete list of resources, along with policies and procedures related to technology at Western New England University, go to <http://www.wne.edu/oit/> and select "Policies" and then "OIT Handbook"

## **COUNSELING SERVICES**

**Campus Center, Room 249, 782-1221**

**[www1.wne.edu/counselingservices/](http://www1.wne.edu/counselingservices/)**

Caring, licensed professionals provide confidential help to students with personal, social, and educational concerns. Common areas of concern include: adjustment to university life, anxiety, depression, relationships and sexual orientation, eating disorders, substance abuse, sexual/physical abuse, and test anxiety. Services include: individual, couple, and family counseling, as well as crisis intervention. We can provide a list of off-campus



therapists when requested. Psychiatric consultations are available in our office upon referral.

**(updated 5/2013)**

## **D'AMOUR LIBRARY**

**D'Amour Library, 782-1535**

**<http://libraries.wne.edu/>**

Open 100 hours a week during the academic year, D'Amour Library provides students with access to a vast collection of information resources through its print collections, numerous electronic books and databases, course reserves, and cooperative agreements with other institutions. The Library provides space to study, to conduct research, to read, to write, and to collaborate on group projects. There are 128 computers available for student use, which provide access to numerous software applications as well as to the Internet. Wireless connectivity is available throughout the Library. All printing is free. A limited number of study rooms are available for individual use or group projects. Librarians are available in-person or virtually via email or instant messaging to provide reference assistance daily, except Saturdays. The WNE identification card also serves as a student's library card. A library barcode and personal identification number (PIN) are needed to gain access to electronic resources from off-campus as well as to all electronic reserve materials. Late night access to the computer laboratory and the digital editing room on the ground floor of the Library is available for all current students on a Monday through Friday basis during the academic year. Please visit the D'Amour Library website at <http://libraries.wne.edu/> for more information about the Library's resources, services, and hours.

**(updated 5/2013)**

## **DINING AND FOOD SERVICES**

**Campus Center, Room 244, 782-1228**

**[www.campusdish.com/en-US/Csne/Wne/](http://www.campusdish.com/en-US/Csne/Wne/)**

The Campus Center is home to the newly renovated Dining Room (featuring the latest concept, Real Food on Campus (RFoC)), P.O.D. Convenience Store and the Java City Bistro. All dining areas, including the Rock Café and the "C store," feature food items that you can purchase with food points. The Rock Cafe features burgers, made to order deli sandwiches and more. Grab a soft drink or coffee before heading to class!

Our Catering Department offers a wide variety of snacks and meals to accommodate your club and group functions.

## **DIVERSITY PROGRAMS AND SERVICES**

**Campus Center, Room 226, 782-1594**

**[www.wne.edu/diversity](http://www.wne.edu/diversity)**

The Office of Diversity Programs and Services promotes an understanding, appreciation and celebration of diversity on campus. This is achieved through various multi-cultural programs, outreach, and support services that help students transition into university life while enhancing their academic success. Services offered include multi-ethnic and multi-cultural workshops and programs, including: World Festival, Black History, Women's History, and Hispanic Awareness Month celebrations. Various presentations and work-

shops are presented in a variety of classes on issues of social justice, diversity, inclusion, civility, bias and sensitivity. The office serves all students, regardless of culture or ethnic background, student input and participation is welcomed and valued, and attendance is encouraged for all activities of the office.

The office also advises students from underrepresented populations by working closely with the university's multicultural organization known as United and Mutually Equal (U&ME), and works in partnership with and supports the activities of the Gay/Straight Alliance (GSA), Western New England Spiritual Life, as well as other organizations on campus. Additionally, the office supports the transition of the incoming international student population in a variety of ways, most importantly, adjusting to the nuances of life in the United States and at the university. The office serves as the advisor to the International Student Association (ISA). The office also assists with processing immigration paperwork and acts as a liaison between international students and the United States Immigration Office. Together with the Diversity Task Force, projects and programs are co-sponsored to ensure inclusion in all areas of the campus community. The Task Force is comprised of members of the faculty, staff and student body. Finally, the office acts as an advocate for all students, but particularly those who may be dealing with acts of incivility and/or bias.

**(updated 5/2013)**

## **OFFICE OF FIRST YEAR STUDENTS & STUDENTS IN TRANSITION AND ACADEMIC SUPPORT CENTER: A NETWORK OF SUPPORT**

**Campus Center, Room 137, 782-1312**

**[www1.wne.edu/firstyear](http://www1.wne.edu/firstyear)**

The Office of First Year Students and Students in Transition and Academic Support Center pays particular attention to creating a network of support persons whose intention is to provide proactive interaction with first and second year students, as well as transfer students. The office works closely with each of the undergraduate Colleges and departments, Student Affairs staff, faculty, student leaders, and alumni to promote the success of first year, second year and transfer students.

### **SELECTED DIMENSIONS OF THE FIRST YEAR PROGRAM**

- Peer Advisors ~ The 2013-2014 Peer Advisor team serves as university life mentors during the first year. Each new student is assigned to an upper class student who is trained to serve as a source of information, point of first contact and conduit to programs and services. Peer Advisors coach each student in the formation of the personal success plan and act as an advocate for student success. The personal success plan provides a framework for establishing specific, reasonable, measurable, attainable, realistic and timely goals for the first semester.
- Faculty Advisors ~ Faculty teach, faculty advise, faculty care. One of the unique links in the first year is the connection of advisor to instructor. To promote frequency of contact and out of class interaction, each student's first year seminar instructor also serves as their academic advisor for the first year.
- First Year seminar ~ First year students are required to take a first year course designed to aid in the challenge of transitioning from high school to university life, both inside and outside of the classroom. The course focuses on transition challenges and

development of techniques fostering satisfaction with university life and beyond. Topics include: critical thinking, information literacy, and oral presentations. Students also learn to work in teams, explore career options, and become more familiar with particular academic disciplines.

- First Year Seminar Assistants ~ FSAs are upper class students chosen to help facilitate student learning in the First Year Seminar environment. Like a PA, he or she serves as an academic mentor with a special focus on developing classroom participation.
- Freshman Focus Programs ~ These programs touch upon challenges and choices that students might encounter throughout their university career, more specifically in the first year. Previous topics included: diversity issues, responsible decision making, getting involved outside of the classroom, and money management.
- Freshman Council ~ The Freshman Council represents an assembly of 15-25 first year students whose main objective is to facilitate class unity by providing opportunities for students to participate in a variety of social activities. This is an experience of student governance collegiate style.
- Accolades Board ~ Located outside of the Office of First Year Students and Students in Transition, this display is intended to recognize the accomplishments and achievements of first and second year students' commitment to community.
- Community Covenant ~ In any community, there are certain norms that set a standard for interaction and provide a framework against which each person can evaluate his or her decisions. Based on commonly developed expectations, each student affixes his or her signature to the Community Covenant during Fall Convocation.
- Summer Reading ~ Higher Education is a place of ideas that can be shared in a common forum. This notion gives rise to the summer reading assignment that highlights intellectual inquiry and critical reading.

(updated 5/2013)

## **HEALTH SERVICES**

**Center for Sciences & Pharmacy, Suite 235, 782-1211**

**[www1.wne.edu/healthservices/](http://www1.wne.edu/healthservices/)**

Health Services is directed by a full-time certified family nurse practitioner and is staffed with nurse practitioners, physician assistants, and a part-time physician. Health care is available Monday through Friday from 8:30 a.m. to 4:00 p.m. while undergraduate classes are in session. During times when Health Services is not open, a nurse practitioner is on-call to provide medical advice and direction. For students who need specialist care, referrals are provided. Treatment at Health Services is provided at no cost to students; however, students are responsible for costs associated with outside medical services. These include but are not limited to: laboratory fees, radiology charges, prescription medications, and visits to off-campus health care providers.

## **IMMUNIZATION AND HEALTH RECORDS**

Within 30 days of registration, all full-time students are required to have on file with Health Services a medical history and recent physical examination. A completed immunization record is mandatory and should include evidence of immunizations (documentation or titer values) against: measles, mumps, rubella, tetanus, diphtheria, 2 doses of vari-

cella, 3 doses of Hepatitis B, meningitis, and, for health science students, Tb testing. Failure to provide this information can result in removal from classes.

## **UNIVERSAL HEALTH CARE**

The Commonwealth of Massachusetts requires that undergraduates taking nine credits or more and graduate students taking seven or more credits must either purchase insurance through the University or complete an online waiver form with pertinent information about their private insurer. Failure to complete a waiver or enrollment form will result in the student being automatically enrolled in the University's insurance program. All international students must purchase the University's insurance policy. For more information, contact Health Services.

**(updated 5/2013)**

## **LEARNING BEYOND THE CLASSROOM**

**Campus Center, Room 231 and 233A, 782-1687**

**[www1.wne.edu/lbc/](http://www1.wne.edu/lbc/)**

Learning Beyond the Classroom (LBC) is one of the unique features of a Western New England University education. As part of the University's General Education Requirements, LBC provides students with the opportunity to apply theory to practice in authentic learning situations. We want students to understand that their complete experience at the University is an educational one – and that their growth will be much more than one-dimensional. It is our belief and practice that experiential learning deepens students' understanding of their chosen discipline, the field in which they will work, and the society in which they will live. For more information, visit our website at [www1.wne.edu/lbc/](http://www1.wne.edu/lbc/).

**(updated 5/2013)**

## **MAIL SERVICES**

**Campus Utilities Building, 782-1509**

**<http://wne.edu/mailroom>**

All mail and package deliveries are made to Campus Mail Services located in the Campus Utilities Building. From there, USPS and intra-campus mail is delivered to student mailboxes located in the Campus Center. Student mail is usually delivered to the Campus Center in the early afternoon.

All resident students are assigned a mailbox. Commuter students may also be assigned mailboxes and can receive keys by visiting Mail Services. If a package arrives that will not fit in the student mailbox a notice will be placed in the box. The student can pick up packages at Mail Services. Hours of operation are Monday-Friday 8:00 a.m. - 4:00 p.m. and Saturdays (during the school year) from 8:00 a.m. - 12:00 p.m. When picking up a package, student must bring the notice and a valid University ID.

Please address all student mail as follows:

Student Name

Mailstop # \_\_\_\_\_ (Mailstop # is box number assigned by Mail Services)

Western New England University

1215 Wilbraham Road

Springfield, MA 01119

Students keep the same mailbox as long as they are an active student.

Students leaving the University (graduating, withdrawing, transferring, suspension, etc.) must return their mailbox key to Mail Services prior to leaving. Seniors are to return key prior to Commencement. There is a \$45 charge for unreturned mailbox keys.

If a resident student moves off-campus and becomes a commuter, he/she must notify Mail Services at 413-782-1509 if they no longer want an on-campus mailbox. Unless you request that Mail Services close the box, University departments will continue to send important mail to your campus mailbox. Mailbox key must be returned to Mail Services to avoid the \$45 charge.

Mail services include: overnight and international shipping, FedEx, UPS, certified mail, postal services and shipping supplies. Stamps are available at Mail Services and at the University Bookstore.

**(updated 5/2013)**

## **MATH CENTER**

**Herman Hall, Room 303, 782-1692**

**[www1.wne.edu/mathcenter/](http://www1.wne.edu/mathcenter/)**

The Math Center provides a student-assistance program where upper-level students act as tutors and mentors for students taking mathematics courses. Math Center tutors have all completed the courses in which they are involved as tutors, and are highly recommended by their instructors. Each semester, a Math Center schedule is posted; listing times when tutoring is available for specific courses. Individual appointments are available but are not required, as walk-ins are welcome. Students who wish to set up an individual tutoring appointment may fill out an online tutor request form or may call the Director of the Math Center, Prof. Josephine Rodriguez, at (413) 782-1692. For more information, including a copy of the current semester's tutoring schedule and the online tutor request form, please see the Math Center website, [www1.wne.edu/mathcenter/](http://www1.wne.edu/mathcenter/).

**(updated 5/2013)**

## **MEDIA SERVICES**

**D'Amour Library - Ground Floor, 782-1319**

The Office of Media Services provides a variety of equipment to facilitate the recording or playback of audio and/or visual material; in either analog or digital format. Equipment is available to members of the faculty and administration, as well as to students who have been authorized by staff members. Typically, the office is open Monday through Thursday from 8:00 a.m. - 8:00 p.m., and Friday from 8:00 a.m. - 4:30 p.m.

**(updated 5/2013)**

## **PUBLIC SAFETY**

**Public Safety Building, 782-1207**

**<http://www1.wne.edu/dps/>**

**EMERGENCY: 782-1411**

The Department of Public Safety provides a full range of safety and crime prevention services, including 24-hour police patrols on foot, on mountain bikes, and in cruisers; fire safety efforts; emergency and safety phones throughout campus; emergency medical response/first responders; and educational programs on alcohol and drugs, personal safe-

ty, rape aggression defense, and fire safety.

The Department is staffed with trained and qualified personnel, including a director, administrative lieutenant, operations lieutenant, four sergeants, eleven public safety officers, and six dispatchers. Each public safety officer is certified under Massachusetts law and has full special state police powers. In addition, the Department of Public Safety employs a trained security staff assigned to specific buildings throughout the Western New England campus.

## **SECURITY AT EVENTS**

Public Safety officers are sometimes required for co-curricular and public functions held on campus, especially those that include alcohol. Necessary arrangements are made by the sponsoring organization through the Office of Student Activities & Leadership Development. Actual costs for use of Public Safety officers are the responsibility of the sponsoring organization.

**(updated 5/2013)**

## **RESERVE OFFICER TRAINING CORPS (ROTC)**

**1260 Wilbraham Road**

**Air Force ROTC 796-2258**

**Army ROTC 782-1332**

The University offers both Army and Air Force ROTC programs. Freshmen and sophomore ROTC classes are open (with no obligation) to students interested in the development of leadership, study skills and outdoor skills. Further ROTC training can lead to a commission as an officer in the Army or Air Force, with service in the reserve or on active duty. Merit scholarships are available and provide funds for two to three years.

**(updated 5/2013)**

## **RESIDENCE LIFE**

**Campus Center, Second Floor, 782-1317**

**<http://www1.wne.edu/residencelife>**

## **RESIDENCE LIFE MISSION STATEMENT**

In partnership with the Office of Residence Life, students create opportunities that foster personal development, leadership skills, and academic success. Together we strive to create safe, supportive, and inclusive residential communities in which students practice and promote respect, community involvement, and acceptance.

## **RESIDENCE LIFE WEBSITE**

The Residence Life website is available at [http://www1.wne.edu/residence life/](http://www1.wne.edu/residence%20life/), or you may access it via the University's homepage. Our website includes a wide variety of detailed information on policies and procedures, as well as an online copy of the Resident Student Housing Agreement, the primary publication for all students who live on campus.

## **RESIDENCE FACILITIES**

Different types of residential living units are available to students as they proceed from their freshmen to their senior year at Western New England University. To be considered for campus residency, the student must be actively enrolled at the University as a full time, undergraduate degree candidate. Since campus residency is optional at the universi-

ty, the student must initiate a request for accommodations through the provision of a non-refundable, non-transferable payment. Receipt of this payment authorizes student-initiated participation in the online housing selection process, known as the Housing Management Application (HMA). To confirm campus residency, the student is responsible for completing all components of the online process. Otherwise, the University presumes the student has made other arrangements for accommodations as a commuter.

## **GENERAL INFORMATION ON POLICIES AND PROCEDURES**

The policies and procedures provide a framework for students, individually and collectively, as members of a larger community during their time at Western New England University. These policies and procedures are not simply a list of essential expectations for personal behavior or use of physical space; they exist to inform students of both their rights and their responsibilities as students.

We recognize that not every student chooses to live on campus; however, numerous commuting students do visit their peers where they reside on campus. Comprehensive information may be found on the Residence Life website and other resources provided by the department.

## **VISITATION IN THE RESIDENCE AREAS**

A guest (any person who is not a Western New England University undergraduate or post baccalaureate student) or a visitor (a Western New England University undergraduate or post baccalaureate student who is not assigned to that particular location he/she is visiting) may interact with a student in his/her assigned place of residence. Guests must be 18 years of age or older; guests under the age of 18 need to provide written documentation from parents/guardians for consent. Visitation is a privilege and may be limited or revoked if abused. Displacement and/or inconveniencing of any member of the residential community in order to accommodate a guest or a visitor are unacceptable and subject to accountability. The presence of an overnight guest or visitor should normally not exceed two consecutive nights. Please refer to "Registration and Visitation Policies in Campus Housing" in the Student Code of Conduct for additional information.

## **CLOSING OF RESIDENCE FACILITIES**

All residence facilities are closed during regularly scheduled vacation periods (including the semester break) and students are not allowed to maintain residency during those times. Exceptions to this policy may be granted by the Office of Residence Life. If approved, occupancy is limited to Evergreen Village or Gateway Village, on a space available basis, and an additional fee for lodging will be assessed.

Any student in housing without approval will be assessed a fine for unauthorized presence and may be required to immediately depart.

Students may also register as a late departure, so as to remain in their assigned place of residence until the morning after the residence areas officially close. Departure must occur by 10:00 a.m.

**(updated 5/2013)**

## **SEXUAL MISCONDUCT ADVOCATE AND RESPONSE TEAM (SMART)**

**(413) 575-7194**

**smart@wne.edu**

SMART is a group of dedicated volunteer students (men and women) who are trained to assist and provide confidential support to students who have encountered any form of sexual misconduct, and educate the Western New England University community about these issues. If you have been sexually mistreated, we urge you to contact a SMART representative who will offer emotional support, explain all your options, and be there to help you with whatever course of action you choose.

**(updated 5/2013)**

## **SPIRITUAL LIFE**

**Campus Center, Room 249, 782-1628**

Spiritual Life offers a broad-based ecumenical and interfaith program and opportunities for one to worship, as well as to enter dialogue with those of similar and differing faiths. Spiritual Life serves as a resource for information about local places of worship and other faith-based organizations in the area, as well as providing on-campus opportunities for religious expression and exploration.

**(updated 5/2013)**

## **STUDENT ACTIVITIES AND LEADERSHIP DEVELOPMENT**

**Campus Center, Room 220, 782-1203**

**[www.wne.edu/studentactivities](http://www.wne.edu/studentactivities)**

The Office of Student Activities and Leadership Development seeks to provide a variety of programs that incorporate social interaction and personal growth outside the formal classroom setting. The office's programs and services enhance the formal educational experience by offering a balance of cultural, recreational, and social programs. The diversity of co-curricular activities is reflected in such programs as:

- Weekend and Late Night programs
- Creative and performing arts
- Contemporary music
- Travel and recreation
- Films
- Lectures
- Comedy series
- Multicultural programs
- Commuter services
- Student media
- Leadership and personal development

Joining a club or organization can offer many benefits. We collaborate with many other offices to provide a wide range of weekend programs (including FRIDAYS and Late Night programs) that occur every week of each semester. The office is also responsible for an extensive four-year leadership program, choral and band ensembles, other arts-related activities, and the operations and programming in the St. Germain Campus Center. Our student staff are integral to the success of our program.



Other services offered include a student voucher program for the Springfield Symphony Orchestra and CityStage (the regional theatre company). Updated programs and services can be found on the office's website. The office is located on the second floor of the Campus Center.

## **STUDENT ADMINISTRATIVE SERVICES**

**D'Amour library, Ground level, 796-2080**

**[www1.wne.edu/sas/](http://www1.wne.edu/sas/)**

Student Administrative Services (SAS) combines the different financial aspects of student's lives by centralizing billing, collections, financial aid, and records and registration in one area.

In addition to the services above, students with a valid ID may cash checks at SAS. Maximum amount per day is \$75.

Banking hours vary, but the Bank is typically open during SAS hours. SAS is open Monday through Thursday from 8:00 a.m. until 5:00 p.m. and Friday from 8:00 a.m. until 4:30 p.m.

### **Graduation**

The University confers degrees four times during the year: August, October, February, and May. However, the only formal commencement ceremony is conducted in May. August, October and February graduates will receive their diplomas in the mail shortly after the graduation date.

Please note that all graduating seniors must indicate on the Application for Degree form their intention to graduate and to participate in the May commencement. Changes must be reported to SAS.

## **STUDENT DISABILITY SERVICES**

**Herman Hall, Suite 105 782-1258, 782-1257 or 782-1513**

**[www.wne.edu/sds](http://www.wne.edu/sds)**

The Student Disability Services Office is designed to provide support for students who choose to voluntarily identify themselves and provide documentation of their disability(s). The office works with students and faculty to ensure that necessary services and accommodations are provided in a timely and efficient manner. Specific requests are reviewed and recommendations made on a case-by-case basis. In the case of either permanent or temporary mobility impairments, it is critical that the Office of Student Disability Services (SDS) is notified immediately, so that classes can be moved to more accessible locations, and elevator keys can be provided as needed. Furthermore, students with temporary conditions (e.g. broken leg, sprained ankle, and emergency surgery) may obtain permission to park in more convenient spaces if they request this from SDS and provide a letter of verification from a doctor. For more information, see our web page at [www.wne.edu/sds](http://www.wne.edu/sds). The Assistant Dean and Coordinator of the office are also available to address questions and problems and, where needed, serve as referral sources.

**(updated 5/2013)**

## **STUDENT EMPLOYMENT**

**Rivers Memorial 107, 782-1679**

The Office of Human Resources, located in Rivers Memorial, administers the Student

Employment program. There are two types of Student Employment opportunities on campus: Federal Work Study and Institutional.

## **STUDENT EMPLOYMENT – FEDERAL WORK STUDY**

The Federal Work Study Program provides funding for those undergraduate students with financial need, allowing them to earn money to help pay for educational expenses. The program encourages community service work and work related to each student's course of study. The Federal Work Study Program is need-based and requires a completed financial aid application on file with the University. Federal Work Study wages are partially funded by the federal government, which is why many University offices prefer to hire students who have an award. While a department may prefer to hire a student with an award, it does not mean that students without Federal Work Study awards cannot work on campus, as there are Institutional jobs available. Federal Work Study funded jobs are generally on-campus. If a student works on-campus, they will usually work for the University. There is an opportunity for off-campus Federal Work Study through America Reads, a community service program. Some Federal Work Study jobs involving direct and unmonitored contact with children do require criminal offender record information (CORI) checks.

## **STUDENT EMPLOYMENT – INSTITUTIONAL**

For students not receiving a Federal Work Study award, some University offices and departments offer Institutional positions. Wages for Institutional jobs are fully paid by the University. Students typically apply for positions they are interested in. It is important for students to promote their special skills such as using computer applications or having a current life saving certificate.

## **GETTING A JOB**

Jobs are posted on the Human Resources website. To apply for jobs, students must register online with their six-digit student ID number. Once the student's information has been reviewed, students will receive an email notifying them that their profile has been activated. Students can then log into the site to update their profile, upload a résumé, view and apply for jobs by following the application instructions, and save their searches, as well as view their activity. Students who merely view and apply for jobs online or attend the Student Employment Fair will not be guaranteed that they will receive a job. Students must actively follow up with their potential employers. For further assistance, please contact Wendy Tietz,  
at [wendy.tietz@wne.edu](mailto:wendy.tietz@wne.edu) or at 413-782- 1679.

## **STUDENT EMPLOYMENT JOB FAIR**

A Student Employment Fair is scheduled for Tuesday, August 27, 2013 from 10:00 a.m. - 3:00 p.m. In attendance will be representatives from many University offices and departments which will be recruiting student employees. Students will have an opportunity to speak with potential supervisors about the nature of the job responsibilities.

**(updated 5/2013)**

## **TUTORING SERVICES**

**Campus Center, Room 137, 796-2027**

**[www1.wne.edu/academicsupportcenter](http://www1.wne.edu/academicsupportcenter)**

Have you been keeping up with your course work (the readings as well as attending class), but are still having difficulty understanding a particular lesson or principle? Have you missed a portion of the course work due to an unexpected circumstance and now need some help to catch up? It is not unusual for students to experience academic difficulties for any number of reasons. The University recognizes that students face academic challenges and has developed a Peer Tutoring Program to help turn those academic challenges into academic successes.

Peer Tutors are chosen for their successful performance in a particular class and are available to assist students in most 100 and 200 level courses. Though most tutoring is short term in nature, it allows for one-on-one individual attention. While tutoring is helpful and has proven to be the difference in successfully completing a course, tutoring is not a substitute for attending class, reading the text or studying for an exam. Tutoring assistance can be requested by contacting the Academic Support Center or by visiting the First Year Program website at [www.wne.edu/academicsupportcenter](http://www.wne.edu/academicsupportcenter). In addition, specialized tutoring assistance can be obtained through the Engineering Labs, Accounting Lab and Math Center. Student Disability Services also provides tutoring assistance for students registered with that office.

**(updated 5/2013)**

## **WRITING RESOURCE CENTER**

**Herman Hall, Rooms 105 & 109, 796-2036, 782-1263 or 796-2303**

**[www1.wne.edu/warp/](http://www1.wne.edu/warp/)**

The Writing Resource Center, in conjunction with the Writing and Reading Program, provides critical support services designed to assist all students with the challenges of University-level writing and reading. Students may use one-on-one writing support services, request help with reading difficulties or, for bilingual students, seek support geared towards English language development. Here are some examples of assistance available through the Writing Resource Center:

- Experience dynamic discussions designed to assist students with idea and paper development
- Learn organizational and rhetorical strategies relevant to specific assignments
- Develop study skills
- Learn to analyze assignments and prompts
- Improve language skills, including command of sentence structure and grammar
- Learn documentation conventions appropriate to various disciplines: MLA and APA
- Use new assistive technologies that emphasize the student's learning styles and strengths

The Writing Resource Center is open Monday through Thursday 8:00 a.m. until 8:00 p.m.; Friday from 8:00 a.m. until 4:00 p.m.; Saturday – closed; Sunday from 5:00 p.m. until 9:00 p.m.

## **SECTION II**

# **ACADEMIC REGULATIONS AND POLICIES**

## **ABSENCE DICTATED BY RELIGIOUS BELIEF**

The General Laws of Massachusetts, Chapter 151C, Section 2B stipulate: “Any student in an educational or vocational training institution, other than a religious or denominational educational or vocation training institution, who is unable, because of his (or her) religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement which he (or she) may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon the school.”

## **ACADEMIC ADVISING: COURSE SCHEDULING**

It is the student’s responsibility to understand the requirements of the chosen degree program and plan for orderly fulfillment of degree requirements. Each full-time student is assigned a faculty advisor who can assist in making decisions in relation to a student’s academic and professional goals. Though the advisor can be helpful, the ultimate responsibility for decisions remains with the student. Part-time students have access to advising through their school.

Students’ academic programs are under the supervision of the Dean of the College in which the student is enrolled. A complete record of students’ progress is maintained there. It is available at any time, particularly at each registration period. Students are strongly encouraged to pay special attention to this record, as it is an important tool in keeping track of degree requirements and credits earned. Students are reminded that ultimate responsibility for their academic schedule and completion of degree requirements remains with the student. Endorsement of the faculty advisor, however, must be obtained prior to completing any course registration request.

## **ACADEMIC INTEGRITY**

Honesty in all academic work is expected of every student. This means giving one’s own answer in all class work, quizzes, and examinations without help from any source approved by the instructor. Written material is to be the student’s original composition. Appropriate credit must be given for outside sources from which ideas, language, or quotations are derived. Students are cautioned that purchasing term papers from any source is a violation of academic honesty. Additional information on academic honesty may be found in the Student Code of Conduct. In the event that a student commits an action of academic integrity, a range of sanctions may be applied. In the event that a student has two violations of academic integrity, suspension or dismissal may be a consideration. In these cases, the hearing body will be the All-University Disciplinary Board or the Dean of Students Office.

## **AWARD OF DEGREES POLICY**

The University does not guarantee the award of a degree or a certificate of satisfactory completion of any course of study or training program to students enrolled in any instructional or training program. The award of degrees and certificates of satisfactory completion is conditioned upon satisfaction of all current degree and instructional requirements at the time of such award, compliance with all University policies and regulations, as well as meeting *bona fide* expectations of the faculty.

## **CHANGE OF ADDRESS**

Students should report changes of address promptly to Student Administrative Services. A form is available in SAS for this purpose. Students who live off-campus are required to keep the University informed of their current local address. Students graduating or leaving campus must complete a change of address card so the U.S. Post Office can forward mail. These cards are available at Mail Services.

## **CLASS ATTENDANCE**

Students are expected to attend all class sessions for courses in which they are enrolled. However, each individual instructor is free to evaluate the importance of attendance in determination of course grades. Accordingly, each instructor must present a written statement that addresses the role of absences, makeup examinations, and other attendance matters that will affect student performance. This statement must be shared at the first class meeting.

For emergencies, if students are not able to attend class, please inform the Dean of Students office.

## **CLASS CANCELLATIONS**

Cancellation of classes because of inclement weather is rare. When classes are cancelled due to extreme weather conditions, this information will be announced on local radio and television stations that broadcast closure information, as well as on the University's website. This information can be heard beginning at 6:30 a.m.

## **FINAL EXAMINATIONS**

The normal pattern is that final examinations are given in all courses in accordance with a schedule published by Academic Scheduling. In case an instructor decides not to give a final examination, the instructor must inform the appropriate academic Dean.

Final examinations must be given on the date and at the time scheduled unless other arrangements have been made in advance. Under no circumstances are final examinations to be administered during the final week of classes. Further, during the last week of classes, hour examinations are permitted only in those courses where there is a final examination, semester paper, or semester project requirement due the week of final examinations. The chair of each department is responsible for the adherence of the latter policy by all members of the department. In addition, no examinations or quizzes may be administered the last day of classes (if that day is a Monday) or on the last two scheduled days of classes (if the last day of classes falls on Tuesday or later). This policy does not in any way relieve students of responsibility for material covered in the last days of classes.

The final examination schedule for each semester is designed to accommodate no more than two exams on any given examination day. If more than two exams are scheduled, the student must give notice to their Dean's Office within ten (10) calendar days after the posting of the final revisions of the examination schedule.

In the case of a student who is scheduled for three (3) final examinations on one day, the examination in the middle time will be rescheduled at the convenience of both the student and the faculty member. There are two exceptions, however.

The first is that if the student can move any of the three examinations to the examination for another section of the same course, taught by the same instructor, he or she must do so if the move does not cause another conflict. The second, is that if the middle examination is a "combo" examination, one of the other two will be rescheduled by joint agree-

ment between the affected faculty members.

If an agreement cannot be reached, a decision will be jointly made by the Deans of the colleges in which these two courses are housed

## **FINANCIAL AID**

Students in need of financial aid or with questions concerning financial aid are encouraged to contact Student Administrative Services for information on scholarships, grants, loans, or simply to discuss financial planning options. Priority consideration for financial awards is given to students whose FAFSA is completed by April 15, and whose IRS Data Retrieval is done by May 1, of each year. Applications received after April 15 will be processed in accordance with the availability of funds. Students must reapply for aid each year. Regardless of whether financial aid awards are made, students are encouraged to seek guidance from SAS' professional staff or online at [www1.wne.edu/sas](http://www1.wne.edu/sas).

The University encourages part-time employment and a significant number of students work during the academic year. The Office of Human Resources is responsible for coordinating all on-campus employment and publishes off-campus positions. Academic achievement remains the University's primary concern, however, and a 7-to-15-hour work week is typical.

## **STANDARDS OF SATISFACTORY PROGRESS**

**(can also be viewed at [www1.wne.edu/sas](http://www1.wne.edu/sas))**

The Higher Education Amendments of 1976 and 1983 obligate institutions to define, measure, and enforce Standards of Progress in both a qualitative and quantitative manner. Further, students must regularly be monitored for satisfactory progress in the event a student not currently receiving financial aid applies for aid in the future. In compliance with these regulations, Western New England University has established this policy.

### **SATISFACTORY PROGRESS (QUALITATIVE MEASURE)**

For purposes of determining satisfactory progress, academic records of undergraduate students are reviewed after the spring semester grades are posted. Satisfactory progress is measured in two ways.

### **REQUIRED CUMULATIVE AVERAGE**

At the end of the *Spring semester*, the student must have attained a cumulative average of at least:

- 1.30 for 1-56 semester hours (1-61 in the College of Engineering)
- 1.90 for 57-86 semester hours (62-94 in the College of Engineering)
- 2.00 for 87+ semester hours (95+ hours in the College of Engineering)

In addition to meeting the above grade point requirements, students must have also completed during the academic year, the following number of credit hours:

- Full-time students (enrolled in 12+ hours per semester): 24 credit hours
- Part-time students (enrolled in under 12 hours for one or both semesters): Students must have successfully completed at least 75% of all courses attempted during the year.

All students should note that hours attempted includes any course for which a letter grade (including I or W) is received.

## **FAILING TO MAKE SATISFACTORY PROGRESS**

New students, who at the end of the fall semester have attained a cumulative average of less than the required minimum, will continue to be eligible for financial aid on a probationary basis for the following semester. Returning students who have not attained the required GPA are considered to have not made satisfactory progress, and may not be eligible for financial aid. In either situation, all students must have met the required qualitative and quantitative standards at the end of the spring semester. Students enrolled for only a single semester in any academic year must have attained the minimum cumulative average listed, and have successfully completed one-half of the credit hours required for the year.

For purposes of determining eligibility for financial aid, students earn credit for passing grades only. Marks for failure (F), withdrawal (W), and incomplete (I) are not interpreted as earned credits, although they do count as attempted credits. Credit earned for a repeat course is considered only when a student has previously failed that course.

## **APPEAL PROCEDURE**

Students notified by Student Administrative Services that they have not maintained satisfactory progress may submit a letter of appeal to the Director of Financial Aid if mitigating circumstances have affected the student's progress or if grade changes (including the resolution of incomplete courses) have occurred. Appeals must be filed with SAS within 14 days of a student's notification of loss of aid eligibility. The appeal will be reviewed by the Director of Financial Aid who subsequently notifies the student as to the action taken.

- If an appeal is upheld, the student will continue to be eligible for financial aid the following semester.
- If no appeal is filed or if the appeal is denied, the student must enroll for courses at her/his own expense. In order to regain eligibility for aid, the student must earn the appropriate minimum cumulative GPA listed, and make up any deficiencies and the student must apply to SAS for reinstatement of financial aid.

Students should also note:

- If a student has a sufficient cumulative GPA, but did not receive enough credits for the year, the student may take credits during the summer to make up the credit deficiency. The work can be completed at WNE or another college or university. A grade of C or better must be earned for all courses taken at other colleges or universities; in addition, these courses must be applicable toward degree requirements and approved by the Dean's office of your College.
- If a student does not attain the minimum cumulative GPA at the end of the spring semester, s/he must attain the minimum cumulative GPA by taking credits during a semester or summer. Courses may only be taken at WNE or through the exchange program of the Cooperative Colleges of Greater Springfield.

## **CONCERNING CLASS STATUS**

The eligibility requirements mentioned above are basic minimums and are designed primarily to satisfy the requirements of the Higher Education Amendments of 1976 and 1983. However, some state scholarship and/or loan programs require advancing to the next academic level (sophomore, junior, or senior respectively) before receiving addi-

tional monies. Consequently, a student may be eligible for financial aid under these Standards of Satisfactory Progress, yet not qualify for eligibility under other programs. Therefore, students should be aware of both these financial standards and the requirements of class status. The following summarizes the current classifications for class status:

- Freshmen: 26 credits or less (27 credits in the College of Engineering)
- Sophomore: 27 – 56 credits (28 – 61 credits in the College of Engineering)
- Junior: 57 – 86 credits (62 – 94 credits in the College of Engineering)
- Senior: 87+ credits (95+ credits in the College of Engineering)

For complete information concerning satisfactory progress in relation to financial aid, contact Student Administrative Services at 413.796.2080 or online at [www1.wne.edu/sas](http://www1.wne.edu/sas).

## **PROCEDURES FOR HANDLING PLAGIARISM ALLEGATIONS**

When a student is alleged to have committed an academic offense, and suspension or dismissal from the University is not an initial consideration, the original hearing body is the Department Chair of the faculty member making the allegation. Any request for review of decisions is made to the academic Dean of the College involved. Except when suspension or dismissal from the University is recommended, the decision of the academic Dean is final and binding. If the Department Chair is the initiator of the allegation, the initial hearing body will be the chair's academic Dean and the Vice President for Academic Affairs.

Typical sanctions are an F grade on the paper, or other work involved, or an F in the course as a whole. The F grade in the course remains in the student's grade point average and cannot be removed by re-taking the course. The student may retake the course, but both grades are counted in the grade point average.

When suspension or dismissal from the University is a consideration, the hearing body will be the All-University Disciplinary Board or the Office of the Dean of Students. The Board's recommendation will be forwarded to the Assistant Dean of Students for consideration of implementation. The review agent for such cases will be the Vice President for Student Affairs. The full procedures of the All-University Disciplinary Board are outlined in the Student Code of Conduct.

## **PATENT POLICY**

The University's patent policies are broadly applicable to students as well as to faculty and staff. Like faculty and staff, students' creativity is enhanced by their exposure to the resources (both physical and intellectual) of the University. The University's contribution to that creativity is reflected in its policies, which provide that intellectual property including patentable inventions will be owned by the University rather than by the individual inventor.

An invention made by a student will be deemed made under University auspices and therefore the property of the University if: (a) in connection with work in a course in which the student is enrolled or which the student is auditing, or (b) in connection with faculty-supervised independent work, or (c) in the course of the student's work for the University; whereby such invention is hereby assigned by the student to the University.



## **SELECTIVE SERVICE REGISTRATION**

All male students who have not served either on active military duty, or are not members of the Reserves and/or National Guard, or are not citizens of specific Federal States or Trust Territories, within 30 days of their eighteenth birthday, must register with the Selective Service.

Furthermore, under Federal Regulations, Sub-part C: Statement of Educational Purpose and Selective Service Registration Status, Sections 668.31, .32, and .33, appropriate registration with Selective Service is necessary before receiving any funds under Title IV, Higher Education Act Programs. Until the student has filed the appropriate statement of educational purpose, he is ineligible to receive such funding, including Perkins Loans, Direct Ford Student Loans, Supplemental Loans, Pell Grants, University Work Study, and similar federal program monies.

Male students can register for Selective Service at [www.sss.gov](http://www.sss.gov).

## **GRADUATION**

The University confers degrees four times during the year: August, October, February, and May. However, the only formal commencement ceremony is conducted in May. August, February, and October graduates will receive their diplomas in the mail shortly after the graduation date.

Please note that all graduating seniors must indicate on the Application for Degree form their intention to graduate and to participate in the May commencement. Changes must be reported to SAS.

## **IN-PROGRESS (MID-TERM) GRADES**

At approximately the midpoint of each semester, a set of grades is issued to students as a means of monitoring progress in the course. The intent of in-progress grades is to give the student some idea of where s/he stands in that course at that time. In-progress grades are typically based on work completed to date in the course. While not all courses lend themselves to in-progress grades, students are encouraged to closely monitor their progress, in consultation with the classroom instructor. In-progress grades are not part of a student's permanent record.

## **STUDENT RECORDS AND CONFIDENTIALITY**

Western New England University adheres to a policy of compliance with the Family Educational Rights Privacy Act (FERPA). This policy:

- permits students to inspect their educational records
- limits the disclosure of information from educational records; and
- provides students with the opportunity to seek correction of their educational records when appropriate.

### **I. Definitions**

- A. Student is defined as one who has attended or is attending Western New England University and whose records are in the files of the University.
- B. Educational records include those records that contain information directly related to a student and are maintained as official files by the University. The following are not educational records:
  1. records about students made by professors or administrators for their own use

- and not shown to others;
2. campus police records maintained solely for law enforcement purposes and kept separate from educational records;
  3. employment records, except where a currently enrolled student is employed as a result of her/his status as a student;
  4. records of a physician, psychologist, or other recognized professional or paraprofessional made or used only for treatment purposes and available only to persons providing treatment;
  5. records that contain only information relating to a person's activities after that person is no longer a student at the University.
- C. Directory information is limited to name, addresses, telephone number, email address, photograph, major field of study, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards, activities, and other institutions recently attended.
- D. Record means any information or data recorded in any medium, including but not limited to handwritten or printed materials, tapes, computerized information, or film.
- II. Student Right of Access - Students may inspect and review their educational records in accordance with the procedure outlined here. The University reserves the right to deny students access to the following records:
- A. Financial statements of the student's parents;
  - B. Letters of recommendation received prior to January 1, 1975; and
  - C. Records that are excluded from the FERPA definition for educational records (defined above)
- III. Recommendations and References - A student may waive her/his right of access to confidential recommendations in three areas: admission to the University; job placement; and receipt of honors and awards. The University will not require such waivers as a condition for admission or receipt of any service of benefit normally provided to students.
- IV. Types and Locations of Educational References
- A. Academic Records (Student Administrative Services): This file includes a student's official transcript, admission application and supporting credentials, and records of actions affecting academic status (e.g., petitions and corrections of academic records). Transcripts are maintained permanently.
  - B. Student Progress File (Dean of Students Office): This file includes correspondence, notations of disciplinary actions, housing records, and student activity records.
  - C. Financial Aid and Student Loans (Student Administrative Services): This file contains financial aid applications, needs analysis statements, correspondence, and awards made.
  - D. Student Placement Records (Office of Career and Human Resources): This file contains recommendations, unofficial copies of academic records, and correspondence.

E. Health Records (Health Services or Counseling Services)

V. Procedure for Access to Records

Requests for access specifying the records to be inspected should be made in writing to the office maintaining the file. The University will comply with the request within a reasonable time, at most within 45 days. In the usual case, arrangements will be made for the student to read her/his records in the presence of a staff member.

VI. Request for Copies of Records

A student may also obtain copies of her/his records by paying reproduction costs of \$.25 per page. Requests for copies should be made in writing to the office maintaining the file. The University will comply with the request within a reasonable time, at most within 45 days. The University will not provide copies of transcripts from other schools.

The University reserves the right to deny copies of transcripts or educational records if the student has an unpaid financial obligation to the University or where there is an unresolved disciplinary action against the student.

VII. Policy on Release of Information

The University will disclose information from a student's educational records only with the written consent of the student, except:

- A. To University officials who are legitimate educational interests in the records;
  1. University official refers to any person who is a trustee, officer, agent, or employee of the University;
  2. A University official has a legitimate educational interest if the official is performing an authorized task, activity, or determination on behalf of the University and for which the information contained in the educational record is necessary or appropriate. Tasks, activities, or determinations include those relating to a student's education, the discipline of a student, and the mission of the University.
- B. To officials of another school in which a student seeks enrollment; upon her/his written request, the student will be provided with a copy of the records that have been transferred;
- C. To federal, state, and local governmental authorities, in connection with publicly supported education programs, or in connection with the enforcement of, or compliance with, legal requirements;
- D. To organizations or persons conducting educational research, if access to personal data is limited and such data is destroyed upon completion of studies;
- E. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid or to enforce the terms of the aid;
- F. To parents of an eligible student who claim the student as a dependent for income tax purposes;
- G. To accrediting organizations for the purpose of carrying out their functions;
- H. To state and local officials to whom such information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974;

- I. To appropriate parties in connection with an emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals; and
- J. In response to a court order or subpoena; the University will make reasonable efforts to notify the student before complying with a court order.

#### VIII. Record of Requests for Disclosure

The University will maintain a record of all requests for and/or disclosures of information from a student's educational record. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information.

#### IX. Directory Information

The University may disclose directory information without the student's prior consent, unless notified at the beginning of the semester. An Information Waiver Form is available in Student Administrative Services for that purpose.

#### X. Correction of Educational Records

Students may ask to have records that they believe are inaccurate, misleading, or in violation of their privacy rights corrected. Students do not have the right to use this process to challenge substantive judgments (e.g., a grade assignment or disciplinary action) that are correctly recorded. The procedures for the correction of records is as follows:

- A. Students who believe that the information contained in her/his educational record is inaccurate, misleading, or in violation of her/his privacy rights may submit a written request to SAS specifying the document(s) being challenged and the basis for the complaint. The request will be sent to the responsible person at the origin of the record in question. Within a reasonable period of time of receipt of the request, the University will decide whether to amend the records in accordance with the request. If the decision to amend is refused, the student will be notified and advised of her/his right to an appeal hearing.
- B. Upon a request by a student, the University will provide an opportunity for a hearing to challenge the content of the student's record. A request for a hearing should be submitted in writing to SAS. Within a reasonable time of receipt of the request, the student will be notified in writing of the date, place, and time of the hearing. A University official who does not have a direct interest in the outcome will conduct the hearing. The student will have a full and fair opportunity to present evidence relevant to the issues raised. A member of the University community or an attorney (at the student's expense) may assist the student. The University official conducting the hearing will make a recommendation to SAS after consideration of all relevant information.
- C. Within a reasonable period of time following the conclusion of the hearing, the University will notify the student in writing of its decision. The decision will be based solely on the evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision. If the University decides that the information on the student's record is inaccurate, misleading, or a violation of the student's privacy rights, the University will amend the records accordingly.
- D. If the University decides that the information is inaccurate, misleading, or a viola-

tion of the student’s privacy rights, the University will inform the student of the right to place in her/his record a statement commenting on the information and/or explaining the reasons for her/his disagreement with the University. Any such explanation will be kept as part of the student’s record as long as the contested portion is kept and will be disclosed whenever the contested portion of the record is disclosed.

**SUMMER SCHOOL AND STUDY AT OTHER INSTITUTIONS**

If students desire to take courses during the summer at another college or university, they must obtain a description of the course they wish to take from an appropriate catalog or some other official source. Students must then obtain written approval from their academic Dean.

When Western New England University receives a transcript from a school for courses taken at another institution, credit will be given for courses in which a grade of C or better is earned. Credit may not be granted for courses taken at other institutions without approval in advance. The grades received for any courses taken at other institutions will not be computed in determining the cumulative grade point average.

**TRANSCRIPTS**

Transcripts of students’ academic records are available from Student Administrative Services. This service is free to all students and alumni.

**SECTION III**

**STUDENT CODE OF CONDUCT AND OTHER POLICIES**

**(REVISIONS MADE DURING THE ACADEMIC YEAR CAN BE FOUND AT**

**[HTTP://WWW1.WNE.EDU/ASSETS/67/FINALHANDBOOK.PDF](http://www1.wne.edu/assets/67/finalhandbook.pdf)**)

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## **SECTION ONE: GUIDING PHILOSOPHY**

The goals of this Student Code of Conduct and the corresponding review processes are to help students understand and accept their obligations as members of this community and to advance the University’s educational mission by defining and establishing certain norms of behavior. The rules and policy statements that follow serve to clarify commonly accepted standards of conduct by members and prospective members of this University community.

## **SECTION TWO: STUDENT CODE OF CONDUCT**

### **ARTICLE 1: SENSITIVITY WITHIN A DIVERSE COMMUNITY**

In any community, the value placed on the individual member constitutes its commitment to understand and respect diverse traditions, life circumstances, birth origins, and cultural

beliefs, thereby celebrating differences among groups and individuals. This commitment further determines how learning is viewed.

Western New England University believes that education should both enable and empower each student to live and work in a global environment with sensitivity to persons who may or may not share the same age, cultural tradition, ethnicity, gender, gender expression, geographic origin, life circumstance, physical or intellectual ability, political orientation, race, religion, sexual orientation, socio-economic station or veteran's status. Diversity is to be understood in a global context and education should be viewed as a vehicle that encourages pluralistic understanding, honors human dignity, and seeks to protect the integrity and rights of all citizens.

Western New England University seeks to bring together students, staff, and faculty who represent a world-view. It seeks to foster an environment that promotes independent and tolerant thinking and, through its curricular and out of class experiences, brings divergent voices into the learning dialogue. It seeks to build a community defined by global diversity, which is characterized by a safe, positive, and supportive environment.

A distinguishing characteristic of Western New England University is a commitment to civility in all interactions between and among the individuals and groups making up our academic community, as well as in dealings with visitors to the Campus and the larger community in which we reside. In this context, respect for the worth and dignity of the individual and an appreciation of differences should be such that derogatory or defaming remarks, ethnic slurs, offensive humor, and such other behaviors that cast aspersions on individuals or groups for whatever reason are not acceptable to the University community, and may be subject to action under this Student Code of Conduct.

### **Bias and Bias-based incidents**

Western New England University is firmly committed to addressing all bias and bias-based incidents in a timely manner. Any complaints of bias and/or unlawful discrimination shall be addressed according to the policies and procedures set forth in the Western New England University Discrimination/Sexual Harassment Grievance Policies and Procedures, referenced in the student and also contained in the student and employee handbooks, which can be found at; <http://assets.wne.edu/45/sexualharassmentdiscriminationbooklet.pdf>. Information is also contained in the student and employee handbooks. Adjudication of issues that may be violations of the bias/civility policy may be pursued in accordance with the University's Student Code of Conduct and/or the University's Discrimination/ Sexual Harassment Grievance Policies and Procedures.

Based on recommendations of the Bias Response Committee, Western New England University defines bias as any stereotypical opinion or attitude toward a person(s) based upon actual or perceived membership in a group, including, but not limited to: sex, race, color, creed, religion, ethnic or national origin, age, disability status, sexual orientation, gender identity or gender expression, or veteran's status. A bias-based incident is an event which has the intent or effect of demeaning or degrading an individual or group and is motivated in whole or in part by the perpetrator's personal bias. Certain bias-based incidents may also be violations of state and/or federal discrimination laws. Although not an exhaustive list, bias-based incidents may take the form of:

- Threatening written, verbal, or electronic communication
- Graffiti

- Physical assault
- Sexual assault or harassment
- Stalking
- Vandalism
- General harassment or coercion
- Behavior that creates an unwelcoming and hostile environment

**Bystander Intervention: Assisting & Reporting an Act of Bias**

Persons witnessing an act of bias should provide all possible support to the victim of such activity but should refrain from any act that might lead to an escalation of the situation. If assistance in resolving a situation is needed, Public Safety and/or Residence Life staff should be contacted immediately. If you have experienced or witnessed any act of bias or discrimination on the campus, or involving any member of the Western New England University community, information pertaining to this incident should be reported immediately and confidentially to:

<p>Dr. Jeanne S. Hart-Steffes          Vice President for Student Affairs and Dean of Students          413-782-1282          jsteffes@wne.edu</p>	<p>Chief Adam S. Woodrow          Office of Public Safety          413-782-1207          awoodrow@wne.edu</p>
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**ARTICLE II: STATEMENT OF GENERAL EXPECTATIONS OF STUDENTS**

Students and prospective students of Western New England University are expected to conduct themselves in a manner that is consistent with the educational mission of the University. Certain community standards and values are expected of all students. They include, but are not limited to: respect and concern for others, honesty, integrity, and a commitment to intellectual and personal growth. Students are expected to use reasonable judgment in their daily lives both on and off-campus, and to show concern for the well-being of others. Basic respect for human dignity, for individual differences, for individual rights and resources, and for the well-being of the community should guide a student’s thinking and behavior. Western New England University recognizes that our community is not limited to our physical campus and includes “online” and “offline” interactions and postings. Students are expected to be honest and forthright in their dealings with University officials, faculty, staff, offices, committees, and each other. Violations of this provision will be considered sanctionable offenses.

As in any community, there are limits on behavior for the ‘common good’ of all its members. One intervention tool utilized by University staff (Public Safety and Residence Life) is a *communication / violation form*, often referred to as a C/V form that documents a number of behavioral concerns. It is intended to help students make more productive choices consistent with the University’s expectations. This form includes matters of mutual respect and consideration, as well as a variety of safety concerns and aspects of the alcohol policy. It can be a stand-alone document that simply confirms that a situation has occurred as a ‘teachable moment’ for a student or, depending on the circumstances, may



require additional follow up through a conduct hearing.

The University fulfills its responsibility to notify students through internal systems of communication: the assigned campus mailbox, campus-assigned e-mail, and/or voice mail if applicable. Students are expected to regularly and consistently check their mail. Communication through these formats will be assumed as delivered by the University and therefore received by the student.

### **ARTICLE III: SPECIFIC STANDARDS OF BEHAVIOR**

Certain behaviors by any student, students, or student organizations can violate the Student Code of Conduct. Prohibited behaviors include, but are not limited to:

#### **A. Offenses Against Another Person(s), such as:**

- Stalking, threatening or causing physical harm to another person;
- Intentionally or recklessly threatening or causing another person emotional distress;
- Intentionally or recklessly demonstrating abusive behavior toward another person, including, but not limited to, verbal or written statements (including Internet/electronic communications) that constitute a form of expression unprotected by law (e.g., obscenity, fighting words, defamation, etc.);
- Any recording (audio and/or visual) of a person without his or her knowledge or consent; or
- Any actual or threatened non-consensual sexual act or misconduct. Non-consensual presumes that the other person is able to make a reasonable judgment under the circumstances and is not impaired by intoxication, unconsciousness, or other incapacity. If the other person is impaired, a student may not guess, assume, or infer consent. This includes hazing.

**Hazing:** Under Massachusetts General Laws, Chapter 269, Sections 17, 18 and 19, any form of hazing is considered to be a criminal offense punishable by a fine and/or imprisonment. Furthermore, persons who are knowledgeable of, or witness hazing incidents and fail to report them, are also subject to similar penalties.

Each Western New England University student organization, at the beginning of each year, and every student at the time of registration, is provided with a copy of Massachusetts General Laws concerning hazing. The officers of student clubs and organizations are required to sign a formal statement acknowledging receipt of such regulations, and verifying their adherence to refrain from any practice of hazing, harassment, or activities which may serve to cause embarrassment to prospective members, initiates, or pledges. Any student organization found to be involved in such hazing or harassment of members or prospective members will have its recognition immediately withdrawn and be required to disband. Any participant in hazing will be subject to strong disciplinary action, including immediate dismissal from the University, and will be referred to the appropriate off-campus authorities.

#### **B. Offenses of Possession, such as:**

- Possession, use, being in the presence of, and/or distribution of any narcotic, drug, chemical compound, or other controlled substances, except as expressly permitted by law; or
- Possession of drug paraphernalia (pipes, bongs, hookahs, clips, scales), whether

used, unused, or decorative. Such items are subject to confiscation.

C. Offenses that Threaten Campus Order, such as:

- Creating any safety or health hazard;
- Disrupting the classroom and/or campus learning environment (including insubordination or disrespectful conduct) that may result in immediate dismissal from class by the faculty member and/or participation in any co-curricular event, activity, or organization by the appropriate supervisor or administrator;
- Disrupting the campus living-learning environment;
- Disorderly conduct;
- Falsely reporting fire or other emergency situations;
- Failing to cooperate with reasonable requests by University officials, including Public Safety officers;
- Completing assigned educational sanctions;
- Operating a motor vehicle in violation of traffic rules or so as to endanger people or property including, but not limited to, operating under the influence of alcohol and/or any other controlled or illegal substance;
- Littering or any similar behavior/activity that shows disregard for the care and upkeep of space and property;
- Possession, distribution of, or selling of any form of false identification;
- Failing to appear before the appropriate disciplinary body on campus when called to do so;
- Intentionally furnishing or conveying false or misleading information to any University official; or
- Possession or use of any device that could result in harm to others including, but not limited to, any weapon, firearm or projectile firing device.

D. Offenses of a Criminal or Immoral Nature, such as:

- Violating the laws of federal, state, or local governments; or
- Demonstrating moral depravity.

E. Offenses against Property, such as:

- Destroying or vandalizing property;
- Trespassing;
- Unauthorized use of property;
- Duplicating or possessing property without permission;
- Stealing or any activity that involves possession of another's property without the person's knowledge or consent;
- Embezzling; or
- Intentionally or recklessly interfering with another person's use of his or her property.

F. Responsibility for Standards of Behavior

Students are also responsible for all the policies in Section III of this handbook enti-

tled, “Standards of Behavior and Student Accountability”.

- Student Code of Conduct
- Acceptable Use of Technical Resources
- Social Media Policy
- Gaming Policy
- Alcohol Policy
- Civility Statement
- Sexual Harassment and Sexual Misconduct Policy
- Additional Standards and Policies (Americans with Disabilities Act, Controlled Substance Act, Firearms and Weapons Possession, Gambling, Non- Discrimination Policy, Parking and Traffic Violations)

#### G. Additional Responsibilities for Standards of Behavior

In addition to the aforementioned Section III Standards of Behavior, students are also responsible for the standards of behavior set forth in the following documents:

- Resident Student Housing Agreement
- Community Covenant
- Other Documents (as published by the University)

#### H. Academic Integrity

Students are responsible for University policies and procedures regarding academic integrity. A copy of the policy may be obtained from the offices of the Dean of each College, the Dean of Students, the Provost, and within the “Academic Regulations and Policies” statement of the Student Handbook.

#### I. Civility Statement

A distinguishing characteristic of Western New England University is a commitment to civility in all interactions between and among the individuals and groups making up our academic community, as well as in dealings with visitors to the Campus and the larger community in which we reside. Any behavior or communication that contains elements of incivility will not be tolerated. When disagreements occur between individuals and/or groups, as they do in all communities, it is expected that the merits of opposing positions will be discussed without resort to insult, personal attack, or bias. Every member of the Western New England University community has the right to her/his beliefs so long as they are expressed in a manner that is respectful of the rights of others. The ideas of others and their right to hold and express those ideas in a civilized manner must likewise be met by civil response from those who may hold opposing positions. The cultural expectations of Western New England University require that each member of our community has the right to be treated with respect and dignity at all times. Persons witnessing an act of bias should provide all possible support to the victim of such activity but should refrain from any act that might lead to an escalation of the situation.

Students are responsible for University policies and procedures regarding incidents of bias. A copy of the policy may be obtained from the offices of the Dean of Students, the Deans of each College, the Western New England University Discrimination/ Sexual Harassment Grievance Policies and Procedures, within the “Student Code of

Conduct” section of the Student Handbook and at the following link <http://www1.wne.edu/studentaffairs/>.

## **ARTICLE IV: INTERIM ACTION**

The University reserves the right to take necessary and appropriate action to protect the educational environment and the safety and well-being of members of the University community. The Vice President for Student Affairs and Dean of Students, or his/her designee, has the authority to take steps to temporarily (yet immediately) revoke or restrict a student’s presence on the campus when it is reasonable to believe he/she poses a credible danger to others, to property, or to himself or herself, or whose presence might disrupt the operations of the University.

Based on the circumstances, the student’s presence on campus and ability to use University facilities may be revoked or restricted through a summary suspension or other interim action. This status precedes a conduct review for consideration of suspension or dismissal from the University. The student may not return to campus until the scheduled time for his or her pre-hearing meeting and the scheduled time for the conduct review. At the close of the hearing, the student must immediately depart from campus and may not return until notified otherwise, in writing.

Based on the circumstances, the student may be restricted from all University property and facilities or specific aspects of the campus environment, as follows:

1. Restricted from some or all residential areas, including the adjacent grounds (sidewalks and entrance landings, parking lots, etc.)
2. Restricted from all areas other than the facilities in which the student is taking his or her scheduled courses; unless otherwise indicated, he or she may use commuter parking lots to attend these classes.
3. Restricted from particular location(s) on the campus, to be clarified in the written notification. The student will be notified within 72 hours of the ‘next steps’ to resolve this situation. Further action may include specific provisions, such as a behavioral agreement, or a conduct review for alleged violation of one or more standards for behavior within the *Student Code of Conduct*.

As part of interim action, the University reserves the right to **place a hold on University documents** (including, but not limited to; a diploma, degree certification or transcript) until the situation has been resolved through a conduct review or other action taken by the University.

## **SECTION THREE: OVERVIEW OF THE STUDENT JUDICIAL SYSTEM**

### **ARTICLE I: INTRODUCTION**

The purpose of the judicial process at Western New England University is to maintain the integrity of the educational mission of the institution while promoting the safety and dignity for each of its members. The process is educationally purposeful and provides students with the opportunity to recognize, and take responsibility for, their actions and behavior. Through intentional conversations, we strive for outcomes that are fair, non-judgmental, and tailored to the individual. We are dedicated to helping students have a better understanding of college policies in order to promote responsibility, accountability,

and personal development.

## **ARTICLE II: DEFINITIONS**

The complainant is the person, group, or the University reporting an incident or act that allegedly violates a policy, procedure, guideline, or philosophy of the University. The respondent is the student(s) or student organization allegedly in violation of the applicable policy, procedure, guideline, or philosophy of the University.

## **ARTICLE III: INDIVIDUAL RESOLUTION OF COMPLAINTS AND GRIEVANCES**

The University encourages open and honest communication between members of its community. Most conflicts can be resolved by the individuals involved; those individuals are encouraged to confront issues of disagreement or conflict and to explore joint solutions consistent with the University's mission and philosophy. In addition, the University provides a number of resources to individuals who need assistance in informal conflict resolution. Those resources include fellow students in leadership roles, paraprofessional and professional staff within the Division of Student Affairs and Public Safety.

## **ARTICLE IV: ALTERNATIVE ON-CAMPUS AUTHORITIES**

In cases where conflicts cannot be mutually and informally resolved with reasonable satisfaction, the University offers several formal grievance procedures, dependent on the substance or severity of the claim. Individuals who want to pursue a complaint or grievance against another member or members of the campus community should first consider the substance of the claim and should then utilize the appropriate process for resolution. In this regard, the University reserves the right to determine the most appropriate process or procedure for addressing and resolving the problem or concern.

### **A. For Claims of Sexual Misconduct**

The grievance procedures are available through the Offices of Human Resources and of the Vice President for Student Affairs and Dean of Students. More information can be found in the Sexual Harassment and Misconduct brochure.

### **B. For Grievances Regarding Faculty, Staff, or Administration**

See applicable sections in the faculty and staff handbooks.

### **C. For Disputes Over Student Educational Records**

See policy on Student Records and Confidentiality in Section II of this Handbook.

### **D. For Claims or Grievances Stemming from Student Misconduct**

The student judicial system described below has jurisdiction over all students and student groups. All students who violate the University's Student Code of Conduct, either as individuals or as members of a group, are under the authority of the student judicial system. The University reserves the right to pursue grievances or complaints pursuant to one or more of the available processes, as circumstances warrant.

## **ARTICLE V: MISCONDUCT AND OFF-CAMPUS AUTHORITIES**

The University reserves the right to take disciplinary action against Western New England University students involved in any inappropriate, criminal or non-criminal conduct that occurs off-campus, particularly when such incidents have implications for campus safety and/or the reputation or operation of the University. The University may initiate disciplinary proceedings for off-campus conduct whether or not legal sanctions have been

or may be imposed.

Students are accountable to both external authorities and to the University. Acts that constitute violations of the law and the Student Code of Conduct are subject to both University disciplinary proceedings and civil liability, criminal prosecution, or other University proceedings. Respondents may not challenge the University disciplinary proceedings on the grounds that criminal charges, civil actions, or other University proceedings regarding the same incident are pending, may be initiated, or are under investigation. The University and/or Public Safety will refer matters to and cooperate with federal, state, and local authorities for prosecution when appropriate.

Official reports from any off-campus authority may be obtained by the University and/or admitted as information presented at any administrative or hearing board disciplinary proceeding. If such reports are not available at the time of the scheduled hearing, an agent of the University (such as a Campus Police officer) may present a summary report based on his/her access to this information. Access includes, but is not limited to, a conversation with the individual(s) who prepared the report/s and/or the opportunity to read the actual report(s). Furthermore, if the report(s) is/are part of information presented at the hearing, clarification and/or supplemental information may be presented by the agent of the University during the hearing.

## **ARTICLE VI: STRUCTURE**

The student judicial system is composed primarily of administrative officers (the Vice President for Student Affairs and Dean of Students, the Assistant Dean of Students/Student Activities and Leadership Development, the Assistant Dean of Students/Residence Life, and staffs within their departments) and Boards that serve as recommending bodies for student accountability (the All-University Disciplinary Board and the Peer Review Board). The Vice President for Student Affairs and Dean of Students is ultimately responsible for the integrity of the judicial system.

### **ALL-UNIVERSITY DISCIPLINARY BOARD (AUDB)**

The All-University Disciplinary Board (AUDB) consists of three faculty, three students, and three administrative representatives. The faculty representatives are selected by the Faculty Senate; the student representatives are selected by the Student Senate; and the administrative representatives are selected by the Vice President for Student Affairs and Dean of Students. Selections for service on the AUDB are made in late spring for the next academic year only. Members may serve successive terms if selected to do so. The Board elects its own Chair. Any combination of five members is satisfactory to conduct hearings. A majority vote of those present is required for recommending action. Recommendations of the AUDB are forwarded to the Assistant Dean of Students for consideration and approval. Requests for review of decisions conveyed by the Assistant Dean of Students may be made only to the Vice President for Student Affairs and Dean of Students. In cases where the University is not in active session and the AUDB has not been established or is not available, or where the University is in session and the AUDB has not been established or is unavailable, the designated administrative officer (the Assistant Dean of Students) serves as the original hearing body. Requests for review of decisions conveyed by the Assistant Dean of Students may be made only to the Vice President for Student Affairs and Dean of Students.

## **PEER REVIEW BOARD (PRB)**

The Peer Review Board (PRB) consists of five upper-class students selected by majority vote of a committee composed of the Assistant Dean of Students/Residence Life, the Assistant Dean of Students/Student Activities and Leadership Development, the President of the Residence Hall Association, and the President of the Student Senate. Elections to the PRB occur in late April and the term of office is for the next academic year. Members may serve successive terms if selected to do so.

The Assistant Dean of Students/Student Activities and Leadership Development serves as the administrative advisor to the PRB, without the right to vote. The Board elects its own Chair. In order to conduct hearings, at least three voting members of the Board must be present. A majority vote of those present is required for recommending action. In the event of a tie, the decision reverts back to the administrative officer who originally referred the case.

In cases where the University is not in active session and the PRB has not been established or is not available, or where the University is in session and the PRB has not been established or is unavailable, the appropriate administrative officer serves as the original hearing body and the other designated administrative offices (the other Assistant Dean of Students) serves as the reviewing agent.

## **ARTICLE VII: RANGE OF SANCTIONS**

The severity of the penalty imposed will be based on both the current case and the respondent's previous record(s) of misconduct, as maintained in the Office of the Vice President for Student Affairs and Dean of Students. Students found in violation of the Student Code of Conduct are subject to one or more of the following range of sanctions:

### **A. Dismissal from the University**

Dismissal is permanent removal from University programs, facilities, and property without the privilege of re-admission or access. This sanction will be recorded in the student's file and on the student's transcript. Notations in the transcript will be for a minimum length of time, to be designated by the hearing officer at the time other sanctions are imposed. Once disciplinary action against a student has been initiated, including the appeal process, a hold will be placed on any requests for transcripts.

The range of time that notations will remain on the transcript is as follows:

- Offenses against another person: 1-6 years;
- Offenses against property: 1-3 years;
- Offenses of possession: 1-3 years;
- Offenses that threaten campus order: 1-3 years; or
- Offenses of a criminal/immoral nature: 1-3 years

These time ranges may be assigned consecutively or concurrently. A dismissed student may petition to delete this notation from her/his transcript after the length of time has elapsed.

### **B. Suspension from the University**

Suspension from the University is a sanction for a stated period of time or until specific conditions have been met. During the period of suspension, the student is not permitted access to University property, facilities, or programs. Suspension is noted

in the student's file and on the student's transcript during the term of suspension. If suspension occurs during a semester in progress, University practice mandates that all courses become administrative withdrawals.

C. Removal from University Housing

This sanction entails forfeiture of student housing privileges for a stated period of time, including visitation restrictions to any residence area owned or operated by the University. If loss of residency occurs during a semester, the balance of the room and board fee is non-refundable and non-transferable.

D. Disciplinary Probation

A serious sanction, disciplinary probation may be assigned for a stated period of time during which a student's ability to participate in co-curricular or University sponsored activities, to use facilities, or to benefit from other University privileges may be limited or removed. During the probationary period, any violation by the student may be grounds for removal from university housing or suspension or dismissal from the University.

E. Censure

Censure may be assigned for a stated period of time. It is a written statement given to the student for misconduct warranting a stronger reprimand than a simple written warning. Further misconduct of a related or similar nature may warrant probationary status.

F. Warning

This is an oral or written statement to the student that s/he has violated the Student Code of Conduct. A warning may be taken into account in judging the seriousness or determining sanctions for future violations.

G. Educational Sanctions

Educational sanctions are intended to promote student learning as a result of misconduct and may include counseling referrals, community or campus service, a formal apology, assignments to educational programs, a research or self-reflection paper or any other type of similar action. A failure to fulfill educational sanctions may be cause for further accountability of a more serious nature.

H. Fines or Restitution

This sanction entails reimbursement to the University or a third party for damage done to person or property and/or accountability for specific acts of misconduct.

I. Removal from University Sponsored Travel or Travel Booked Through the University

This sanction involves the forfeiture of traveling privileges for a stated period of time or for a specific trip sponsored by or booked through the university. All students must be in good standing with the University to be eligible to participate in these initiatives. Examples of University sponsored travel include, but are not limited to: international study abroad programs, alternative spring break trips, and extended trips by athletic teams of the University. Any deposit paid by a student for University sponsored travel will be nonrefundable should the student be removed from the trip due to academic, disciplinary, or other reasons prior to departure.



It should be noted that disciplinary sanctions are not limited to the above, and that the outcomes noted above simply serve as examples of internal sanctions commonly considered. The University also reserves the right to take criminal or civil action through the courts as necessary and desirable. Sanctions may be imposed immediately, even if the respondent seeks a review as outlined in Section Four, Article III.

### **ARTICLE VIII: DISCLOSURE TO PARENTS OR LEGAL GUARDIANS**

The University reserves the right to share a student's educational records with parents and legal guardians without a student's knowledge or consent if a student is a dependent for income tax purposes.

The University also reserves the right to share a student's conduct records with parents and legal guardians without a student's knowledge or consent if a student is a dependent for income tax purposes. Notification involving disciplinary action includes, but is not limited to: cases in which the outcome is dismissal or suspension from the University, removal from University housing, disciplinary probation, and censure status. Notification may also occur when disciplinary action is pending, such as a summary suspension. In addition, the University reserves the right to share information with parents and legal guardians without a student's knowledge or consent, regardless of status for income tax purposes, when the student's behavior poses a potential or actual danger to him/herself or other person(s).

University officials also reserve the right to initiate notification when, in their professional judgment and discretion, it is in the best interests of the University and the student to do so. This may occur without the student's knowledge or consent.

## **SECTION FOUR: JUDICIAL PROCESS**

### **ARTICLE I: PROCESS FOR REPORTING ALLEGED CODE VIOLATIONS**

Any member of the University community may report an incident by a student/s or student organization/s that allegedly violates the Student Code of Conduct. Reports may be made by or on behalf of any member of the University community. Reports can be made orally or in writing to any member of the Vice President for Student Affairs and Dean of Students staff, who then refers the matter to the appropriate administrative officer. In reviewing incidents of alleged misconduct, including written report(s), oral statement(s) and/or audio or video recordings, the appropriate administrative officer or hearing board will base conclusions on what it is reasonable to believe occurred at a certain time (what more likely than not transpired during the situation in question.) This approach to decision-making is particularly relevant when information is being disputed and an agreement or consensus cannot be reached during the hearing.

### **ARTICLE II: INITIAL SCREENING**

Based on the complainant's report, the administrative officer will determine whether further action should be taken, and whether the alleged violation could lead to a sanction of suspension or dismissal from the university.

In making the determination of whether an alleged violation could lead to a sanction of suspension or dismissal from the University, the administrative officer will consider the totality of the circumstances surrounding each case. To aid the administrative officer in directing each case to the appropriate forum, he/she may consider, but is not limited to,

any of the following:

- Nature and gravity of the offense;
- Past disciplinary record; or
- Any and all information gathered as a result of a preliminary investigation.

The appropriate administrator will make a reasonable effort to contact the student to initiate the judicial process. A reasonable effort shall include outreach by one of the following means: notification in writing, including university issued email; or orally, including a message left on the student's cell phone voicemail. This communication is presumed to have been received by the student. If the student fails to respond or fails to appear, the judicial process shall still occur.

### **ARTICLE III: CASES INVOLVING CONSIDERATION OF SUSPENSION OR DISMISSAL FROM THE UNIVERSITY**

**(See Standards of Behavior and Student Accountability: Student Code of Conduct:  
Section Three: Article IV: Items A-C)**

A. Respondents are Entitled to:

1. A pre-hearing informational meeting with the administrative officer, during which:
  - a the report(s) about the alleged misconduct will be read and explained, in that s/he is not entitled to a copy;
  - b a written outline of the judicial process and an oral explanation of that process is provided; and
  - c a written statement identifying the section of the Student Code of Conduct that was allegedly violated and the possible sanction(s) that might apply.
2. Two days written notice in advance of the hearing, unless circumstances, as determined by the administrative officer, warrant otherwise or the Respondent agrees to a different time frame. This notification shall include:
  - a the name(s) of person(s) asked to attend the hearing by the administrative officer;
  - b the date, time and location of the hearing; and
  - c the specific charge(s) relating to the alleged misconduct. If the Respondent fails to appear for a scheduled meeting (and does not contact the administrative officer within 24 hours to reschedule) or does not provide an accurate postal mail address, valid email address and/or current phone number to convey information to him/her after the meeting, the University will proceed with the judicial process.

B. Respondents are Responsible for:

1. Cooperating with University officials during the judicial process;
2. Notifying the University of any change in residence or address, including phone number and email address to contact him/her;
3. Reading any and all materials provided in connection with the judicial process and seeking clarification in advance of the hearing;
4. Attending scheduled meetings and hearings on time;

5. Providing, in accordance with University procedures, a list of witnesses and/or advisor(s) requested to attend a hearing and recognizing that a failure of one or more of these person(s) to attend will not delay the hearing itself; and
  6. Providing or presenting, if (s)he so chooses, a written statement at the time of the hearing. The respondent's failure to appear for a pre-hearing meeting may result in the scheduling of a hearing without the opportunity to review the information beforehand. The respondent's failure to appear for a hearing will result in a decision being rendered on the basis of reports and witnesses in attendance, thereby forfeiting his/her right to seek further review of any and all decisions made during the judicial process.
- C. When the University is in session and the All-University Disciplinary Board is available, respondents may choose from among the following hearing alternatives:
1. The respondent may elect to have the case heard by an administrative officer, typically either the Assistant Dean of Students/Residence Life or the Assistant Dean of Students/Student Activities and Leadership Development.
  2. The respondent may elect to have the case heard by the All-University Disciplinary Board. If an alleged offense includes either sexual harassment or sexual misconduct, an administrative hearing may include male and/or female administrator(s) acting as hearing officer( s), as circumstances warrant. The All-University Disciplinary Board (AUSB) is not an option for this type of hearing. The respondent must select a hearing body (administrative officer or AUSB) within 24 hours of receiving written notice of the report. The selection must be in writing and directed to the administrative officer. If the deadline has not been met, the case will automatically be heard by an administrative officer. A deadline will be set by the administrative officer for the Respondent to submit the name(s) of his/her advisor and/or witness(es) on his/her behalf.
- D. In the event that the University is not in session or the AUSB is not available, the administrative officer will serve as the original hearing body.
- E. Entitlement to an Advisor from the University Community:
1. Any student who has allegedly violated one or more of the University's behavioral standards and is involved in a discipline hearing that may result in separation from the University for a stated period of time, or permanent removal, may seek assistance from an advisor of the student's choice, provided that the advisor is a member of the University community (current student, faculty member, or staff member) and is not legal counsel.
  2. Any student who is an alleged victim and is involved in a discipline hearing that may result in separation from the University for a stated period of time, or permanent removal, may seek assistance from an advisor of the student's choice, provided that the advisor is a member of the University community (current student, faculty member, or staff member) and is not legal counsel.
  3. Advisors are permitted to attend meetings and hearings, but may not speak during a hearing. The hearing officer, at his/her discretion, may seek out clarification or information from the advisor.
  4. Parents, legal guardians, and/or legal counsel, regardless of their affiliation with complainants, respondents, and/or witnesses, are not permitted to attend any dis-

cipline hearing, be it administrative or a hearing board.

5. If a parent or legal guardian believes that (s)he has first-hand information about an incident or situation, (s)he may prepare a written statement that the student may provide to the hearing officer or hearing board at the time of the scheduled hearing.

F. Hearing Procedures:

1. During the hearing, respondents are entitled to appear in person, to hear all witness statements, to present relevant evidence, and to direct questions to the hearing board or officer.
2. The hearing board or administrative officer may refuse to hear any evidence that it deems irrelevant or unreliable. The hearing board or administrative officer will determine what is reliable and relevant under the circumstances of the case. Rules of evidence used in courts of law are not used in this process.
3. The hearing board or administrative officer may question the respondent and witnesses and seek clarification throughout the hearing.
4. The hearing board, after hearing the evidence, will meet in closed session to deliberate. The respondent is not entitled to hear the hearing board's deliberations.
5. In cases before the hearing board, the board forwards the recommended decision of "in violation" or "not in violation" and recommended sanctions, if any, to the administrative officer.
6. The administrative officer may accept, reject or amend the hearing board's recommended decision and/or sanctions, and may impose a different decision or sanction.
7. If an alleged offense involves either sexual harassment or sexual misconduct, an administrative hearing may include male and/or female administrator(s) acting as hearing officer(s), as circumstances warrant.

G. Notice of Decision:

The administrative officer will notify the respondent of the decision (and sanctions, if any) within three working days of the date the hearing(s) is/are concluded for the alleged misconduct. The decision may be conveyed verbally, if written communication to the student and other relevant documentation cannot be completed within this timeframe.

H. Review of Conduct Decisions:

1. Complainants, with the support and consent of the hearing officer, may request a review.
2. Respondents or complainants are not entitled to a re-hearing of the case. Respondents may seek review only on the basis of one or more of the following:
  - a. a procedural error that unfairly and materially affected the outcome of the case;
  - b. the discovery of new information that could reasonably be expected to alter the decision and was not available of the time of the hearing; or
  - c. the sanction is inconsistent with the gravity of the offense.
3. Complainants may only seek review based on Clause C listed above.

4. A respondent or complainant must submit to the Vice President for Student Affairs and Dean of Students, or his/her designee, a written request for a review by the deadline conveyed in the decision letter from the administrative officer. The request must state the grounds for review.
5. Reviews will be made by the Vice President for Student Affairs and Dean of Students, or his/her designee, who will review a report of the hearing and additional relevant information provided by the respondent.
6. The Vice President for Student Affairs and Dean of Students, or his/her designee, can affirm the original findings and sanction(s), or can impose a new decision and sanction(s). In this regard, his/her decision may either increase or decrease the severity of the original outcome.
7. The decision of the Vice President for Student Affairs and Dean of Students, or his/her designee, is final and binding.

#### **ARTICLE IV: CASES INVOLVING SANCTIONS OTHER THAN SUSPENSION OR DISMISSAL FROM THE UNIVERSITY**

**(See Standards and Behavior and Student Accountability: Student Code of Conduct: Section Three: Article VII: Items D-K)**

##### **A. Informal Resolution**

In many cases, the respondent can meet with the administrative officer and agree that the Code of Conduct has been violated and can agree on a mutually acceptable sanction. If that is the case, the respondent waives the right to a hearing or review of the decision. The complainant has no right to challenge a decision or sanction imposed under these circumstances. Decisions made informally are recorded with the office of the Vice President for Student Affairs and Dean of Students. Barring the unforeseen, the respondent will be sent a confirmation letter within five days of such a meeting.

##### **B. Cases Involving Sexual Harassment or Misconduct**

If an alleged offense includes either sexual harassment or sexual misconduct, an administrative hearing may include male and/or female administrator(s) acting as hearing officers, as circumstances warrant. The Peer Review Board (PRB) is not an option.

##### **C. Formal Resolution**

In cases where the administrative officer determines, based on a review of the incident report(s), whether or not a hearing is warranted, or the respondent and the administrative officer cannot agree on a violation or sanction, the respondent is entitled to:

1. The opportunity to meet with the administrative officer, during which the report will be reviewed, in that the student is not entitled to a copy him/herself;
2. A written statement of the specific charge(s) for alleged wrongdoing and an oral explanation of the hearing process;
3. A written statement that indicates the possible (pending) or actual (final) outcomes as determined by the administrative officer; and
4. Advance notice of a hearing, in writing, if the administrative officer is referring the incident to the Peer Review Board (PRB).

D. Respondents are Responsible for:

1. Cooperating with University officials during the judicial process;
  2. Notifying the University of any change in residence, address and/or phone number;
  3. Reading any and all materials provided in connection with the judicial process;
  4. Attending scheduled meetings and hearings on time, knowing that a failure to appear will result in the administrative officer rendering a decision based on the information available to him/her at that time, as well as forfeiture of the right to request further review of any and all decisions made during the judicial process; and
  5. Providing a list of witnesses (a minimum of 24 hours in advance) who have been requested to attend the hearing (for cases referred to the Peer Review Board).
- E. In cases where an informal resolution cannot be reached, or the administrative officer believes that student input would be valuable, s/he may refer the case to the Peer Review Board. The board will follow the same procedure of reviewing evidence and making a finding of “in violation” or “not in violation” and in recommending an appropriate sanction as outlined above for the All-University Disciplinary Board.
- F. Respondents may request further review only in matters where the sanction was disciplinary probation and/or removal from university housing. Requests for review must follow the same process outlined for cases in consideration of suspension or dismissal from the University but are directed to the Assistant Dean of Students rather than the Vice President for Student Affairs and Dean of Students.

#### **ARTICLE V: MISCONDUCT OF STUDENTS WHO ARE AFFILIATED WITH THE UNIVERSITY FOR NON-ACADEMIC REASONS**

Students who are affiliated with the University for non-academic reasons (including, but not limited to: participation in senior week, campus employment, semester break, athletic pre-season training, vacations, and summer lodging for special circumstances) are expected to abide by all standards for conduct. In that participation in events and/ or campus residency is at the discretion of the University, the decision of the administrative hearing officer is final and binding. If the decision includes removal from housing, departure is expected within 24 hour of verbal notification. A failure to abide by these terms of the decision and/or further conduct related concerns will be cause for further accountability. For graduating seniors, this accountability may include forfeiture of the privilege of participation in any and all commencement events. The decision of the administrative hearing officer is final in these matters and there is no appeal.

#### **ARTICLE VI: STUDENT’S RIGHT TO A DRUG USE TEST**

Any student who has been reported for alleged use of any narcotic, drug, chemical compound, or other controlled substance may request a drug test (urine analysis) through the university’s Health Services. This test shall be at the student’s expense. The student must contact a member of the Health Services staff within 6 hours of the incident either by going directly to the Health Services office, if open, or calling the on-call provider if the office is closed. To speak with an on-call provider, call 413-782-1211 and follow the prompts.

If the student so chooses, the results of the drug test may be submitted as new information for consideration of a student-initiated request for further review (an appeal.) The

student must sign a waiver at Health Services, authorizing release of this information to the administrator who will review the appeal and render a final decision. Release of the drug test results also permits a professional within Health Services to discuss any and all aspects of the test results with this administrator.

## **ALCOHOL POLICY**

### **INTRODUCTION**

The University recognizes the importance of personal and communal responsibility with regard to its alcohol policy. Members of the University community are expected to make responsible choices regarding their use or non-use of alcohol. Intoxication is not an acceptable excuse for irresponsible behavior. The University rightfully assumes that any student who has consumed alcohol is responsible for this choice and his/her resulting behavior. As part of the educational process, personal accountability includes acceptance of the consequences for violating specific standards of behavior in the University's Alcohol Policy and Student Code of Conduct, as well as other learning-based outcomes, which may include a referral for substance use/abuse counseling.

*For information on judicial proceedings, please refer to Section Three and Four of the Student Code of Conduct.*

Alcohol consumption is permitted within the United States, based upon a person attaining a specific age. In the Commonwealth of Massachusetts, the law permits individuals who have achieved the age of twenty-one (21) to possess, purchase, and/or consume alcoholic beverages. University officials are authorized to enforce all state laws regarding the possession, use, and consumption of alcoholic beverages, including those that prohibit these activities by individuals under the age of 21. This includes prohibiting students of legal age from purchasing or providing underage students with alcohol. The terms of this policy apply both to students residing in university-owned housing and students who reside off-campus. Students living off-campus may not provide a site for underage drinking. If this occurs, residents of that address will be held accountable.

### **GENERAL USAGE OF ALCOHOL**

#### **ARTICLE I: STATEMENT OF EXPECTATIONS**

Western New England University supports social interaction based on sound decisionmaking and, if that social interaction includes the use of alcohol, expects its use to be made in a responsible and moderate manner and in accordance with the laws of the Commonwealth of Massachusetts. Persons who abuse alcohol and therefore pose a threat to themselves or others, inflict damage to property, or disrupt any segment of the campus community as a result of the use or misuse of alcohol are subject to appropriate sanctions within the judicial proceedings of the University.

Students under the age of 21 are prohibited from possessing, transporting or consuming alcohol. The University also makes a distinction between underage and legal age residence areas on the campus. On this basis, students of any age (and their guests) may not possess, provide or consume alcohol in any underage residence facility. These facilities include: Berkshire, Commonwealth, Franklin, Hampden and Windham Halls, as well as the LaRiviere Center and Plymouth Complex. Students who are 21 or older and who live in Evergreen Village, Gateway Village, and Southwood may socialize with alcohol, so long as it is done in a manner consistent with the terms of this policy.

If it is apparent that the terms of this policy are being violated or, in the judgment of University officials, the presence of alcohol causes such issues as excessive noise or ‘crowd control’, the student(s) responsible for the situation will be expected to immediately terminate the socializing. Alcohol and alcohol paraphernalia may be confiscated and disposed of by University officials, even if the residents are of legal age. Students may also be held accountable through the judicial process.

## **ARTICLE II: RESPONSIBLE USE**

The University views responsible use as any activity or behavior that focuses on, and results in, the consumption of alcohol in moderation with an emphasis on the personal safety and welfare of others. Whenever alcohol has not been consumed in a responsible manner, and there is concern for the physical and/or emotional well being of any individual present or involved, University staff should be contacted for assistance. Personal safety should not be jeopardized because of potential consequences as the result of policy violations.

Knowing that the possession, transportation and/or use of alcohol by underage students is prohibited, the following expectations are intended to assist legal age students in making responsible decisions regarding the possession and use of alcohol when drinking alone or when socializing with others:

- A. Intoxication is defined by the University as any drinking-related behavior that requires the attention of University staff, including that which causes a disturbance or is a danger to persons or property. Intoxication is not an excuse for erratic, irresponsible behavior directed at one’s self, others or to property. Any student who consumes alcohol off-campus, and who is disruptive and/or noticeably intoxicated when he/she returns to campus, can be documented for violation of the alcohol policy as well.
- B. Any form of ‘drinking game’ is strictly prohibited, even if alcohol may not appear to be directly involved in the socializing at that point in time, as well as any device or apparatus designed or intended for the rapid consumption of alcohol and/or any other beverage. Examples include, but are not limited to: funnels, beer pong tables, and ice luges. Misuse of any commodity, such as a shot glass, is prohibited as well. These items may be confiscated by university staff, in that they present a clear and present danger to personal welfare. Any university property (such as a closet door) used for a ‘drinking game’, or that is considered evidence of a ‘drinking game,’ will be confiscated as well and resident(s) are responsible for the replacement cost of this item.
- C. Because consumption of alcohol frequently involves socializing with others, it is expected that social events be approved by, and registered with, the University. A social event is defined as follows:
  - 1. Any socializing with alcohol that is part of an event hosted by a recognized club or organization, regardless of the number of persons involved or location.
  - 2. Any socializing at a students’ on-campus residence that involves more than six guests and where alcohol is being served.

When alcohol is part of a social event, it should be just that – a complement to the event and not the primary purpose or focus of the event. A common source of alcohol is permitted only at a University-approved social event.

- D. A common source of alcohol is defined by the University as a situation that involves any type of keg or any type of situation that could be viewed as self-service (such as



an open bar, a pitcher or a 'spiked' punch bowl) and Bring Your Own Beer/Beverage (BYOB) situations of any kind.

### **ARTICLE III: ALCOHOLIC BEVERAGES AT UNIVERSITY - APPROVED SOCIAL EVENTS**

#### **A. Requests for Alcohol**

1. Requests for alcohol at University-approved social events in any location other than the legal age residence areas must be received in the Office of Student Activities and Leadership Development at least four weeks in advance of the planned event.
2. The Office of Student Activities and Leadership Development will approve or deny each request separately. This action will be conveyed in writing to the sponsoring individual or organization.
3. It is the expectation of the University that an on-campus sponsor will attend and monitor the entire event, as well as the service of alcohol. If alcohol is to be sold, a City One-Day License must be obtained and displayed at the function. as follows:
  - a. A minimum of one business week if requested through the Office of Student Activities and Leadership Development; or
  - b. If on the weekend, requests may be approved at the discretion of the on-duty Residence Life supervisor.
4. All guests must be of the legal age to consume alcohol, and substantial food (as indicated on the request form) must be provided.
5. If the social event is occurring in student housing that has both of-age and underage residents, the only underage students allowed on site are the residents of the host's townhouse/ apartment and may not consume alcohol.

#### **B. Types of Alcohol**

Alcohol is limited to beer, malt beverages, and/or wine at any approved social event. Only the amount and type of alcohol that was approved may be provided or consumed at the event. This may not include any alcohol previously purchased for personal consumption.

#### **C. Limitations on Alcohol**

The University reserves the right to place limits on the amount of alcohol available at any University-approved function.

#### **D. Physical Area**

Approval for alcohol at social functions will indicate the specific area designated for service use or consumption. The sponsoring organization or individual(s) is/are responsible for restricting access to, and activity in, the area.

#### **E. Service Portions**

Alcoholic beverages, when permitted, will be in single servings only. Pitchers, open bars, and self-service bars are not permitted. Registered social events occurring in of age residence areas may not include the use of alcoholic beverages in glass containers. This policy exists to reduce the risk of personal injury from broken glass.

#### F. 'BYOB' Parties

BYOB situations are strictly prohibited. No alcohol other than beer, malt beverages, and/or wine supplied by the sponsor (and only those beverages previously approved for distribution) may be brought into, dispersed or consumed at University functions.

#### G. Availability of Food and Alternatives to Alcohol

Appropriate non-alcoholic beverage alternatives, as well as reasonable amounts of substantial food, must be readily and prominently available at functions where alcohol has been approved.

#### H. Supervisory Responsibilities

When alcohol is approved for use at approved social events, the sponsoring organization or individual(s) assumes responsibility for supervising and ensuring that the laws of the Commonwealth and the policies of the University are obeyed. If necessary, it is the responsibility of the sponsoring organization or individual(s) to seek the aid of University officials in ensuring that the laws of the Commonwealth and the policies of the University are obeyed.

Care should be taken in such situations to assure reasonableness of actions and adherence to appropriate laws and regulations, with particular concern for assumed liability for service to minors and consumption of alcohol by their guests.

All students serving alcohol in their place of residence are responsible for obeying the laws of the Commonwealth of Massachusetts, as well as the regulations of the University. As host(s) of the social event, the student(s) is/are responsible, as well as fiscally and judicially accountable, for their guests and the behavior of those guests. A guest is defined as anyone other than the actual residents of the space where the social event is occurring. Accordingly, hosts, as well as other residents, may be held accountable for the actions of fellow Western New England University students, and/or non-students, socializing at their place of residence.

### **ARTICLE IV: OTHER BUILDING PROHIBITIONS**

Consumption or possession of alcohol is not permitted in any faculty, staff, or administrative lounge or office, classroom or administrative work area at any time.

### **ARTICLE V: OUTDOOR PROHIBITIONS**

Consumption of alcohol is not permitted in any outdoor area of the campus, unless specific written permission has been granted for the event.

### **ARTICLE VI: OPERATING A MOTOR VEHICLE**

Operating a motor vehicle while under the influence of alcohol is prohibited and subject to University, criminal, and civil action.

### **ARTICLE VII: PROPER IDENTIFICATION**

Misrepresentation of identification for the purpose of gaining access to an area (whether on or off-campus) where alcohol is being sold or consumed is prohibited. Under Massachusetts law, persons who make, use, carry, sell or distribute false identification documents are guilty of a felony.

## **PROVISIONS FOR RESIDENTIAL AREAS**

### **ARTICLE I: ALL RESIDENCE AREAS**

The University reserves the right to inspect vehicles and personal belongings (i.e. backpacks, laundry baskets, and other commodities) if it is reasonable to believe that alcohol is present in, or intended for, an under-age residence area. Alcohol and alcohol paraphernalia will be confiscated and disposed of by University officials.

### **ARTICLE II: OF-AGE RESIDENCE AREAS**

- A. Students may not display or consume alcohol in outside areas surrounding the University's residence facilities. This includes, but is not limited to: lawns, sidewalks, and parking areas. Exceptions may occur for University-approved functions or events.
- B. If there is any indication that alcohol is being misused by one or more persons in the apartment or townhouse, it will be viewed as irresponsible use. Ultimately, evidence of a policy violation will be based on the quantity of alcohol present, as well as the activity (or intended activity) occurring at that time.
- C. An accumulation of alcohol beverage containers is prohibited, and will be viewed as evidence of a large quantity of alcohol not indicative of responsible personal consumption. Empty containers must be recycled or disposed of on a regular basis and keepsake containers are not allowed.
- D. Since apartments and townhouses have complete kitchens and therefore a variety of glass containers for food, food preparation and storage, residents may purchase and consume alcoholic beverages in glass containers as well. As with any glass container, care should be taken with storage, use, and disposal.
- E. A bar is prohibited, in that the possession of alcohol is restricted to personal consumption in moderation, even in of-age residence areas. Alcoholic beverages should either be refrigerated or stored in University-provided storage space (locations such as the kitchen cabinets or closets) or personal storage space such as a trunk. In-plain-view display should be avoided.
- F. For socializing at a student's place of residence that involves up to six guests (and is therefore not a social event that must be registered with the University) the following stipulations apply:
  - 1. Under-age residents must not be present in the apartment or townhouse;
  - 2. Invited guests may not bring their own alcoholic beverages (no 'BYOB'); and
  - 3. Beverages must be in individual servings (no kegs, pitchers, punch bowls, etc.).
- G. If it is reasonable to believe that a large quantity and/or common source of alcohol is intended for an unregistered social event in an "of-age" residence area, the University reserves the right to inspect vehicles and personal belongings (i.e. backpacks, laundry baskets, and other commodities) Alcohol and alcohol paraphernalia may be confiscated and disposed of by University officials.

### **ARTICLE III: UNDER-AGE RESIDENCE AREAS**

- A. To provide a clear and consistent message in underage residence areas, decorations such as neon signs, display cases, and bulk containers that specifically advertise and/or promote alcohol and its use are prohibited. Other items may need to be removed from display, at the University's judgment and discretion.

- B. The University reserves the right to inspect vehicles and personal belongings (i.e. backpacks, laundry baskets, and other commodities) if it is reasonable to believe that alcohol is present in or intended for an underage residence area. Alcohol will be confiscated and disposed of by University officials.

## **REGISTRATION AND VIOLATION POLICIES IN CAMPUS HOUSING**

### **ARTICLE I: UNIVERSITY COMMUNITY**

Members of the University community (students, faculty, administration, and staff) are permitted to visit students in their place of residence on campus, as long as their presence does not conflict with the right to privacy of others sharing the living space (roommate or suitemates).

### **ARTICLE II: GUEST / VISITORS**

A ‘guest’ is any person who is not an undergraduate or post baccalaureate student at the University, while a ‘visitor’ is an undergraduate or post baccalaureate student at the University who is not assigned to the particular location that he/she is visiting.

### **ARTICLE III: RESPONSIBILITY FOR GUESTS / VISITORS**

The student, as host, assumes responsibility for the presence and conduct of any guest or visitor. However, in that the visitor is an undergraduate or post baccalaureate student at the University as well, he/she may also be held accountable for inappropriate or unacceptable conduct at the location being visited.

### **ARTICLE IV: REASONABLE AND RESPONSIBLE VISITATION**

Students are expected to make reasonable, educated and responsible decisions when entertaining guests and visitors. Good judgment and discretion are to be used in visiting residential areas, ensuring that such visits do not otherwise interfere with any individual student’s legitimate use of the shared space. Resident students and their guests/visitors need to be aware that visitation is a privilege. Displacement and/or inconveniencing of a roommate, suitemate or any other member of the residential community in order to accommodate a guest or visitor is unacceptable and subject to accountability.

### **ARTICLE V: OVERNIGHT GUESTS**

The presence of an overnight guest or visitor should normally not exceed two consecutive nights. Displacement of other occupant(s) of the living space, or causing inconvenience to him/her/they, is unacceptable as a matter of respect and courtesy. Any indication that a guest is utilizing University housing as a place of residence will result in that individual being restricted from University property, as well as accountability for the student(s) acting as host.

### **ARTICLE VI: GUEST ADHERENCE TO RULES**

Guests are expected to abide by the same rules and regulations as those governing their host.

(as of 5/2013)

# **SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY**

## **DEFINITIONS**

In Massachusetts, sexual harassment means unwelcome sexual advances, requests for sexual favors, and/or physical conduct of an unwelcome sexual nature, when:

- Submission to, or rejection of, such advances, requests or conduct is made, either explicitly or implicitly, a term or condition of employment, as a basis for employment decisions or for decisions regarding a student's academic progress, grades, etc.; or
- Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment or, in the educational living/learning setting, the creation of similarly hostile, humiliating, or sexually offensive academic or student residential environment.

Under these definitions, direct or implied requests for sexual favors by any member of the University community, particularly where a supervisor/subordinate relationship exists, in exchange for favorable academic treatment or actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits or continued employment may constitute sexual harassment.

Other sexually-oriented conduct that is unwelcome and has the effect of creating a workplace and/or learning environment that is hostile, offensive, intimidating, or humiliating to male or female members of the University community may also constitute sexual harassment. While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct which, depending on each circumstance, may constitute sexual harassment:

- Unwelcome sexual advances, whether they involve physical contact or not;
- Unwelcome sexual epithets, jokes, verbal references to sexual conduct, gossip regarding one's sex life, comments on an individual's body or comments about an individual's sexual activity;
- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures or suggestive or insulting comments;
- Inquiries into an individual's sexual experiences; or
- Discussion of an individual's sexual activities.

Sexual misconduct refers to any form of physical contact or exploitation of another person of a sexual nature that is made without effective consent. Effective consent means that a person is able to make free, informed, and reasonable choices and decisions – and is not impaired by intoxication or other drug consumption (be it voluntary or otherwise), by disability, or by fear. Sexual behavior without effective consent can lead to sexual misconduct, sexual assault, and/or sexual harassment. Consent is effective when it has been clearly communicated. Consent may never occur if a person is unconscious, unaware, or otherwise physically helpless.

## **RESOLUTION OF CLAIMS**

Procedures for addressing allegations of student-to-student sexual misconduct or harassment will be addressed through the Student Code of Conduct, Section Two, Article III, Section A: Offenses Against Another Person(s).

For allegations that involve faculty, staff, or administration of the University, the full procedure is outlined in the Discrimination/Harassment Grievance Policy and Procedures brochure.

Formal resolution involves an actual hearing of the case by a male and female administrator. These administrators will consider relevant written reports, as well as verbal and/or written statements by the victim/survivor, alleged perpetrator and witnesses (if applicable). Decisions regarding accountability will be based on whether it is more likely than not that sexual misconduct, sexual assault or sexual harassment occurred.

## **REVIEW OF CONDUCT DECISIONS**

1. A complainant, with the support and consent of the hearing officer, may request a review. This is not a re-hearing of the case and is limited to a claim that the sanction is inconsistent with the gravity of the offense based on previous or similar cases.
2. Respondents or complainants are not entitled to a re-hearing of the case. Respondents may seek review only on the basis of one or more of the following:
  - a. a procedural error that unfairly and materially affected the outcome of the case;
  - b. the discovery of new information that could reasonably be expected to alter the decision and was not available at the time of the hearing; or
  - c. the sanction is inconsistent with the gravity of the offense.
3. A respondent or complainant must submit to the Vice President for Student Affairs and Dean of Students, or his/her designee, a written request for a review by the deadline conveyed in the decision letter from the administrative officer. The request must state the grounds for review.
4. Reviews will be made by the Vice President for Student Affairs and Dean of Students, or his/her designee, who will review a report of the hearing and additional relevant information provided by the respondent.
5. The Vice President for Student Affairs and Dean of Students, or his/her designee, can affirm the original findings and sanction(s), or can impose a new decision and sanction(s). In this regard, his/her decision may either increase or decrease the severity of the original outcome.
6. The decision of the Vice President for Student Affairs and Dean of Students, or his/her designee is final and binding.

## **ADDITIONAL STANDARDS AND POLICIES**

### **ACCEPTABLE USE OF TECHNICAL RESOURCES**

#### **Preamble**

Western New England University provides a comprehensive package of computer and technical resources to students, faculty, and staff for the purpose of conducting academic and college business. Included in these services are personal computer accounts, access to

e-mail, voice communications and voice mail, television, audio, and video services, disk space, network services, and desktop technologies.

The University also provides use of numerous licensed informational and research databases and software applications; use of the University's facilities is expected to be consistent with educational goals and mission of the University.

Resources, such as the University's network, computers, servers, and printers, required to provide these services are either owned or licensed by Western New England University. To use these resources is a privilege, not a right. These resources, often provided as part of one's employment or status as a student, are to be used responsibly and in accordance with 'Acceptable Use Policies'.

The University's resources are limited and the manner in which each individual utilizes these resources impacts the successful efforts of others. With respect for individual needs and limited resources in mind, the University has established standards and policies to permit the acceptable use of these resources.

It is important that everyone be cognizant of their obligations, what is meant by proper use and behavior, an understanding of actions that inhibit the success of others, and adhering to and honoring the following basic principles, standards and policies.

## **ACCEPTABLE USE STANDARDS AND POLICIES**

### ***ACCOUNT AND ACCESS***

Restrictions include but are not limited to:

- Using the University's technical resources to engage in any activities not directly related to the University's academic, research, administrative, or residential life activities.
- Using the University's technical resources to engage in illegal activities including violation of local, state, federal, or international law.
- Using the University's technical resources for storing or transporting copyrighted material, documents/photos/software/music/video or files containing such items.
- Connecting devices other than computers in residential hall network jacks; Acceptable devices include PCs, laptops, and gaming consoles; Prohibited devices include hubs, switches, routers, wireless access points, or other such devices that permit more than one device to connect a single network jack. Devices that interfere with other devices or users on the network may be disconnected.
- Connecting devices to the University network without appropriate virus and worm related detection software. All computers must have virus protection software. OIT provides this software at no charge to students, faculty, and staff.
- Using the University's technical resources in an excessive manner or one that causes degradation, incapacitates, compromises, or in any way jeopardizes others use of the University's technical resources.
- Interfering with or attempting to interfere with service to the University community by modifying computer hardware in offices, labs, or classrooms; distribution of technology viruses; or intentionally creating resource consuming programs that force 'denial of service'.
- Sharing your account or password with anyone.

- Attempting to gain access to other individual's accounts, private files or email
- Conducting any harassing activities toward University users.
- Revealing or disclosing confidential information or invasion of another's personal privacy through electronic or other means.
- Inclusion in email messages or web pages the personal audio, image, or video material of individuals or materials owned by them without their approval and written authority.
- Use or placement of content materials that are abusive, profane, or obscene in e-mail, web pages or other network transport mechanisms.
- Using technical resources for commercial or revenue generating activities that are not authorized by the University.
- Distributing chain letters or other media that engages individuals with unannounced solicitations that are not related to University business.
- Removing software or hardware components on University computers or servers supplied by the Office of Information Technology.

## **EMAIL**

Email is considered an official source of correspondence and University records. All students, faculty, and staff are responsible for University information sent to their "@wne.edu" account.

## **PRIVACY**

The University does not routinely monitor, examine, or otherwise review users' online activities. However, the University does reserve the right to access, monitor, audit, and examine network traffic in order to abate network performance issues or if there is reason to believe that a user is in violation of the Acceptable Use Policy.

## **FORGERY**

Falsifying or misrepresenting one's identity or otherwise attempting to impersonate or pass oneself off as another is a violation of the Acceptable Use Policy unless prior written consent has been provided from the representee to the University.

## **ENFORCEMENT**

Violation of the Acceptable Use Policy may result in the University blocking or restricting the use of information resources. Violators may be subject to disciplinary action up to and including possible suspension, dismissal, or termination of employment.

## **DISCLAIMER**

The University is responsible for backup, transfer, migration, and recovery of University data that is stored on the University's systems. The University does not guarantee that technical resources are free of objectionable material, defects, errors, viruses, worms, or other malicious content.

Rev 08/25/2011

## **AMERICANS WITH DISABILITIES ACT**

Title III of the Americans with Disabilities Act, 42 U.S.C. 12182(a) provides that "no individual shall be discriminated against on the basis of disability in the full and equal



enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodations.” Western New England University adheres to the stipulations of this Act.

## **CONTROLLED SUBSTANCES ACT**

Part of the federal omnibus legislation enacted November 18, 1988 is the Drug-Free Workplace Act of 1988. Under the provisions of this legislation, direct recipients of federal grants or contracts must certify that they will provide drug-free workplaces. Individuals receiving funding directly from the federal government will also have to certify that their conduct will be drug-free. In the case of colleges and universities, the Department of Education has said individual Pell Grant recipients will have to certify that they are drug-free to receive their student aid awards.

If colleges and universities do not promote drug-free workplaces, drug-free awareness programs or establish procedures for reporting violations, they are subject to sanctions, including suspension of payments, suspension or termination of grants or debarment, thus becoming ineligible to receive grants or awards from any federal agency during the term of debarment.

Students applying for financial aid involving federal funding must certify they are drug free, and that they will remain drug-free in order to receive federally funded student aid awards. Appropriate forms for such certification are available in SAS. No fees of any kind will be charged by the institution for making such programs available to any student. No adverse or prejudicial effects should result to any student choosing to take advantage of the provisions of this Act.

## **FIREARMS, AMMUNITION, AND WEAPONS POLICY**

Applicable to all students, staff, and faculty

1. The possession, sale, and/or unauthorized use on University property of firearms or other dangerous weapons, or ammunition, explosives, combustible fuels, firecrackers, and potential ingredients thereof is forbidden by University policy.
2. Western New England University’s policies comply with Massachusetts law. In Massachusetts, it is illegal for anyone to carry firearms (including unloaded weapons) or ammunition (including some forms of knives/other weapons) on the property of a college or university in the state, unless given express written consent by the University.[1]
3. Western New England University considers any threats involving deadly weapons (firearms, rifles, shotguns, machine guns or assault weapons), explosives, bombs, chemical or biological agents, or any other deadly weapons actionable by University and local authorities, and punishable by fines and/or imprisonment.
4. Recreational devices like paintball guns, BB guns, and sling shots are not allowed on campus unless part of a University approved activity.
5. The University also prohibits any member of the community from carrying on his/her person or under his/her control in any vehicle, any object that may be used to threaten, harass and/or injure.

In conclusion, in accordance with Massachusetts General Law Chapter 269 Section 10J, weapons are prohibited on the grounds of the University with the exception of law enforcement officers duly authorized to carry such weapons. No person shall be permitted to carry firearms or other weapons, concealed or not concealed, with or without a con-

sealed weapon permit, while on properties owned or controlled by the University.

For the purposes of this policy, the term “weapons” includes, but is not limited to: firearms of any nature or description, including shotguns, rifles, pistols, and revolvers, paintball guns, or BB/pellet guns; firearm replicas; ammunition; martial arts-type weapons; explosives (including fireworks); bows, crossbows, arrows; slingshots; switchblade knives, double-edged knives, hunting (pocket-style) knives with a blade length of three inches or greater; swords; pointed metal darts; (unauthorized) pepper spray; or any other destructive device or instrument that may be used to do bodily injury or damage to property. In addition, items that may be used as weapons, whether or not they fit the definition above, will be subject to seizure.

**(as of 5/2013)**

[1] M.G.L. c. 269, §10J.

## **GAMBLING**

Gambling, including games of chance where money is involved, is not permitted on University property. Organizations wishing to sponsor a raffle or similar activity must have the approval of the Office of Student Activities & Leadership Development.

## **GAMING ACTIVITIES FOR FUNDRAISING**

The purpose of this Policy on Gaming Activities for Fundraising is to inform members of the Western New England University community of Massachusetts’ laws that govern fundraising events, which include gaming activities such as raffles and poker tournaments. As all fundraising events involving gaming activities must be conducted in compliance with legal mandates, the following guidelines are to be complied with at all times.

Any member of the University community, who wishes to conduct a fundraising event that will include gaming activities, including but not limited to, raffles and poker tournaments, is required to conduct the event in accordance with the laws of Massachusetts and University policy.

1. **Games of Chance** - In general, gaming activities are games of chance in which a person pays something of value (i.e. cash), for an opportunity to win a prize. Games of chance include, but are not limited to, raffles and poker tournaments, including Texas Hold'em. Generally these forms of fundraising are prohibited. However, under certain conditions, qualified non-profit organizations like Western New England University may hold fundraising events, which include games of chance.

A permit, issued by the city in which the fundraising event will be held, is required to conduct a game of chance. Once issued, a permit is valid for one (1) year, so long as all reporting requirements are met.

2. **Raffles** - A raffle is a gaming activity in which a person pays something of value (i.e. cash) for a chance to win a prize. Raffles require that a permit be issued by the city in which the raffle will be conducted; there is no limit as to the number of raffles that the University may hold throughout the year. Any member of the University community wishing to conduct a raffle must comply with the following:
  - Contact License Commission, City of Springfield: (License@springfieldcityhall.com, P#: (413) 787-6140), at least 30 days prior to the event.
  - Receive all required reporting documents.

- Complete required report on activity within 10 days after the event.
  - Remit one (1) copy of the required report with payment of 5% of gross proceeds to state lottery commission.
  - Remit one (1) copy of the required report to Controller's Office.
  - Retain one copy in the campus office responsible for the event.
3. **Poker Tournaments/Casino Nights** - Under Massachusetts' law, the University may hold only three (3) poker tournaments (including Texas Hold'em)/Casino Nights, whether they are held on or off campus, per calendar year. Poker tournaments/Casino Nights require that a permit be issued by the city in which the poker tournament/Casino Night will be conducted.

MUST CONTACT THE LICENSE COMMISSION, CITY OF SPRINGFIELD, BEFORE SCHEDULING A POKER TOURNAMENT OR CASINO NIGHT IN ORDER TO ENSURE THAT YOUR EVENT WILL NOT EXCEED THE STATUTORY LIMIT OF THREE (3) EVENTS PER YEAR.

4. **Special Rules Governing Poker Tournaments/Casino Nights Including Texas Hold'em**

Any member of the University community wishing to conduct a poker tournament, including Texas Hold'em, or Casino Night, for fundraising purposes, must comply with the following:

- Contact License Commission, City of Springfield: (License@springfieldcityhall.com, P#: (413) 787-6140), at least 30 days prior to the event.
- Receive all required reporting documents.
- A Public Safety Officer must be present at all times during the event.
- Appoint a member of the organization conducting the event to manage the gaming activity (Manager) and to generate all required reports.
- The Manager must be present throughout the entire event and familiar with laws and regulations governing the gaming activity.
- Appoint a separate person (Officer), other than the Manager, to handle all proceeds.
- The Officer must keep record of all transactions including, but not limited to, costs, revenue, and proceeds.
- Prizes MUST be determined in advance of the event and cannot be contingent upon, nor fluctuate in value with, the number of players at any given time, or the amount of proceeds collected, or the outcome of the game being played.
- Prizes are limited to one or both of the following: (1) merchandise of any value (including gift cards), or (2) cash awards not to exceed \$25.
- Cash prizes may be awarded at the end of the event, end of a particular game, or in any other manner as the organization so chooses.
- If you rent equipment for the event (i.e. card tables), the company providing the equipment cannot provide dealers for the event, nor can any member of the company renting the equipment be present during the event.
- Only members of the University may promote and operate the event and gaming

activities. No outside organization may participate in any way.

- Rules governing the game(s) (“House Rules”) must be posted conspicuously at all gaming tables for all participants to read.
- All players must be at least 18 years old.
- Accurate record of all transactions must be kept. This includes costs, revenue (money collected), proceeds, and a list of all prizes and prizes awarded.
- Complete required report on activity within 10 days after the event.
- Remit one (1) copy of the required report with payment of 5% of gross proceeds to state lottery commission.
- Remit one (1) copy of the required report to Controller’s Office.
- File one (1) copy with your organization’s records.

General Counsel (413) 796-2005	Controller’s Office (413) 796-2334
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### **NON-DISCRIMINATION POLICY**

Western New England University does not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, gender expression or disability in admission to, access to, treatment in or employment in its programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies:

Assistant Vice President and Director of Human Resources  
Western New England University  
1215 Wilbraham Road  
Springfield, Massachusetts 01119  
(413)-782-1343

Inquiries concerning the application of nondiscrimination policies may also be referred to:

Regional Director  
Office for Civil Rights  
U.S. Department of Education  
J.W. McCormack P.O.C.H., Room 222  
Boston, Massachusetts 02109-4557

### **PARKING AND TRAFFIC VIOLATIONS**

Any person driving or operating a motor vehicle on campus property is expected to comply with both the spirit and the letter of traffic and parking regulations. The enforcement and supervision of motor vehicle regulations is through University Police.

All vehicles owned, operated, or used by students, faculty, staff, and administration on campus, must bear a Western New England University parking permit within two weeks

of the beginning of the Fall semester, and immediately at any other time afterwards. Permits are to be affixed properly to each vehicle; they are non-transferrable and the costs are non-refundable.

The University, through the Director of Public Safety, reserves the right to revoke and confiscate a vehicle permit at any time during the school year. Students are also reminded that the University Police will issue citations for violations of parking and for motor vehicle operation regulations. Students are advised that improper or unauthorized use of motor vehicles may result in towing at the owner's expense. The University Police may also immobilize a vehicle with a device for repeated infractions.

Student parking is restricted to specifically designated areas during designated times. Accommodations are available for guests. For a complete explanation of parking regulations, please consult the publications distributed by University Police, or online at <http://www.wnepolice.net>.

The speed limit on campus is 15 mph. Seat belts can and do save lives – and should be used at all times.

## **SOCIAL MEDIA POLICY**

Social networking via Facebook, MySpace, Twitter, Google+, YouTube, Flickr, Instagram and other digital platforms/social media has grown significantly. Members of the University community must be aware of policies and laws that apply to social networking, including other related University policies including but not limited to the University's Acceptable Use of Technical Resources Policy (including the preamble) (<http://www1.wne.edu/oit/index.cfm?selection=doc.2049>), and the University's Discrimination/Harassment Grievance Procedures (<http://www1.wne.edu/assets/45/sexualharassmentdiscriminationbooklet.pdf>).

It is important to understand that information posted online, including pictures and text, may become virtually impossible to remove from the Internet even after attempts to delete the material. Additionally, pictures and texts posted within online services can become the property of these sites once posted. Therefore, do not post information that you do not want available to a worldwide audience at the time of posting, and at anytime in the future. On sites such as Facebook, be cautious to "friend" or confirm friendships with anyone you do not know because the person may be able to see personal information you have on your profile and leave your account vulnerable to being hacked. It is important that any user of a social media site be aware of the privacy settings and be fully aware of what is being shared to the world at large.

Today, many potential employers, scholarship committees, graduate school admissions committees, or even potential roommates perform "background checks" by searching the Internet. Thoughtfulness and caution should be exercised by all students and employees using social media sites. All content posted to a social site should be considered public in nature and treated as such. Posting information that may appear harmless such as your name, address, birthday, hometown, and photos can aid someone to steal your identity or commit other civil or criminal acts.

Federal and state laws apply to all members of the University community who use social networking sites. Cyberstalking, copyright infringement, defamation, invasion of privacy, obscenity, pornography, and sexual harassment are common legal concerns. Violation of any of these laws could subject members of the University community to civil and crimi-

nal actions and/or internal discipline action, up to and including termination for faculty and staff, or dismissal from the University as to students.

(as of 06/12)

## **TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 TO THE CIVIL RIGHTS ACT OF 1964**

Title IX was the first comprehensive federal law to prohibit gender discrimination against students and employees of educational institutions. Title IX benefits both males and females, and is at the heart of efforts to create gender equitable schools. The law requires educational institutions to maintain policies, practices and programs that do not discriminate against anyone based on gender. Western New England University does not discriminate on the basis of sex in its education programs; sexual harassment and sexual violence are types of sex discrimination that will not be tolerated at the University. Under Title IX, males and females are expected to receive fair and equal treatment in all areas of schooling: recruitment, admissions, educational programs and activities, course offerings and access, counseling, financial aid, employment assistance, facilities and housing, health and insurance benefits, marital and parental status, scholarships and athletics.

### **TITLE IX OFFICER:**

**Joanne Olsson**

**Assistant Vice President and Director of Human Resources**

**(413) 782-1343**

### **Deputy Title IX Officer:**

**Beth Cohen - Law School**

**Associate Dean for Academic Affairs**

**(413) 782-1622**

### **Deputy Title IX Officer:**

**Sean Burke- Student Affairs**

**Associate Director of Residence Life for Operations**

**(413) 782-1316**

### **Deputy Title IX Officer:**

**Tally Reeverts- Academic Affairs**

**Academic Support Specialist**

**(413) 782-1214**

### **Deputy Title IX Officer:**

**Aimee Klepacki - Student Affairs**

**Head Women's Lacrosse Coach/Aquatics Coordinator**

**(413) 796-2227**

**Deputy Title IX Officer:**  
**Louise Backer - College of Pharmacy**  
**Assistant to the Dean of Pharmacy**  
**(413) 796-2333**

**(as of 5/2013)**