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The College of Our Lady of the Elms, founded in 1928 by the Sisters of St. Joseph, is a Catholic, liberal arts, coeducational college. The college affirms its original, comprehensive goal of combining education for life with education for a career. Founded to educate women and aware of the importance of this tradition, the college now opens all its programs and services to both men and women.

The mission of Elms College proclaims the intellectual tradition of the Catholic Church, and in a spirit of ecumenism, it welcomes students, faculty and staff of other traditions. The Judaeo-Christian heritage enunciated in theological studies and celebrated in liturgical worship inspires, develops, and fosters an understanding of scholarship through the liberal arts. Also from the common vision of the centrality of Christ and His Gospel teaching come value systems that are characterized by a commitment to the service of others, a service that seeks just solutions to the many problems of today's world.

Education for life is accomplished through efforts to develop the capacity for critical thinking, the ability to communicate effectively, an appreciation of the arts and humanities, and an understanding of the technological basis of modern society. It encompasses recognition of the need to deal with the rapid pace of change and such global concerns as those related to technology, environment, population, justice, and peace. As an educational community committed to academic freedom, administrators, faculty, and students of Elms College interact in the common exploration of truth and the pursuit of academic excellence.

Reaffirming its initial goal of integrating liberal learning with career preparation, Elms College aims to provide education for a career in courses of study designed to meet objective criteria of quality and excellence. It assists students in the choice of, and preparation for careers; encourages performance to meet the highest standards, with emphasis on the potential for original contributions; provides students with opportunities for continuing education and professional enrichment.

The college exists for the pursuit of truth; the accurate transmission of knowledge; the general well being of society; and the personal, spiritual, and intellectual development of its students. The College of Our Lady of the Elms aims to assist in the development of students rooted in faith, educated in mind, compassionate in heart, responsive to civic and social obligations, capable of adjusting to change without compromising principle, and able to respond creatively to the demands of their chosen careers.

Adopted October 1977; Revised March 1998

Who's Who at Elms College

Cabinet

Sister Mary Reap, IHM	President
Walter Breau	Vice President of Academic Affairs
Brian Doherty	Vice President of Finance & Administration
Kevin Edwards	Vice President of Institutional Advancement
John Keller	Vice President of Student Affairs & Dean of Students
Deborah Baker	Senior Director of Institutional Advancement
John Guimond	Director of Institutional Marketing
Joseph Wagner	Director of Admission

Student Officers

2010-2011 Student Government Executive Board

President	Ashlee Tucker
Vice President for Academics	Holly Braziel
Vice President for Student Affairs/Activities	Katherine Himmelman
Vice President for Finance/Marketing	Leah Spring

Class of 2011

President	Destinee Meeker
Vice President	Andrea Ramsdell
Treasurer	Sarah Donais
Secretary	Kayla Moreau

Class of 2012

President	Sarah Donovan
Vice President	Kelly Callahan
Treasurer	TBD
Secretary	TBD

Class of 2013

President	Victoria Smyth
Vice President	Shelley Sheridan
Treasurer	Darius Griffin
Secretary	TBD

Class of 2014

TBD

Important Phone Extensions

Elms College Switchboard	413-594-2761
Academic Advising Center	413-265-2376
Academic Affairs	413-265-2222
Alumni	413-265-2227
Aramark Food Service	413-265-2217
Athletics	413-265-2311
Bookstore	413-265-2273
Business Office	413-265-2209
Campus Activities	413-265-2211
Campus Ministry	413-265-2289
Campus Safety	413-265-2278
Career Center	413-265-2272
Counseling Center	413-265-2275
Dean of Students	413-265-2210
Financial Aid	413-265-2249
Health Center	413-265-2288
Information Services	413-265-2390
Institutional Marketing	413-265-2294
Library	413-265-2280
Maguire Center	413-265-2313
Mailroom	413-265-2331

Physical Plant	413-265-2248
President	413-265-2220
Registrar	413-265-2230
Residence Life	413-265-2461
Student Accounts	413-265-2208
Student Affairs	413-265-2210
Student Government Association	413-265-2310
Vice President of Academic Affairs	413-265-2222
Vice President of Student Affairs	413-265-2210

Academic Calendar 2010-2011

Fall 2010

September 7, Tuesday	Orientation, Advising, and Registration Day Convocation / Elms Night dinner
September 8, Wednesday	First Day of Classes for the Fall 2010 Semester
September 10, Friday	Weekend College I Classes Begin
October 11, Monday	Columbus Day (<i>Holiday/College Closed</i>)
<i>*Professional Day (Classes and labs that meet in the morning are cancelled. Classes/Labs that meet in the afternoon will be held.)</i>	
October 20, Wednesday	2 nd 7 weeks classes start
November 11, Thursday	Veterans Day (<i>Holiday/College Closed</i>)
November 24-28, Wednesday-Sunday	Thanksgiving Vacation
December 13-17, Monday-Friday	Finals Week
December 17-18, Friday-Saturday	Weekend College I Last Class / Finals
December 18-January 19, 2011	Semester Break
December 20, Monday	Final Grades Submitted Online
December 27, Monday	Grades available to students online
<i>*Subject to change</i>	

Spring 2011

January 18, Tuesday	Orientation, Advising, and Registration
January 19, Wednesday	First Day of Classes for the Spring 2011 Semester
January 21, Friday	Weekend College II begins
February 21, Monday	Presidents' Day (<i>Holiday/College Closed</i>)
March 7-13, Monday-Sunday	Spring Recess (No Classes)
2 nd 7 weeks classes start	
April 17, Sunday	Honors Convocation
April 21-24, Thursday-Sunday	Easter Break (<i>Holiday/College closed</i>)
May 2-5, Monday-Thursday	Finals Week
May 6-7, Friday-Saturday	Weekend College II Last Class / Finals
May 9, Monday	Seniors' Final Grades Due
May 13, Friday	Weekend College III Begins
May 13, Friday	All Final Grades Submitted Online
May 13, Friday	Baccalaureate
May 14, Saturday	Commencement / Mass Mutual
May 20, Friday	Grades available to students online

Summer 2011
Session I
May 16-June 24

Session II
July 5-August 12

Extended summer
May 16-August 12

Students' Rights and Responsibilities

This statement on rights and responsibilities is designed to clarify those rights that the student may expect to enjoy as a member of the student body of Elms College, and the obligations that admission to the college places upon the student.

Goal:

To provide an atmosphere where sound intellectual and academic development is supported.

Student Rights

1. To have the opportunity to pursue higher education.
2. To have the freedom to exercise the right of citizenship, association, inquiry, and expression.
3. To have the right of privacy and confidentiality.
4. To have the right of voting representation on all recommendations to the president of the college on matters of concern, including but not limited to academic standards, student services, and curriculum changes.
5. To have the right of quality education, including but not limited to:
 - a. The right to competent instruction in courses and programs offered by Elms College.
 - b. The right to assistance in overcoming educational, cultural, emotional, and economic disadvantages that hinder the educational process.
 - c. The right to receive in writing from each faculty member during the first week of classes of every semester, a brief written course description and outline of the material to be covered, course requirements including a specific list of information and techniques which the student is expected to acquire, and the grading system to be utilized.
6. To have the right to fair and equal treatment, including but not limited to instruction, evaluation, and services by faculty, staff, students, and administrators.
7. To have the right to procedural due process in grievance and disciplinary hearings.

Student Responsibilities

1. To be knowledgeable of and comply with the directives, regulations, and laws as established by the Massachusetts Board of Regents of Higher Education, Elms College Board of Trustees, the college administration, and the Student Government Association.
2. To respect the rights of individuals and groups to independent action as long as these rights do not interfere with the parallel rights of others—minorities and majorities alike—including the avoidance of action interfering with those educational processes under the auspices of Elms College.
3. To be knowledgeable of and comply with the directives, regulations, and laws of duly constituted civil authorities.

ACADEMIC POLICIES

Academic Affairs

When a question arises or a problem occurs regarding courses in any area of academics, the following protocol should be observed: consultation with one's professors, then consultation with division chairperson or academic advisor. When questions go beyond the authority of the aforementioned faculty, one should consult the vice president of academic affairs. The vice president of academic affairs is consulted in matters of credit load, leave of absence and withdrawal from the college, academic difficulties and the academic honesty policy.

Absences

Any student who will be absent from class due to illness or for any other reason should contact her/his instructor as soon as possible. Also, in the event of a prolonged absence, contact the secretary in the Academic Affairs Office at 413-265-2222.

Academic Honesty Policy

Communication of knowledge and a free exchange of ideas, two essential aspects of a college community, require a fundamental standard of honesty. Students and faculty must be able to expect that thought and work presented for the class are the properties of the person claiming credit for them. To safeguard these principles, it is important to clarify the rules and procedures regarding academic honesty.

1. Students must refrain from all forms of academic dishonesty, including cheating on quizzes and examinations, abetting others in cheating, appropriating other students' work, and plagiarizing written assignments.

"Plagiarism: the use of outside source(s) without proper acknowledgement.

Quotations: Any quotation, however small, must be placed in quotation marks or clearly indented and must be accompanied by a precise indication of the source.

Paraphrasing: Any material which is paraphrased must be specifically acknowledged in a footnote or in the text. A thorough rewording or rearrangement of an author's text does not relieve one of this responsibility."

Source: *Napolitano v. Princeton Univ.*, 453 A.2nd 279 (N.J. Super. Ch. Div. 1982).

2. Faculty who find students in clear violation of the policy on academic dishonesty shall determine the appropriate response, which may include failure on the assignment or failure in the course.

3. Faculty shall report incidents of academic dishonesty, including copies of any documentation, and the action taken in response to them, in writing, to the vice president of academic affairs. Faculty shall inform the student that the notification has been sent to the vice president of academic affairs.

4. The vice president of academic affairs can elect to pursue further action up to and including dismissal from the college. The vice president will inform the student in writing that notification has been received, that it is confidential, and that the student has the right to question the charge.
5. Students who believe they are unjustly accused or punished for academic honesty violations may pursue the matter through the grievance procedure.

Standard of Satisfactory Academic Progress for Financial Aid Recipients

Elms College is required by law to have in place and follow a policy on satisfactory academic progress for financial aid recipients. This policy can be the same as the policy used by academic administration, as long as it addresses three required components: qualitative, quantitative, and time.

I. Qualitative

Credit Hours Attempted	Minimum GPA
1-15	1.6
16-30	1.7
31-45	1.8
46-59	1.9
60+	2.0

II. Quantitative

Students must complete 75 percent of credit hours attempted, including transfer and incomplete hours, as a measure of this standard. (Elms College credit hours attempted + incomplete + transfer hours x .75 = minimum hours needed to satisfy this standard.)

III. Time

The time standard allows 150 percent of the normal degree requirements (the federal maximum) for credit hours attempted (including transfer and incomplete hours) for degree completion. 120 hours (for BA/BS) x 1.5 = 180 maximum attempted.

If a student fails to meet either the qualitative or quantitative measure, the student will be placed on probation and notified of her/his status. The following year, all students on probation will be reviewed for progress. If the committee (director of student financial aid services, vice president of academic affairs, and registrar) feels that the student is not progressing at a satisfactory rate, the student will be notified that they have become ineligible for financial aid until these standard(s) are met. Students who become ineligible will be given the opportunity to appeal to the committee for further review. Appeals should be well documented. The decision of the committee is final.

There is no appeal or extension for exceeding the time measurement.

For the purposes of financial aid, the committee will complete this review once per year, after the spring grades have been posted, and apply the same standard to both undergraduate and graduate students.

Class Attendance Policy

Students are expected to attend all classes for which they are registered, and are responsible for absences and late enrollment. Students should inform the instructor regarding emergency or

illness, and make arrangements to make up the missed work. It is the prerogative of the instructor to limit the number of allowed absences from classes. Students will be informed of these limits at the beginning of each class in the course syllabus. At the discretion of the instructor, absences in excess of one-third of the total number of course meetings may result in the student being excluded from the course.

Committee on Faculty and Academic Standards

The committee on faculty and academic standards has the responsibility of maintaining existing fundamental academic standards in the decisions that it makes on matters brought up by the administration, faculty, or students of the Elms College community.

Cooperating Colleges of Greater Springfield (CCGS)

CCGS is a group of eight private and public colleges that, through the sharing of programs, talents, and facilities, brings to Elms College students the education resources of a university, while still retaining its initiative and vitality as an independent institution.

Elms College students may enroll in up to two undergraduate courses offered by member colleges on a seats-available basis, provided the courses are not currently offered on the Elms College campus. Credits earned through course registration are part of the normal course load. Information and applications may be obtained in the Registrar's Office.

Participating Institutions:

- American International College
- Bay Path College
- Elms College
- Holyoke Community College
- Springfield College
- Springfield Technical Community College
- Western New England College
- Westfield State College

Course Credit

The usual full-time credit load per semester is 15-16 credits; the minimum full-time load is 12 credits. Students may carry a maximum of 18 credits per semester without incurring additional tuition fees.

Course Registration

Course registration for the upcoming semester takes place approximately three weeks before semester exams. Prior to registration day, the upcoming semester course offerings are posted on the college website, while registration forms and instruction sheets are placed in each student's mailbox. It is the student's responsibility to read the registration material, meet with her/his advisor, and complete the registration form (including the advisor's signature). The student will then need to register for courses online during registration week.

Curriculum Committee

The curriculum committee's function is to undertake a thorough study of the present college curriculum and make recommendations, as it deems desirable.

Faculty Advisors

All students are assigned faculty advisors. The faculty advisor serves as a resource for information regarding academic matters such as core requirements, course registration, and adding and dropping courses. If you do not know your advisor's name, please contact the Office of the Registrar.

Financial Obligation

All students are required to meet financial obligations each semester with due dates of August 1 for fall and January 1 for spring semesters. Failure to do so will result in the following: class schedules will be held, resident students will not receive a room key, and/or participation in co-curricular activities, and/or services will be suspended. In addition, entrance and exit interviews for all educational loans are mandatory and must be completed in a timely manner.

Grade Change Policy

A change in an assigned grade can be made by the instructor of the course up to one month following issuance of grades by the Registrar's Office. All grade changes past the one-month deadline must be requested by the instructor and approved by the vice president of academic affairs.

A student who, after consultation with the faculty member and the vice president of academic affairs, wishes to challenge a grade on a transcript or grade report, should follow procedures outlined in the student handbook; specifically, the student grievance policy for academic matters.

Graduate Studies and Continuing Education

Fall /Spring Office Hours

Monday – Thursday, 8:30 a.m. – 7:00 p.m.

Friday, 8:30a.m. – 4:30 p.m.

Fridays during Weekend College, 8:30 a.m. – 6:00 p.m.

Saturdays during Weekend College, 8:00 a.m. -1:00 p.m.

Contact Information

Betty Hukowicz, Associate Academic Dean, 413-265-2360 or hukowicze@elms.edu

Dana Malone, Associate Director, 413-265-2218 or maloned@elms.edu

Donna Harvey, Assistant Director, 413-265-2445 or harveyd@elms.edu

Jane McCarry, Administrative Assistant, 413-265-2490 or mccarryj@elms.edu

Commonly Asked Questions

How do I get my student identification card?

The Elms College student ID card is issued through the Dean of Students Office after you have registered for course(s). The Dean of Students Office is located on the first floor, of the Mary Dooley College Center. ID cards will be issued during the first week of classes.

How do I get my library card?

Once you have your student ID card, the library will issue you a bar code to be placed on the back of your ID card. This allows you to participate in the many services of our library, and the libraries throughout the area. Contact the library staff at 413-265-2280 or email smithm@elms.edu to set-up a tour and become acquainted with Elms College Alumnae Library's services.

Where are the computer labs on campus? Will I be able to use the labs?

You will need your student ID card to use a lab on campus. The labs are located on the first floor of the Mary Dooley College Center, on the lower level of the Alumni Library, and on the second floor of Berchmans Hall in Room 203 and 209. If the computer labs are locked, please call public safety at 413-265-2278.

Is there a food plan for part-time undergraduate and graduate students?

Aramark, our food service vendor, provides all students with the opportunity to purchase a meal plan. Otherwise, food and beverages may be purchased on a cash basis. The hours of operation for the dining room are Monday-Friday 7:00 a.m.-10:00 p.m, and Saturday and Sunday 8:00-11:00, brunch is served from 11:00-1:30pm and dinner is 4:30-6:00pm; Please see dining services for special holiday hours. The café hours are Monday-Friday 7:30am-6:00pm and Saturday 8:00am-2:00pm. Closed on Sunday.

There are also vending machines available in the Mary Dooley College Center, the Maguire Center, and on the lower level of Berchmans Hall.

Is there a place for me to relax between classes?

Yes. On the first floor of Berchmans Hall, there are chairs in the rotunda. On the first floor of the Mary Dooley College Center is the student café and the sitting space in the dining room.

Where can I receive help completing my 30-hour community service project (transfer students with an associate degree complete 15 hours of community service)?

The Office of Campus Ministry and Community Service will assist you in selecting from a variety of community service projects. The office is located in the Mary Dooley College Center on the first floor, left side of the building. For additional information, please call 413-265-2289 or email Sr. Carol Allan at allanc@elms.edu.

May I use the fitness facilities?

Membership in the Maguire Center is available to part-time students. For more information, please contact the Maguire Center at 413-265-2313 or email Valerie Bonatakis at bonatakisv@elms.edu.

How do I learn about campus events?

Campus events (including sporting events) are listed on the Elms College website in our news and events section. You can browse the listings or search for a particular event. Jose Tolson, Director of Student Activities, publishes a periodic email update of events. Contact Jose Tolson at 413-265-2211 or email tolsonj@elms.edu to receive those updates.

Will I be issued an email address as a student at Elms?

Yes. If you are a new student, Information Services will send you a letter, after you have registered for class(es), which will include your password to your user accounts: Elms email, Blazernet, and Manhattan. Information Services may be reached at helpdesk@elms.edu. *Stop by our office to check your email on one of our computer terminals, sit and relax before class, or just say hello.*

For any additional questions, please contact the Division of Graduate Studies and Continuing Education at 413.265.2490 or email mccarryj@elms.edu.

Student Grievance Policy for Academic Standards

One of Elms College's stated goals is to preserve the college as "an institution in which a supportive personal relationship among students and faculty exists." Every effort should be made to maintain such relationships. However, if a relationship breaks down and efforts to communicate fail, the following grievance procedure should be followed:

Informal Steps

1. Initial Representation of Grievance

If students feel that they have a serious grievance of an academic nature, for example, unprofessional treatment or discrimination, they should present that grievance orally or in writing to the party or parties involved and they should attempt to resolve the grievance at this level.

2. Arbitration by Division Chairperson

If the grievance is not resolved, it should be presented orally or in writing to the chairperson of the division involved, who will act as an informal arbitrator between the parties in an attempt to resolve the grievance. If the grievance is against the division chairperson, the vice president of academic affairs will serve as informal mediator. The mediation should occur as soon as possible—at least within a week of the complaint.

3. Intervention by Vice President of Academic Affairs

If the arbitration by the division chairperson does not resolve the conflicts satisfactorily, the student should, within a week, present the grievance in writing to the vice president of academic affairs, who refers the matter to the committee for faculty and student standards (FAST). If the grievance is against the vice president of academic affairs, then the petition should be submitted to the chairperson of FAST.

4. Preliminary Hearing of FAST

The chairperson of FAST shall convene a preliminary hearing with the petitioner and with the FAST committee members chosen by the petitioner and committee chairperson to evaluate the merits of the petition and to recommend further action. At least one of the FAST members chosen should be a faculty member. This preliminary meeting should be called within one week after notification of the vice president of academic affairs.

5. Hearing of FAST

If the sub-committee recommends a meeting of the full committee, this meeting shall be held within two weeks of the preliminary hearing. A written statement of the grievance and information pertaining to it should be submitted by each of the parties to the grievance committee a week in advance of the scheduled meeting. One person of her/his choice may accompany each of the grieving parties at the meeting. A quorum of a simple majority of FAST members and at least one student member must be present. If possible, a satisfactory resolution will be reached at the conclusion of this meeting.

INFORMATION TECHNOLOGY

Student Computer Access

Elms College provides the latest technology for Elms Community at prime locations across the Elms campus. Elms' has over 100 computers in three computer classrooms, one computer lounge, and multiple small computer labs across the Elms Campus. The Elms Computer Classrooms and Labs are open seven days per week throughout the semester. Students will be required to follow a code of ethics for computing, and all students must abide by the acceptable use policy provided below, or their network access will be revoked.

All Student Access computers are equipped with computers running Windows XP and Microsoft Suite. All labs have an installed program called Deepfreeze. This program prevents the computer configurations from being permanently changed. For this reason, do not save files to the local computers; your files will be deleted when the machine is rebooted. Files can be stored on external media, such as a USB Removable Flash Drives (Thumb Drives or Jump Drives), or on your Elms Z:\ Drive (This location is available to any Elms student that logs in using their Elms Network Account). These procedures have been developed to facilitate fair use of the facilities for everyone. Sometimes it is difficult to accommodate everyone's needs, but our trained staff will strive to create a "user-friendly" environment for you and will work to make your time here a positive learning experience. Professional staff and student work studies are available during all Elms College operating hours to assist you.

Elms Computer Classrooms are used for formal teaching, supporting curricula, and individual learning assignments. Utmost attention is paid to making the Computer Classrooms and their resources available for student needs. Elms have three Computer Classrooms; two are located on the second floor of Berchmans Hall and one in the basement of the Alumnae Library. Schedules indicating availability will be posted outside of each computer classroom. An Elms College student ID is required to use any Elms College Classroom, and an Elms Network Account is required to print in any Elms College Computers Classrooms. All computers areas are working environment, so please respect fellow computer users and work in a quiet manner and remember to keep the classrooms clean.

Elms Computer Lounge is located in the Mary Dooley College Center and is for general purpose and is available for students at a **basis of first come, first served**. Students will be required to follow a code of ethics for computing, and access is restricted to login with their Elms network account. The Computer Lounge access is available during open hours of Mary Dooley College Center.

Elms Computer Labs are located across Elms campus at multiple academic departments. The following academic departments have computer labs: Computer Information Technology (CIT) Department, Career Services, Nursing, Continue Education and Communication Science and Disorders (CSD) are some departments that provide computers for general purpose and are available for students at a **basis of first come, first served**. Students will be required to follow a

code of ethics for computing, and access is restricted to login with their Elms network account. Schedules indicating availability will be posted at each academic department.

Elms Residence Halls are equipped with a wireless network for internet access.

Printing Information

Elms College provides a \$25.00 printing allotment at the beginning of each semester for each student registered. The printing system is designed to help make printing equitable and fair and encourage sustainability of financial & environmental resources.

- Single sided black and white prints are \$.10 each - that's the equivalent of 250 prints
- Double sided prints (where available) are \$15 cents
- Color prints are \$.35
- Double sided Color prints (where available) are \$.40
- Elms College Students, who wish to add more printing to their student account, can pay the Student Accounts Office to increase printing capabilities.
- Alumnae Library has printing available for cash; single side prints are \$.05 each, see Alumnae Library counter for details.

Student Email Accounts

All students (full- or part-time) are eligible to use the college email system. A unique email account will be created for each student. Students access their college email account at the email link found at campus.elms.edu. Email accounts are to be used for educational and lawful purposes only. The college reserves the right to disconnect an email account, if it deems necessary. All students should check their Elms email account regularly. Staff and faculty will communicate important information to students using this email account. Students are responsible for the information sent to them through their Elms email.

For email server maintenance purposes and to manage the ever-increasing amounts of junk and virus email, the college will perform student email account cleanings two times a year. At the end of each semester, the college will delete all email messages older than 150 days from all student email accounts. A student's email account will remain the same during her/his entire time as a student. Student email accounts are deleted from the college email system promptly upon their graduation or withdrawal from the college.

Internet Acceptable Use Policy

Elms College relies heavily on networked computers and the data contained within those systems to achieve its missions. Students are notified that electronic information is not private and remains the property of Elms College. This Acceptable Use Policy is to protect these resources in accordance with the State of Massachusetts laws, Federal laws and Elms College Policies. All users (administrators, faculty, students and visitors) granted access to Elms College Information must follow the acceptable use policy below. All users of computing systems must read, understand, and comply with the terms outlined in this Policy:

By using the service, the student agrees to the terms of this acceptable use policy.

Elms College reserves the right to immediately terminate the student's service without notice, at Elms College's sole discretion, if the student (or others who use student's service) violates this acceptable use policy. Elms College also reserves the right to immediately remove any material

or information that violates this policy for any reason whatsoever at Elms College's sole discretion without prior notice.

1. Use

The wireless network access service provided to the student is being provided solely for use in student's dorm, and any unauthorized access by a third party to e-mail, Internet access, or any other function of the service is in violation of this policy and relieves Elms College of any affirmative obligations it may have. Student will not resell or redistribute, nor allow others to resell or redistribute, access to the service in any manner. Elms College reserves the right to disconnect or reclassify the service for failure to comply with any portion of this provision or this policy. Any violation of these policies may lead to prosecution under state and/or federal law and/or termination of student's service.

2. End-users

The student is responsible for any misuse of the service. Therefore, the student must take steps to ensure that others do not gain unauthorized access to the service. Student is solely responsible for the security of (i) any device student chooses to connect to the service, including any data stored or shared on that device, and (ii) any access point to the service.

3. No Illegal or Fraudulent Use

Student will not use, nor allow others to use, the service to violate any applicable federal, state, local, or international laws (including, but not limited to, the Children's Online Privacy Protection Act). Student will not use, nor allow others to use, the service to commit a crime, act of terrorism or fraud, or to plan, encourage, or help others to commit a crime or fraud, including but not limited to acts of terrorism, engaging in a pyramid or ponzi scheme, or sending chain letters.

4. No Copyright or Trademark Infringement

Student will not use, nor allow others to use, the service to send or receive any information which infringes the patents, trademarks, copyrights, trade secrets, or proprietary rights of any other person, entity or business. This includes, but is not limited to, digitization of music, movies, photographs, or other copyrighted materials or software. Under the DMCA, copyright owners have the right to notify Elms College if they believe an Elms College student has infringed the copyright owner's work(s). If Elms College receives a notice from a copyright owner alleging a student has committed copyright infringement, Elms College will notify the student of the alleged infringement. If Elms College receives more than one notice alleging copyright infringement on the student's part, the student may be deemed a "repeat copyright infringer." Elms College reserves the right to terminate the accounts and access to the service of repeat copyright infringers.

5. No Threats or Harassment

Student will not use, nor allow others to use, the service to transmit any material that threatens or encourages bodily harm or destruction of property, or which harasses, abuses, defames, or invades the privacy of any other person or entity.

6. No Pornography or Offensive Materials

Student will not use, nor allow others to use, the Elms College computer network or equipment, to send, receive, or print pornographic, obscene, profane, or offensive materials.

7. No “Spamming”

Student will not use, nor allow others to use, the service to send unsolicited messages or materials, bulk e-mail, or other forms of solicitation (“spamming”). Elms College reserves the right, in Elms College’s sole discretion, to determine whether such posting or transmission constitutes unsolicited messages or materials. This prohibition against spamming is applicable to mass mailings by students in conjunction with third parties and is designed to maintain service quality for all students. Mass mailings are those sent to more than 150 recipients by student or in conjunction with a third party to any group of recipients. Student is responsible for maintaining confirmed opt-in records and must provide them to Elms College upon request. The term “opt-in” means that recipient has signed up for mailings voluntarily.

8. No “Hacking”

Student will not use, nor allow others to use, the service to access the accounts of others or to attempt to penetrate security measures of the service or other computer systems (“hacking”) or to cause a disruption of the service to other on-line users. Student will not use, nor allow others to use, tools designed for compromising network security, such as password-guessing programs, cracking tools, packet sniffers, or network probing tools.

9. No System Disruption

Student will not use, nor allow others to use, the service to disrupt Elms College’s network or computer equipment owned by other Elms College students. Any static IP address must be authorized and provisioned by Elms College. Student also agrees that student will not use, nor allow others to use, the service to disrupt other Internet Service Providers or services, including but not limited to e-mail bombing or the use of mass mailing programs.

10. No Impersonation or Forgery

Student will not impersonate, nor allow others to impersonate, another user, falsify one’s user name, company name, age, or identity in e-mail or in any post or transmission to any newsgroup or mailing list or other similar groups or lists. Student will not forge, nor allow others to forge, any message header of any electronic transmission, originating or passing through the service.

11. No Abuse of Newsgroups

Student will not post, nor allow others to post, a similar item to more than six (6) newsgroups or mailing lists. Student will not post or transmit, nor allow others to post or transmit, any private, third party e-mail to any newsgroup or mailing list without the explicit approval of the sender.

12. No Excessive Use of Bandwidth

If Elms College determines, in Elms College’s sole discretion, that student is using an excessive amount of bandwidth over the Elms College network infrastructure for Internet access or other functions using public network resources, Elms College may at any time and without notice, suspend excessive bandwidth capability, suspend student’s access to the service, or terminate student’s account.

13. No “Viruses”

Student will not use, nor allow others to use, the service to transmit computer “viruses,” worms, “Trojan horses,” or other harmful software programs. Student will use standard practices to prevent the transmission of such viruses or other harmful software.

14. No Waiver

The failure by Elms College or its affiliates to enforce any provision of this AUP shall not be construed as a waiver of any right to do so at any time.

15. Revisions to Policy

Elms College reserves the right to update or modify this policy at any time and from time to time with or without prior notice. Continued use of the service will be deemed acknowledgment and acceptance of the policy. Notice of modifications to this policy may be given by posting such changes to Elms College’s Campus Page (campus.elms.edu), or by conventional mail.

Cable TV

The residence halls are equipped with a cable access in each dome room, student must provide their own TV coax cable, and a large screen TV is available in all resident halls lounges.

STUDENT SERVICES

Student Affairs

This office exists to serve the co-curricular developmental needs of all students through the coordination of programs and services. The Vice President of Student Affairs & Dean of Students and the Associate Dean of Students oversee the design, management, implementation and evaluation of services that support the college mission to educate students for life and for a career. The Vice President of Student Affairs is a member of the President’s Cabinet. The departments in the Division of Student Affairs include: Athletics, Campus Ministry, Career Center, Counseling, Disability Services, Health Center, Intercultural Programs, Residence Life, and Student Activities. Student Affairs works closely with Dining Services and Public Safety.

Academic Resource Center

The Academic Resource Center provides tutoring services and advising for all students who are placed on academic probation, as well as any student seeking to improve writing skills, study skills, and/or general academic proficiency. The center is located on the second floor of the Alumnae Library, and its hours are posted according to the advisors’ schedules.

ATM Machine

An ATM machine is located in the first floor lobby of the Mary Dooley College Center.

Athletics

Athletics are an important aspect of the Elms College experience. Our intercollegiate teams provide opportunities for student athletes to participate, compete, excel, and enhance their skills and knowledge.

We embrace the Division III philosophy, which stresses athletics that support, not compete with, academics. We’re committed to enabling student athletes to have the best possible experience on

our athletic teams—an experience that enhances their learning, growth, and personal development.

The intramural program offers various opportunities to currently enrolled full-time students, faculty, staff, and administrators. Participation in the program is voluntary and determined by the level of interest for each activity. The intramural program provides students an opportunity to have fun, recreate, meet new people, and take a break from the everyday stressors of college life. Team sports, leisure activities, day tournaments, and off-campus events are some activities that may be offered. Most events take on a league structure and offer a postseason tournament to determine intramural champions. Competition will consist of teams of women, men, co-ed, faculty, and staff.

Varsity Sports:

Baseball

Basketball (men's and women's)

Cross country (men's and women's)

Field hockey

Men's Golf

Women's Lacrosse

Soccer (men's and women's)

Softball

Swimming (men's and women's)

Volleyball (men's and women's)

Intramural Activities:

3 on 3 basketball

5 on 5 basketball

Disco bowling

Computer games

Floor hockey

Football

Ultimate Frisbee

Indoor soccer

Sport trivia tournament

Volleyball

College Bookstore

The college bookstore, located in the lower level of the Mary Dooley College Center, provides textbooks, reference books, school supplies, magazines, imprinted gifts and clothing, gift cards, beverages, snacks, and health and beauty aids. Through the bookstore, arrangements are made for the purchase of academic caps and gowns, college rings, announcements, and nursing pins. Payment may be made by cash, check, MasterCard, Visa, American Express, or Discover credit cards.

Bookstore hours are:

Monday - Thursday 8:30 a.m.-4:30 p.m.

Friday 8:30 a.m.-2:00 p.m.

Bookstore hours are extended at the beginning of each semester, and the store will be open on selected weekends to accommodate students. During the summer the bookstore is open on a reduced schedule, which is posted outside the entrance and on our bookstore's website (www.elms.bkstr.com). Textbooks may be purchased online as well. Please call the store for details. If you have any questions, call extension 2273 or 413-594-5500.

Campus Ministry

The Office of Campus Ministry, located in the Mary Dooley Center, offers a variety of programs and events. The staff works to promote compassionate, thoughtful, critical responses to social challenges of our world, and to deepen the spiritual life of the college community.

With the input of students, faculty, administration, and staff, Campus Ministry seeks to build Elms College community through:

- sacramental and liturgical celebrations
- retreats and reflections
- inter-religious gatherings
- study of and response to social justice issues
- campus ministry club
- service trips

Through hospitality and structured opportunities, Campus Ministry seeks to ground the members of the college community in an atmosphere of belonging, encourage critical thinking, and promote a sense of compassion. All of these things provide a foundation for leadership in each person's own faith tradition and civic life.

The Campus Ministry Office coordinates domestic and international service trips. These trips can be life changing for those who participate, offering hands-on experience, personal growth, and spiritual development. By reaching out to other cultures, we embrace the possibilities of changes that can be made through efforts guided by compassionate hearts. There are services trips open to Elms students throughout the academic year.

The Campus Ministry staff is available to assist members of the Elms College community in areas of personal concern.

You can reach the Office of Campus Ministry by dialing 265-2289 or X2289. You can also reach this office by emailing campusministry@elms.edu.

Campus Ministry Mission Statement

The Office of Campus Ministry at Elms College is an interfaith organization grounded in Catholic tradition with an ecumenical perspective. The office exists to deepen the spiritual life of Elms College community as well as to promote a compassionate and critical response to the social challenges of our world. The Office of Campus Ministry seeks to foster peace through community building by engaging in worship that is inclusive of both Catholic and non-Catholic traditions, providing social gatherings, and organizing community service opportunities.

The Office of Campus Ministry seeks to develop leadership skills and build character in students so they can make positive changes in our world as they confront issues such as homelessness, hunger, domestic violence, racism, and war. The mission of the Office of Campus Ministry is

derived from the consensus statement of the Sisters of St. Joseph, which challenges us to “achieve unity both of neighbor with neighbor, and neighbor with God.”

Career Center

Career planning is a developmental process that is fostered throughout one’s entire life. Career Center staff assists students and alumni in creating and establishing career plans, and accessing meaningful professional and employment opportunities.

The Career Center builds a network among faculty, employers, and the Elms College community. The center provides a range of career planning services, including career and major exploration support, individual career counseling, career resource information and professional career planning workshops. The Opportunity Network is a database of jobs accessible through the Career Center’s website at www.Elms.edu/career and is available to students and alumni.

The Career Center, located on the main level of the Mary Dooley College Center, is open Monday through Friday from 8:30a.m to 4:30p.m., and one evening per week during the fall and spring semester (some adjustment may be made to the schedule due to workshops). The office is closed during the summer. Individual appointments can be arranged by calling 413-265-2272 or via email at careers@elms.edu.

Commuter Students

As a full time commuter student, you are an integral part of the Elms College community and have all the same services and support available as the full time residence student outside of a room in our residence halls. To facilitate your involvement in campus life, the following information has been compiled. If you have any questions, please contact the Office of Student Affairs or the director of student activities.

Frequently Asked Questions from Commuter Students

-How do I get my student identification card?

The Elms College student ID card is issued through the Office of Student Affairs, located on the first floor of the Mary Dooley College Center. The office can also provide information about where you can receive discounts at area attractions with your student ID.

-How do I get my library card?

Once you have your student ID card, the library will issue you a bar code sticker to be placed on the back of your card. You will need this bar code in order to take advantage of the many services offered at our library, and at the libraries at other area colleges. Contact the library staff to set up a tour and learn about services available at the Alumnae Library.

-Where are the computer labs on campus? Will I be able to use the labs?

There are computer labs on campus that are available to all Elms College students. You will need your student ID card to use one of these labs. The labs are located on the first floor of the Mary Dooley College Center, the second floor of Berchmans Hall, and the lower level of the library.

-Will I be issued an e-mail address as a student at Elms College?

Yes! You will need to sign up for an account through the Information Services Office, which is located on the second floor of the Mary Dooley College Center. Ask the information services staff how to check your account from work or home.

-Will I have an academic advisor?

If you are matriculating in a specific academic program, you will be assigned an advisor in your department of study. If you are undecided, you can receive advising from the Office of Academic Affairs, located on the first floor in Berchmans Hall, at phone extension 2222.

-Where can I get academic help if I need it?

We have an Academic Resource Center located on the second floor of the Alumnae Library. Tutors are available to assist you with any academic subject area, study skills, test anxiety, and writing skills. The hours of the center are posted on the door, and you can contact the center's director, Sr. Ann Daly, at extension 2376.

-Is there a food plan for commuter students?

Aramark, our food service vendor, provides all students with the opportunity to set up a Blazer Dollars account (meal points), used to purchase food items in the dining hall. Every time you use the Blazer Dollar system, money will be deducted from your account, so you do not need to carry cash. To purchase points, simply stop by the cashier station in the cafeteria during business hours 9am-4pm

There are also vending machines available in the Mary Dooley College Center, the Maguire Center, and Berchmans Hall.

-Are lockers available?

Lockers are located in the basement of the Mary Dooley College Center. Students must provide their own locks. The college is not responsible for lost, stolen, or damaged items. Students are responsible for removing the lock. Any items left in lockers will be removed and disposed of at the college's discretion. Misuse of the locker in any way may result in disciplinary action. The college will remove any lock or items left after May 20 of each year.

-Where can I receive help completing my 30-hour community service project?

The Campus Ministry Office can assist full and part-time undergraduate students in identifying a community service site, or supporting an ongoing community service project. Drop by the office to learn more about alternative January or spring breaks, annual service projects and other volunteer opportunities. The campus minister can be reached at extension 2289 or 265-2289 or at campusministry@elms.edu.

-Are career advisors available on campus?

Yes! The staff at the Career Center can help students identify internship sites, additional community service locations, summer employment opportunities, and future professional employment opportunities. The center director, can help students identify and clarify their short- and long-term goals, qualities, skills, knowledge, talents, and abilities, and explain how to apply these qualifications in hands-on learning experiences. Individual Appointments can be arranged by contacting careers@elms.edu or extension 2272 or 413-265-2272.

Counseling Center

The Counseling Center provides a wide variety of counseling services, without charge, to full-time students at Elms College. Many students utilize the center at some point during their academic career.

A professional staff counsels students who seek support for a variety of personal concerns. Some commonly addressed issues are:

- feelings of loneliness, anxiety, and depression
- relationship conflict
- eating disorders and body image
- issues of sexual identity
- changes in academic performance
- coping with unexpected pregnancy or STDs
- alcohol and substance abuse
- trauma
- suicidal thoughts
- family problems
- grief and loss
- parenting issues
- transitional concerns (homesickness, graduation, etc.)

The Counseling Center is located in the Health Center on the second floor or the Maguire Center. Appointments may be made in person or by calling the Counseling Center (413-265-2275) or the Health Center (413-265-2288).

Dining Services

Elms College dining services are managed by Aramark. The staff provides a dining program that offers exceptional quality, variety, and value at every meal, every day. Dining options include freshly made pizza, salad bar, deli options, grill options, to go items, delicious snacks, and much more. Many food choices are available from early morning to late evening.

Aramark staff pride themselves on meeting student needs. Any time you have a suggestion, comment, or question about food services, please let them know. Everyone on their staff is committed to providing the best possible service. Students with specific food allergies or needs should contact health services and the director of Aramark to determine the best course of action for food options. It is the student's responsibility to contact the appropriate people with regard to specific food issues and needs. If you have a special diet or need please contact the Aramark food director at 413-265-2217 or health services at 413-265-2288. Food and nutrition related issues connected to a disability of any student and/or individual can be facilitated through the Office of Disability Services at 413-265-2333.

Each resident student must chose a meal plan, either the 200 all-you-care-to enjoy or the unlimited all-you-care-to enjoy. The 200 meal plan includes \$100 in dining dollars and the unlimited includes \$50 in dining dollars. Dining dollars can be used at the café. Each semester the meal plan begins again with nothing rolling over from fall to spring or from spring fall. The only exception to that is that the dining dollars amount rolls over from the fall semester to the spring. At the end of the spring semester the meal plan amounts not used are lost.

If a student loses housing privileges the meal plan and any remaining meals or dining dollars are lost. No refunds are given. If the student leaves the college for any reason at any point, the meal plan is no longer available to them. It is the student's responsibility to manage their meal plan. Guests of a student may purchase a meal or food from the café. Students who have a meal plan can use a guest pass. Please see the cashier for details.

Commuter students may purchase a meal plan. You may purchase the meal plan by completing a form in the office of student affairs or at the Aramark office in the college center. Please note that refunds are not given. If a student leaves the college for any reason the meal plan that they purchased is no longer available for their use. It is the student's responsibility to keep track of the number of meals and/or dining dollars.

Students with special needs with regard to the dining services or access/use of the dining area should contact the office of student affairs at 413-265-2210 or the Office of Disability Services at 413-265-2333.

Dining Hall Meal Service

Monday-Friday 7:00 a.m.-10:00 p.m.

Saturday, Sunday, and Holidays

Continental Breakfast 9:00 a.m.-11:00 a.m.

Brunch 11:00 a.m.-1:00 p.m.

Dinner 4:30 p.m.-6:00 p.m.

Café Hours

Monday-Friday 7:30am-6:00pm

Saturday 8:00am-2:00pm

Sunday Closed

Disability Services

The office of disability services is located on the third floor of the Alumnae Library. The Director can be contacted at extension 2333.

Please refer to the following link to view the handbook of services for students with special learning needs:

<http://www.elms.edu/Documents/Disability%20Services%20Student%20Handbookd%202009.pdf>

the downloadable forms are at:

<http://www.elms.edu/Documents/Disability%20Services%20Downloadable%20Forms%202009.pdf>

www.elms.edu/downloads/DisabilitiesHandbook.pdf

Individuals requiring disability related accommodations for campus events should contact the Office of Disability Services by e-mail ods@elms.edu at least four weeks prior to an event for which disability related accommodations are being requested.

Game Room

The Elms College Game Room is located in the Dooly College Center. Use of the Game Room is available for Elms students and their guests. To help provide an orderly and safe atmosphere, and to maintain the quality of the equipment, the following policies and procedures have been enacted. The college assumes that all students will abide by these policies and procedures. Violations of established college policy can result in disciplinary action up to and including suspension from Elms College.

The following is a list of prohibited actions in the Game Room. The list is not all inclusive.

1. Sitting or standing on Game Tables
2. Bring in food or beverages.
3. Use or possession of alcohol, or being under the influence of alcohol.
4. Foul or inappropriate language.
5. Littering or not properly disposing of trash.
6. Possession, use, or being under the influence of narcotics or other illicit drugs as defined by the laws of the Commonwealth of Massachusetts.
7. Misuse or destruction of Game Room equipment.
8. Unauthorized entry into the Game Room.
9. Gambling
10. Verbal abuse, bullying in any form, harassment of, or threat to harm any person.
11. Theft or unauthorized use or possession of any property owned, or leased by the College.
12. Refusal to leave a valid form of ID when requesting the use of Game Room equipment.
13. Refusal to comply with instructions/directions from Game Room staff.

Health Center

The Elms College Health Center, located in the Maguire Center, is designated to assist students with health promotion activities and practices that contribute to life-long wellness. The Health Center and the Counseling Center work together to provide a holistic approach to health. The Health Center is staffed by two registered nurses, a nurse practitioner and a physician. Referrals to other health care providers, laboratories, and radiology facilities are arranged as needed.

Massachusetts state law requires all students carrying nine credits or more to provide proof of medical insurance. All full-time students are entitled to use the Health Center regardless of insurance coverage. Students will be enrolled in the school health insurance plan unless proof of insurance is submitted to the Student Accounts Office.

Part-time students may use the Health Center in the event of an emergency. All full-time students and part-time health science students are required to have complete immunization and health records on file at the Health Center. Failure to comply with this Massachusetts law will result in prohibition from class attendance.

The Health Center is open 35 hours per week. Hours of operation are posted at the Health Center, and are also on the voice mail message at extension 2288 or 413-265-2288.

Intercultural Programming

The Office of Intercultural Programming (OIP) has been created to advance Elms College's commitment to creating and maintaining an inclusive and equitable campus climate to help all students better understand the challenges and rewards of living in a world that is becoming more and more diverse. Because the presence of diversity and cultural richness is an integral component of student learning and enhances each student's cultural experience, this office seeks to foster an atmosphere that embraces and advocates mutual respect, cultural identity, and self-growth.

The Office of Intercultural Programming is located in the Mary Dooley College Center on the First floor and shares office space with the Career Center. You can reach the director, at 413-265-2343

International Programs

The International Programs Office is here to welcome and support students from around the world. The director of English language learning (ELL) / international programs is instrumental in helping to coordinate the admission process, immigration advising, and support services for all international students and students learning the English language. Academic advising is done collaboratively between the academic department and the director of ELL / international programs. Our goal is to help student be successful at Elms College.

The International Programs Office encourages both international students and American students to be a part of the International Club. The Club holds many events to celebrate cultures and to educate others about global affairs.

This office also collaborates with students, faculty, and other campus offices to introduce the value of diversity and global awareness. The Office of International Programs is located on the second floor of the college center.

Library

The Alumnae Library is the major intellectual resource center of the college. This modern structure, with its soft carpeting, book-lined shelves, carrels, and lounge areas, lends an atmosphere of peaceful concentration for study and research. There are more than 111,000 books, more than 800 periodical and database subscriptions, and an ever-growing collection of media. The library has been a selective U.S. Government Depository since 1969, and is a member of the C/W MARS automated library network. The library's professional staff is available for reference assistance, information literacy sessions, and other services during library hours.

Technological services include on-line database searching both in the library and remotely. Interlibrary loan software provides the capability of quickly retrieving material not held by the library.

The Alumnae Library belongs to several consortia that enhance the level of service offered to students: NELINET, which extends access to a series of international databases, both monograph and periodical; C/W MARS, which provides access to the holdings of over 200 libraries in the central and western Massachusetts area; and CLGS, which offers borrowing privileges at the six Springfield area colleges.

The lower level of the building contains the Curriculum Library, theater, listening room, Media Center, and microform room. The Academic Resource Center (ARC) is located on the second floor. Photocopy machines are available on the first and third floors, and copies are five cents each.

Maguire Center

The Maguire Center for Health, Fitness, and Athletics, named in honor of Bishop Emeritus Joseph F. Maguire, is a multi-purpose facility for athletics, recreation, and academics. The center provides an aerobic and weights training area; a six-lane 25-meter pool; a multi-purpose area with a suspended indoor track; offices; classrooms; health sciences laboratory; conference rooms; and locker rooms and showers.

All full-time students, faculty, staff, and administrators receive complimentary memberships. Alumni, continuing education students, adjunct faculty, and part-time students may join at a reduced rate. Membership includes full use of the facility plus, water aerobics classes, weight training and Cybex instruction. Senior programs are also available. Local residents can purchase a membership on a short or long-term basis. Stop by and pick up a schedule of classes and events. Appropriate attire and behavior is expected in the Maguire Center at all times.

Membership may be revoked at any time and no refund provided depending on the nature of the situation.

Mail Services

Mail services are located in the lower level of the Mary Dooley College Center. Mailboxes for all full time students and faculty are located there. Students will be assigned a mailbox to be used for the entire time of their attendance at Elms College, and they are given either a combination or a key to open the box. Mailboxes are accessible for the entire year, but mail will be forwarded during Christmas and summer breaks. Letters, packages, flowers, and gifts may all be received through the mail services. Stamps and postage may be purchased and mail sent out from here. The mailroom is open Monday through Friday from 9:00 a.m. to 4:30 p.m. The Chicopee post office is also within walking distance of the Elms College campus. Students are responsible for keeping their mailbox combination confidential. The combination should not be given out to anyone. It is the student's responsibility to return the mailbox key if one is issued. Otherwise a charge \$25.00 is put on the student's account for a key not returned or lost.

Mary Dooley College Center

The Mary Dooley College Center contains facilities that serve the academic and co-curricular needs of students. The dining room and an ATM are located on the main floor of this building. Also located on the main floor are the Offices of Student Affairs, Campus Activities, Campus Ministry, the Career Center, and the Fontbonne Room, the games room, and the Director of Public Safety. On the lower level are found the Department of Communication Sciences and Disorders, the College Bookstore, the college post office, the print center, and the SGA office. The upper level houses the Borgia Art Gallery, the Alumnae Room, and the Offices of Alumni, Institutional Advancement, and Institutional Marketing.

Various rooms throughout the building are available for meetings, activities, and classes. For details regarding room usage, consult the switchboard operator by dialing 0 between 8:30 a.m. and 4:30 p.m. For classroom reservations in the college center please contact the registrar. Reservations for fundraising tables or tables to advertise a club, an organization, or an event in the college center or any other building must be preapproved through the student activities office. This must be done at least two weeks before the requested date.

Residence Life

The Residence Life program at Elms College seeks to compliment the academic mission of the institution by encouraging students to continue to grow intellectually, socially and culturally outside of the classroom. Living on campus is a major component of student life, and students who choose to live at Elms College are offered myriad opportunities to engage with the campus community around the clock.

The residence halls at Elms College are staffed by 12 Resident Advisors and a team of full time Professional Staff members. The staff is responsible for maintaining a safe environment where residents can pursue their academic and social endeavors. In addition, the RA staff is responsible for the enforcement of College policy. The Residence Life staff is constantly striving to engage students outside of the classroom by offering a wide variety of social and educational programming options.

The Office of Residence Life can be contacted at: (413) 265-2461, (413) 265-2260, or reslife@elms.edu

Student Government Association

The Student Government Association serves as the official representative of the student body. Its purpose is to make clear the views of the student body, and to advocate for its best interests with the college administration, faculty, and other educational institutions and associations. The SGA contributes to the total development of students by working actively to promote effective communication among all members of the college community.

Any full-time student may participate in SGA. Students are encouraged to participate in this organization, which is comprised of an executive board, class officers, and student representatives. Executive board elections are held in April, and students must have a minimum GPA of 2.5 in order to be nominated for election.

As per its constitution, meetings of the SGA shall be held at least once per month and additionally when necessary. Written notice of meeting date, time, and place shall be publicized at least five (5) days in advance. In addition to regularly scheduled SGA meetings, the SGA office is open daily and available to all students. Office hours will be posted weekly in the Campus Center. The SGA office is located in the basement of the Mary Dooley College Center. The SGA is a valuable communication tool shared among students, faculty, and administration; thus, the SGA strongly encourages your presence at meetings. Your suggestions, ideas, and support will allow the association to better communicate the concerns and needs of all students. Class Officers, a president, vice president, secretary, and treasurer represent each class of the college. Terms of office run from May to May. Upper-class officers are elected during the month of April, and first year student elections are held each November. In order to be nominated for election, a student must have a minimum GPA of 2.0.

Student Clubs

- Commuter Council
- Paralegal Association
- Performing Arts Club
- Psychology Club

Student Ambassadors
Accounting Association
Social Work Association
National Student Speech Language Hearing Association
Health Science club
Future Teachers Club
Management and Marketing Club
Active Minds
Gay/Straight Alliance
Dance Team
Local Area Network Guild
International Club
Student Nurse Association
Elmata (yearbook)
Campus Ministry Advisory Group
ALANA Students Association
International Club

Commuter Council

The commuter council was formed by commuter students to provide them with a forum for addressing issues relevant to their unique concerns. All commuters are encouraged to participate in the commuter council, which can provide networking opportunities and a sense of belonging to the greater campus community. Questions about the commuter council can be directed to the associate dean of students at 413-265-2274.

Student Activities

The Student Activities Office located in the Mary Dooley College Center, sponsors cultural/social and education events on campus that take place throughout the year. Some annual events sponsored by campus activities are the freshman trips for incoming first year students, the December talent show, Black History Month programs and the popular Spring Gala Dinner Dance.

The Student Activities office works with the student government association (SGA), the Office or Residential Life, as well as faculty and staff to present events on and off campus. These activities have included, "Fall Week", "Spring Week", trips to MTV's, and BET's 106 & Park, trips to NYC to see Broadway musicals such as Rent, The Lion King and Les Miserables.

The Student Activities Office also helps provide students with leadership opportunities through participation in student clubs, as well as national and international service trips. All programs and services are open to all Elms College students.

For more information about these and other activities sponsored by the Office of Student Activities please call 413-265-2211.

Residence Life Policies

Alcohol Use in Residence Halls

Students living in the residence halls will be expected to comply with Massachusetts state law with regard to the consumption of alcoholic beverages in their private rooms. The following guidelines for the residence halls are designed to protect the rights of all residents and to promote responsible use of alcohol. All residents and guests are expected to comply with these guidelines while privately entertaining.

1. If you are under 21, you may not have any alcoholic beverages in your room.
2. If you are 21 or older, you may not provide alcohol to underage residents.
3. If you are 21 or older, you may consume alcohol in your room.
4. If you are 21 or older, you may not store more than a 6-pack of beer or one liter of wine. Hard liquor is not allowed in any of the residence halls. Kegs and other quantity-dispensing containers, such as beer balls, are prohibited in all areas of the residence halls.
5. If you are 21 or older, you may not consume alcohol or possess an open or breakable container of alcohol in any common area of residence halls including lounges, kitchenettes, stairwells, hallways, or elsewhere on campus.
6. Residents of legal drinking age will be held accountable for consumption of alcohol by minors in their rooms.
7. Guests are subject to all rules and regulations of the residence halls and may be asked to leave if they fail to comply with these regulations.
8. Transportation of alcohol in the residence hall must be direct. All alcoholic beverages must be transported in a bag. Bags may hold only sealed containers. If a student appears to be transporting more than the allowable amount of alcohol in a bag, College staff have the right to ask the individuals to open the bag. The sealed containers must be the original containers that the alcohol was purchased in, for example, transporting alcohol in a used water bottle that is closed is not acceptable.
9. Each resident may have no more than two (2) people in her/his room at a time when alcohol is being consumed.
10. No one under the age of 21 years old may be present in room(s) of legal drinking age residents while alcohol is present or being consumed.

Change of Residency

“Change of status” forms are available in the Dean of Student’s Office and the Office of Residence Life for residents who are planning to commute, or for commuters who plan to become residents. Students may change their status at the end of each semester. Students are responsible for completing the form in a timely manner and for returning the completed form to the Dean of Student’s Office.

Common Areas

The cost of damage to property in common areas will be divided among all residents on a particular floor or within the building, unless the student(s) responsible for the damage is/are identified.

The hallways in each residence hall are considered common area space. Hallways and common areas cannot be decorated with festive lights or any other type of decoration not approved of by the college. Please keep these areas clean and free of personal belongings. A fine will be charged to students who leave furniture or personal items in the hallway.

Cooking Facilities

Kitchenettes are located off the main lobby in Rose William Hall and on the lower level of Devine Hall, and microwave ovens are available in the residence halls for student use. Students are allowed to have only two kitchen appliances in their rooms: hot pots with closed heating elements and small refrigerators (no more than 1.6 cubic feet). Most rooms are only allowed to have one refrigerator, but rooms designated as quads are allowed to have two (no more than 1.6 cubic feet each). Any questions regarding room restrictions should be given to the Office of Residence Life.

Drugs

The federal and state laws prohibiting the use, possession, or sale of narcotics are strictly enforced at Elms College. Elms College prohibits the illegal possession, use, or distribution of any controlled drug or substance so defined in the statutes of Massachusetts. Elms College students are responsible for informing themselves of state and federal laws on drug use. Resident advisors will reinforce the college policy at residence hall meetings.

Early Return Policy

Elms College does not offer housing to students during College breaks. Students need permission from The Office of Residence Life to return to campus early during breaks. A fine of \$150.00 will be assessed each time a student returns to campus early without permission, or returns to the residence hall for any amount of time without permission while the residence hall is closed.

Electrical Appliance/Equipment Restrictions and Guidelines

In Rose William, O'Leary, and Devine Halls, the electrical service available to each room is limited. More than one room shares each 20-amp circuit.

Due to these electrical restrictions and the guidelines of the Chicopee Fire Safety and Prevention Department, the following electrical appliances and items are **NOT allowed in any residence hall**:

- halogen lamps
- any cooking appliance with open heating coils
- electric frying pans
- satellite dishes or antennas
- popcorn poppers
- air conditioners
- toaster ovens
- sun lamps
- microwave ovens
- live Christmas trees

Having these items is a violation and will result in a fine. Failure to remove the items will lead to the item being confiscated and could result in additional disciplinary action.

For a list of helpful hints on what to bring and what is allowed please refer to the college website or contact the Office of Residence Life at 265-2461.

Other Restrictions on Personal Items

Gas powered items of any kind are not permitted in any residence hall or any building on campus. This includes but is not limited to scooters, grills, or motorized bikes. Charcoal grills must be kept outside. Students must have prior approval from the residence life office to use a charcoal grill. Water beds are not permitted in any residence hall.

Furnishings

Each residence hall room is furnished with a bed, bureau, chair, and desk for each student in the room. No furniture is to be moved into or out of your rooms, from or to lounges or spare rooms. If you have any Elms College lounge furniture or other college furniture and/or property other than the assigned furniture in your room, you and your roommate will be fined \$50 each for each item. The fine will apply every time this type of furniture is found in your room. If the violation is repeated, the fine may be increased. Absolutely no furniture is to be disassembled, except by express permission of the Office of Residence Life.

All furniture originally in the room must remain there. The Resident Advisor will inspect rooms upon check out.

Gender-Appropriate Bathroom Use

When guests are visiting they must use the appropriate bathroom designated for their gender.

Guest Policy

All students must show their Elms College ID or some other ID when entering a residence hall. Resident students are allowed to sign in male and female visitors during the following open house hours:

Sunday through Thursday 9 a.m.-11 p.m.

Friday and Saturday 9 a.m.-2 a.m.

The open house hours may be changed or cancelled at the discretion of Office of Residence Life.

Athlete Overnight Host Responsibilities

Elms College athletes might be asked to host a prospective student-athlete overnight. This is a responsibility that must be taken seriously. A student-athlete host should speak to their coach if they have questions or concerns about hosting a recruit, or if they don't feel they can follow through on the expectations outlined in this policy. As a host, you and the recruit are expected to abide by all College policies. The following is a list of general expectations for overnight hosts and recruits:

- Student Hosts and recruits are not to be involved in the use of drugs or alcohol on or off campus, even if the host or recruit is of legal drinking age.
- Student Hosts should not bring recruits to any location where alcohol is consumed or sold.
- Student Hosts and recruits should not leave campus for any reason. Student Hosts are not to transport recruits in any vehicle at any time during the recruit's stay on campus.
- Student Hosts should not leave recruits unaccompanied for any period of time. Hosts should be with their recruits at all times.
- Student Hosts must contact the RA On-Duty immediately if any incident, question, or concern should arise with the recruit.

- Student Hosts should be familiar with the Student Code of Conduct, which can be found in the Student Handbook. Failure to comply with College policies, or acting in a manner which does not positively reflect the values and mission of Elms College, will result in disciplinary action.
- Student Hosts must be in good judicial standing with the College. This means that any student-athlete who is on disciplinary housing probation or deferred housing removal will not be able to participate in the athlete overnight host program.
- Coaches must submit an Overnight Information and Permission Form to the Office of Residence Life for each recruit that is staying overnight. This ensures that the college has appropriate emergency contact information in the case of an emergency.
- In case of an emergency, please call Public Safety at 413-265-2278 or The RA on Duty at 413-374-7145.

All Student Hosts must attend an overnight training session facilitated by the Office of Residence Life. Group training sessions will be offered throughout the year. Dates, time, and locations of these trainings will be made available to Student Hosts through the Athletic Department. Individual training sessions will not be held, so it is extremely important for Student Hosts to attend one of these scheduled trainings. At this training, Student Hosts will sign an acknowledgment form indicating they have reviewed and understand all policies and procedures associated with hosting a prospective student-athlete.

Commuter Students Visiting Residence Halls

Commuters are subject to all guest/visitor policies. Commuter students are welcome to visit their resident friends. For the safety and security of all students, all visitors (male and female) MUST be signed in by residents; commuter students cannot sign themselves into any residence hall.

Commuters are allowed to stay overnight. A commuter who would like to be an overnight guest of a resident should make arrangements in advance. On the day of the overnight stay, the resident student must sign in the commuter as an overnight guest. Please refer to the overnight guest policy for more details.

Residents Visiting on Campus

Residents who visit a hall in which they are not occupants are considered guests and must sign in and out of the building on the designated sign-in sheet, listing the person they are visiting. Signed in resident guests do not need to be escorted by the student they are visiting during open house hours, but they do need to be escorted by the student they are visiting after open house hours have ended. All resident guests who stay past open house hours must contact the Resident Advisor on duty in order to report that s/he is staying in the building after open house hours have ended. Resident guests are expected to sign out of the building by 4:00 a.m. Resident Advisors, public safety officers and Residence Life Professional Staff members have the authority to ask students to leave or document if the students are violating quiet hours, abusing the resident guest policy, or disturbing any resident in any way. Residents may lose the privilege of visiting other residence halls if necessary.

Admittance to Residence Halls

Residents of the residence halls must sign in their guests in the lobby of their building.

Admittance to the residence halls will be as follows:

1. All guests must be signed in and out by the resident student.
2. The following information will be logged in a book at the desk:
 - a. Name of resident
 - b. Name of visitor
 - c. Room number
 - d. Phone number of the resident
 - e. Time of arrival and departure
3. Each guest must show some sort of photo identification (i.e.: driver's license, college ID) at the desk when there is a desk worker.
4. Each overnight guest must also provide vehicle information to the front desk if it applies and park in the appropriate parking spaces.
5. It is the responsibility of each resident student to make sure the guest is signed out on time.

Honor Policy

When there is no desk worker, the residents are expected to adhere to the open house policy.

Non-student Guest Rules and Regulations

1. Each nonstudent guest is the responsibility of the resident host.
2. All guests must be escorted throughout the residence hall and around campus by the resident host at all times.
3. Unescorted guests will be escorted out of the building by the Resident Advisor on duty or by public safety officers. The resident host will be documented and be held accountable for violating the College's Guest Policy.
4. Each resident in Rose William, O'Leary, and Devine Halls may have only two (2) guests at any one time. Each resident may have up to two (2) guests in the room at one time. Maximum occupancy for private rooms is 3 people; for double rooms it is 6 people; for triple rooms it is 9 people; for quad rooms it is 12 people in the room.
5. All guests must be escorted to the appropriate rest room facility by the resident host.
6. No guests will be allowed to bring alcoholic beverages into the residence halls or onto campus in any capacity.
7. The right to live in reasonable privacy takes precedence over the right of the roommate to entertain guests—a roommate has the right to say that s/he does not wish to have any guests in the room.
8. All infractions should be reported immediately to the Resident Advisor on duty.
9. No non-Elms College guests are allowed in the residence halls during midterm and finals week. Elms College commuter students are welcome to visit during midterms and finals week, but cannot sign in as overnights.

Overnight Guest Policy

Residents must sign in their male or female guests at all times, whether or not the guest is an overnight guest.

Residents wishing to have an overnight guest should make arrangements with their roommate first, and then with the resident advisor assigned to her/his floor. Each resident who is hosting an

overnight guest is responsible for this guest at all times, and all guests are expected to adhere to policies for residential students.

All overnight guests are expected to be of the same gender as the resident host. Overnight guests under the age of 16 must have prior approved by the Office of Residence Life or designee.

Hall Sports

All physical sport activities are prohibited in all areas of the residence halls to prevent damage, danger, and noise.

Laundry

A laundry room is provided on the lower floor of each dorm. Washers are \$1.50 for a one-half-hour wash; dryers are \$1.50 per load.

Losses, Theft, and Damage

While the college makes every effort to cooperate in the protection of property, it is ultimately the student's own responsibility. Large sums of money or valuable articles should not be kept in the residence halls or any place on campus. Students should secure any items of value. Student room doors should be locked whenever the student leaves the room or goes to sleep for the evening. The student should report any lock or door problem immediately to the resident advisor or the residence life staff. It is up to the student to discourage theft.

Permitted parking on the campus is provided as a convenience for faculty, staff, and students. Elms College is not responsible for any loss, theft, damage, or vandalism involving any vehicle parked on the campus. Students should not leave valuable items in the vehicle and should lock the vehicle at all times.

The college is not responsible for any items lost, stolen, or damaged anywhere on campus. Resident students may want to purchase personal property insurance or check with family homeowner's insurance policies regarding items in their residence hall room.

Neighbors

All Elms College students are asked to respect the neighborhood in which we are located. Loud music, loud voices, and fast cars negatively affect those who live around us. Please be respectful.

Pets

Fish are the only pets allowed in the residence halls. Ten-gallon tanks are the largest allowed. You will be charged a minimum \$50.00 fine for each pet Violation. Students who require the use of a service animal should contact the Office of Disability Services.

Quiet Hours

Out of courtesy, guests and students are expected to keep noise down to a reasonable level 24 hours per day, seven day per week. Quiet hours are from 11 p.m.-9 a.m. Sunday through

Thursday, and 2 a.m.-9 a.m. Friday and Saturday. Excessively loud music or noise is not permitted at any time.

24 Hour Quiet Hours

24 Hour Quiet Hours go into effect the week of midterms and finals. This allows all students in the residence halls to enjoy a quiet study environment during a very stressful time of the semester.

Residence Halls

Rose William, O'Leary, and Devine Halls are the residence halls on campus. Each residence hall contains laundry facilities, lounges for visitors, and a kitchenette for students' use. Devine Hall is a wellness residence hall.

Resident Advisors (RA)

There is an assigned resident advisor on each floor throughout the residence halls. Resident Advisors help to build community, and provide an atmosphere of openness and understanding to all who live there. Resident Advisors give guidance and assistance to students living in that location, and maintain and enforce residence hall and college policies when needed. Students in their first, second, and third years at Elms College may apply for the position of Resident Advisor for the following year. At least one semester of residence hall living and a 2.5 cumulative grade point average are required to hold this position. Please contact the Office of Residence Life at 413-265-2461 for more information.

Room Change Policy

If you wish to make a room change, speak to your resident advisor, who will make arrangements to speak with you and your roommate (if applicable). If you are given a room change form, complete it and return it to your resident advisor. Once the residence life staff has approved your request and you've been notified of an approved room change, you may move into your new room. Please note: room changes are not guaranteed, but will be considered. Residents CANNOT move without permission from the Residence Life Professional Staff.

The College may reassign a resident to a different accommodation, to a temporary accommodation, or increase or decrease the number of residents assigned to any residence accommodation if the College, at its sole discretion, deems such reassignment necessary or advisable. Reassignment may occur as a sanction for a resident's failure to comply with any rule/regulation, in the interests of health or safety, for prudent use of resources, or efficient administration of the residential system. The college does not guarantee assignment to a particular building, type of accommodation (with the exception of approved medical situations), or specific roommate. If a student moves rooms without approval from the Office of Residence Life, a fine of \$250 may be assessed in addition to a judicial sanction.

Room Consolidation

The Office of Residence Life reserves the right to consolidate empty spaces or make reassignments when vacancies occur. Room consolidation is the process for filling rooms to capacity. This practice allows us to extend campus housing opportunities to the largest number

of students possible, and helps ensure that students are living in the type of accommodation for which they are paying.

When a vacancy occurs in a double, triple or quad, the Office of Residence Life will move to fill the vacancy in the room, and will make every effort to include the students in the process. The following is a list of options for filling a vacancy:

- You and a student of the same gender who is in a similar situation may become roommates. This can only occur if the pairing does not create an additional vacant bed in the residence halls. A listing of students with vacancies is available in the office of residence life. The Office of Residence Life will work with residents to make this process as manageable as possible, but with the understanding that the vacant space(s) must be filled within a reasonable timeframe.
- If the space cannot be filled by the remaining resident(s) within a reasonable time-frame (no longer than five business days), the director or assistant director of residence life will make an administrative assignment. When an administrative assignment is made, the decision is final; the student(s) do not have veto power. In this case, the student(s) that is moving and the student(s) that is receiving a new roommate will be given 72 hours notice to make appropriate arrangements. In the case of an emergency, less than 72 hours may be given. Which student moves will be done by either mutual agreement or a random drawing, at which the residents will be asked to be present.

It is important to be aware that the director or assistant director can assign a student to the vacancy in your room in an emergency without prior notice. As such, students must only occupy the space in the room that has been assigned to them, leaving vacant beds, closets, and desks clean and available at all times.

Room Deposits

A \$250 room deposit will be charged to a student's account once a room has been chosen for the following semester. This deposit will be returned if the room is in its original condition upon student check out. Any individual room damage or damage to public areas in the residence halls will be deducted from this deposit. The deposit for each student is credited to the student's account at the end of each academic year. A student only receives a refund check at the end of their time as an Elms College student. It is possible a student may not receive any refund depending on the charges. In some cases a student may owe money depending on the amount of damage.

Room Inspection and Right of Entry

The rights of students to be secure in their residence hall rooms against unreasonable entry, searches and seizures are assured.

College officials may enter a student's room when:

- Maintenance requested by the occupant(s) or College personnel is being performed.
- Routine inspection of rooms for safety, health, and general upkeep purposes or if maintenance is performed. Institutional initiated inspections are generally preceded by at least 24 hours written or posted notice to occupant(s).
- There is perceived imminent risk to safety, health, and/or occupant(s) or institutional property.
- During announced break times.

- Reasonable suspicion that a College policy is being violated.
 - Conducted pursuant to an administrative search permit signed by the Dean of Students, or his designee. Such permit must include:
 - The residence hall room(s) to be searched.
 - The regulation(s) allegedly being violated.
 - The item(s) being sought (if applicable).
 - The names of those authorized to enter/search.
 - Entry, search and seizure by civil officers is governed by civil law.
- It is a reasonable and lawful request for staff to ask residents to open doors in any situation. Failure to comply with the request is a policy violation.

Please note: In the event of an emergency or concern for student's safety the Director of Public Safety, Public Safety Officer, or if necessary any professional staff person (facilities, health services, counselor etc.) may enter the room. Also, room inspections are conducted during Christmas break in order to make sure that all electrical equipment is unplugged. However, included in the general concept of these inspections, rooms are also checked for other problems such as misuse of furnishings, overcrowding and obvious illegal use of the room in terms of drugs, alcohol, or any violations of college policy. Students will be notified of any violations.

Room Lockouts

In the event that you lock yourself out of your residence hall room, please call campus safety at extension 2278 or 413-265-2278 to request their assistance in opening your room door. You will be let into your room for your first lockout at no cost. Subsequent lockouts will be assessed a \$10 fee, which will be charged to your student account.

Room Selection

Each spring resident students have the opportunity to select their room for the upcoming academic year. The room selection process runs for one full week, usually at the end of April. This process is done by lottery. Each student is assigned a random lottery number based on which cohort they are a member of, rising Seniors first, rising Juniors second, and rising Sophomores last. Students then attend the room reservation session that is designated for their cohort.

On the evening of room selection, students must show up with their roommates before they can pick a room. In other words, students can only pick a room that can be filled to capacity, and the students living in that room must be present at the time the room is picked. If the room that is being picked cannot be filled to capacity, the students will be asked to pick another room. In addition, all resident students will be required to select their meal plan choice for the following year at Room Selection. If a resident student does not pick a meal plan, they will be assigned the default meal plan choice, which is the "All You Care to Enjoy 200" (AYCE 200).

Meal Plan Option for resident students include:

AYCE 200: This plan offers students 200 all-you-care-to-enjoy meals per semester PLUS \$100 in Dining Dollars.

AYCE Ultimate Value: UNLIMITED all-you-care-to-enjoy meals per semester PLUS \$50 in Dining Dollars

If for some reason a student cannot be in attendance at Room Selection, they can fill out a Room Selection Proxy Form send someone else to pick their room for them. These forms can be picked up in the Office of Residence Life. Students who cannot attend Room Selection and have not filled out a Proxy Form will be moved to the bottom of the lottery list and will have to pick their room on the designated make-up night.

If a commuter student would like to move onto campus and go through the Room Selection process, they should contact the Office of Residence Life so they can be assigned a lottery number with their respective cohort.

Members of the Student Government Association and Class Officers are given first pick during Room Selection due to their service to the campus community.

Any questions regarding Room Selection should be directed to the Office of Residence Life. If a student changes his/her status from resident to commuter after June 1, the \$250 room deposit for that academic year is not refundable.

Smoke-Free Environment

All of our residence halls and buildings are smoke-free environments. If a student or a student's guest is found smoking in any residence hall, a \$100.00 fine will be assessed to the student's campus account for each incident. Fines may increase if the student repeatedly violates this policy.

Telephone Service

The college provides you with a telephone jack in your room and will maintain the wiring from the basement to your room. If you desire telephone service in your room, it is your responsibility to order it from Verizon. After you have placed your order through their office, the company will usually process it within five business days. Verizon will charge you an installation fee and will send you a monthly telephone bill. The student is responsible for the charges and for paying the bill. The charges do not go through the college student accounts office. Any violations with regard to use will be subject to disciplinary action. Roommates should discuss the charges and use of the phone and make an agreement. If assistance is required please contact the Office of Residence Life.

Wellness Program (Devine Hall)

The Devine wellness program is committed to creating a safe, healthy and drug and alcohol free residential environment in which students can explore the concept of wellness in their lives. The cornerstone of the Wellness Program is providing students with a balanced living environment that offers social, intellectual, physical, spiritual and other activities and programming opportunities both in and outside of Devine Hall. The Wellness Program supports the overall mission of the College by endeavoring to "assist in the development of students who are rooted in faith, educated in mind, compassionate in heart, responsive to civic and social obligations, capable of adjusting to change without compromising principle, and able to respond to the demands of their chosen careers." Students who wish to participate in the Wellness Program will

be asked to sign a Wellness Program contract before they move into the building. Failure to meet the expectations outlined in the contract will result in dismissal from the Wellness Program and relocation to another residence hall on campus.

JUDICIAL SYSTEM AND CONDUCT STANDARDS

PURPOSE & GOALS

Students at Elms College are voluntary members of a College community and attend to accomplish many purposes. Among these purposes are:

- the pursuit of knowledge through academic endeavors;
- spiritual, moral and personal growth;
- a greater understanding and appreciation of cultures different from one's own, and
- the opportunity to develop strong relationships with others and engage in activities and organizations that promote positive leadership development.

The College's programs and policies, including this conduct policy, have been developed to help support these purposes, and to reflect the standards and educational values of Elms College. It is assumed that men and women attending a Catholic institution of higher education will maintain standards of conduct appropriate to membership in this special College community. Good citizenship implies civility and respect for oneself and one's neighbors, and in the spirit of the Sisters of Saint Joseph, the founding community of Elms College, the student code of conduct hopes to support the development of respectful relationships.

The student conduct system provides a guide for the minimal standards of conduct that are expected of all students, and the consequences of failing to live within these standards. One goal of the process is to assist students to successfully make the transition from adolescence to adulthood so that they may contribute positively to family, community and society.

Among the reasons for establishing and enforcing conduct standards are:

1. The College has a concern with matters that impinge upon academic achievement and integrity.
2. The College has a concern with conduct that breaches the peace, causes disorder, and/or substantially interferes with the rights of others.
3. The College has a concern with conduct that threatens or imperils the physical and/or mental health of members of the College community.
4. The College has a concern with conduct repugnant to or inconsistent with an educational climate.
5. The College has an obligation to protect its property and reputation, and the property of community members from theft, damage, or misuse.

AUTHORITY/COMPLAINTS

All violations of College policies are adjudicated through the Office of the Vice President of Student Affairs and Dean of Students hereafter referred to as the Dean of Students. Any member of the College community may file a complaint with the Dean of Students/designee regarding an

alleged conduct violation by a student/guest. The Code of Conduct applies to all students and applies both to conduct that occurs on campus and to student behavior that occurs off campus that is in violation of the Code or local, state or federal laws and which could adversely affect the mission of the College, its relationship with the surrounding community or the college community and its members.

ENFORCEMENT

The responsibility for the enforcement of College policies must be assumed by all College staff, faculty, and students.

CONDUCT STANDARD VIOLATIONS

The following standards of behavior are applicable to students, student organizations and visitors while on College property, while participating in College sponsored events/activities, or anywhere such behavior is deemed to have a negative impact upon the College community or reputation. Students are responsible for the behavior of their guests and will be adjudicated accordingly. Flagrant or repeated violation of the conduct standards on or off campus may be cause for termination of the individual's relationship with the College. Such action, although not taken lightly, is viewed to be part of the educational process for that student.

- A. Forgery, alterations, destruction, or misuse of College documents, records, ID cards, or papers. Unauthorized reading, removing, duplicating, photographing of any College file, document, or record of any member of the College community.
- B. Actions that interfere or prevent regular and/or essential College operations.
- C. Furnishing false information to any College official or office.
- D. Failure to comply with the directions of, or cooperate with, a College official operating within the scope of his/her job responsibilities including, failure to present a College ID upon request to a College official. College officials include student employees/volunteers who have been assigned administrative or supervisory responsibilities as well as all faculty and staff.
- E. Failure to comply with sanctions resulting from disciplinary proceedings.
- F. Use, possession, providing or selling of illegal drugs or drug paraphernalia.
- G. Use, possession, or providing of alcoholic beverages on College premises or at College events or violation of any other provision of the alcohol policy except as expressly permitted by College policy. Included in this policy is possession or construction of any piece of furniture that would be thought of as being used to serve alcoholic beverages.
- H. Possession or use of any weapon (including air, pellet, BB & paint guns) or incendiary device (including fireworks), or using any object in a way that creates a risk of bodily harm.
- I. Theft, burglary, attempted theft, unauthorized borrowing or use of property of the College, or property of any of its members or visitors; possession of stolen property; damage to, malicious use or abuse of College, public or private property.
- J. Unauthorized presence in, or use of College premises, facilities or property including but not limited to unauthorized presence in another student's residence hall room or any College building. Unauthorized possession, duplication or use of keys to any College premises.
- K. Any verbal abuse, harassment, sexual harassment, hazing, intimidation, making of racial slurs, offensive verbal or written statements, or any other conduct that threatens or endangers a person's emotional, mental or physical well-being. Also making unwelcome phone calls or sending unwelcome e-mails or texts, or obscene or not.
- L. Sexual behavior including but not limited to: Unwelcome touching of another person; indecent

exposure; acts of voyeurism; the use of force (actual, implied or threatened) to gain sexual favors; sexual activity with a person who is unconscious or substantially mentally impaired (including impairment through intoxication).

- M. Fighting, assault, any act of physical violence or any conduct that endangers the health or safety of any person.
(Minimum sanction of Disciplinary Suspension for fighting, assault, or acts of physical violence)
- N. Smoking on campus except in designated public areas on campus.
- O. Solicitation, including the distribution of advertisements and samples, except as authorized by College policy.
- P. Disorderly conduct, or any conduct that disturbs the peace. Includes violations of residence hall quiet hours.
- Q. Violations of policies, regulations or contracts pertaining to student organizations, residence, use of facilities, or other College related activities, or violation of any College policy.
- R. Failure to meet financial obligations to the College.
- S. Tampering with or damaging fire equipment, causing a false alarm or arson.
- T. Any violation of federal, state or local criminal codes.
- U. Violations of approved policies regarding use of College computing resources.
- V. Violation of College parking/motor vehicle regulations or the unsafe or illegal operation of a motor vehicle.
- W. Any other action not specified above which violates the College's purposes and goals as stated in this policy, or any other policy of the College, and which constitutes conduct unbecoming a student at Elms College.

JUDICIAL PROCESS

Overview

The Elms College judicial process is designed to be educational. We hope to help students who have violated conduct standards understand how their behavior affects other community members, the College, and themselves. Although repeated or serious violations can lead to suspension or dismissal, we want students to grow and learn from their mistakes while still continuing their education at Elms.

When a student is documented for violating a policy, in almost all cases the student will have a judicial meeting with a staff member to discuss the incident and determine a sanction. In cases of a serious nature, or where the facts are in serious question, the College may decide that the case is best adjudicated by the College Judicial Panel. The decision as to how a case is heard is made by the Dean of Students/designee.

Regardless of how the initial case is heard, a student always has the right to appeal as described elsewhere in this policy.

Questions about the process can be directed to the Office of the Dean of Students.

Due Process

College disciplinary procedures are different from those used in criminal or civil courts. The focus of inquiry in disciplinary proceedings will be on whether it is more likely than not that the accused student violated disciplinary regulation(s). Formal rules of evidence will not be

applicable, nor will deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to an accused student exists. Unlike a criminal court where “beyond a reasonable doubt” is the “standard of proof” used to determine guilt, at Elms students will be found to be responsible for a policy violation when a “preponderance of evidence” is found to exist. Simply put, a “preponderance of evidence” means that the act is more likely to have occurred than not to have occurred.

In cases where criminal charges and College judicial charges are pending as a result of the same incident, the College has the option of proceeding or delaying judicial procedures as best meets the needs of the institution.

IN CASES OF SEXUAL ASSAULT OR THREATS OF VIOLENCE, THE DEAN OF STUDENTS MAY CHANGE TIME LINES OR JUDICIAL PROCEDURES TO ENSURE THE VICTIM’S SAFETY AND/OR TO MEET THE NEEDS OF THE INSTITUTION.

Students have the right to appeal as noted elsewhere in these procedures.

Complaint Procedures

Within twenty (20) working days of receipt of a complaint and provided that the Dean/designee finds the complaint to be a violation subject to these procedures, a written notice shall be sent to the student charged. The notice will include the charges, approximate time and place of the alleged offense, and the name of the party making the complaint. The notice will establish a time to meet with the Dean/designee to discuss the alleged incident, and will in most cases be delivered to your campus mailbox. The notice will also indicate that failure to attend the judicial meeting will be considered an admission of responsibility and appropriate sanctions will be assessed without the benefit of input from the accused student.

Rights of Accused Student

1. The accused student is entitled to know the nature of the evidence that will be presented against him/her.
2. The student will have an opportunity to present witnesses and evidence.
3. The accused student has the right to have present an Elms faculty, staff, or student, who may serve as their advisor. At no time can this advisor participate directly in judicial proceedings or represent the student to the institution. In all cases the student must represent themselves during all phases of the judicial process. At no time may a student proceed through an attorney.
4. The accused student has the right to appeal sanctions as noted elsewhere in these procedures.

Rights of Complainants

1. The complainant has the right to have present an Elms faculty, staff, or student who may act as their advisor. This person cannot participate directly in judicial proceedings.
2. The complainant may present witnesses and evidence in support of the case.

Hearing Officers and Judicial Panel

Judicial cases will be adjudicated by either a *Hearing Officer* or the *Judicial Panel*, and the Dean of Students will make the final determination as to how a case is adjudicated. In making the determination as to whether a case is heard by the judicial panel or a hearing officer, the

Dean/designee will take into consideration which route will best meet the needs of the campus community and the individuals involved. In general, the Judicial Panel is used for the most serious cases.

Hearing Officers: The Associate Dean of Students, Director of Residence Life, and Assistant Director of Residence Life will serve as the primary administrative *hearing officers*, and will hereafter be referred to as the “designee” for implementation of these procedures. The Dean of Students may appoint additional hearing officers as needed.

Judicial Panel: The *Judicial Panel* normally consists of three students and four faculty or staff members. Student members of the panel will be nominated by the Student Government Association President and approved by the Dean of Students. Faculty and staff members will be appointed to the Judicial Panel by the President/designee.

Hearing Officer Procedures

1. During the judicial meeting with the Dean/designee, the student will:
 - a. Be given the opportunity to share their side of the story regarding the alleged incident.
 - b. Be required (as necessary) to provide a written statement describing the incident(s) which led to the charges.
 - c. Be given an opportunity to admit or deny the facts as stated in the complaint.
 - d. Be given the opportunity to present evidence.
2. Judicial proceedings will be closed to anyone not directly involved in the case as determined by the Dean of Students/designee.
3. The “standard of proof” used in reaching a decision by a Hearing Officer will be a “preponderance of evidence.” Preponderance of evidence means that the act is more likely to have occurred than not occurred.
4. Judicial meetings may be tape-recorded or transcribed by the College.
5. The possible outcomes of a Judicial Meeting are:
 - a. A finding of “not in violation,” in which case all charges are dropped.
 - b. A finding of “responsible.”
 - c. A determination by the Hearing Officer that additional information is needed before a final decision can be made.
 - d. A determination by the Hearing Officer that the nature of the incident warrants a recommendation to the Dean of Students that the case be heard by the Judicial Panel.
6. Students will be notified in writing of the outcome of the hearing.

Hearing Panel Procedures

A hearing before the Judicial Panel is a more formal procedure.

1. Hearings are open only to those people involved in the proceedings as determined by the Dean of Students/designee.
2. The Dean of Students/designee shall serve as a non-voting moderator of the Judicial Panel.
3. A hearing panel member who is an interested party or witness in a proceeding shall be disqualified from participating.
4. The “standard of proof” used in reaching a decision by the Judicial Panel will be a “preponderance of evidence.” Preponderance of evidence means that the act is more likely to have occurred than not occurred.
5. Decisions will be arrived at by majority vote. Three members must be present to constitute a quorum.

6. Normally, within two (2) workdays of the hearing, the Judicial Panel shall deliver to the Dean of Students a written or oral notice of their decision along with the recommended sanction. The Dean may approve the sanction, amend the sanction, or refer the case back to the Hearing Panel for re-sanctioning.
7. Hearings will normally be tape-recorded or transcribed by the College.

Sanctions*

The primary purpose of sanctioning is to educate a student as to why his/her behavior is inappropriate as well as to make the student aware of and sensitive to, the consequences of their behavior. Sanctions for violations will be made on a case by case basis, and will take into consideration the nature of the offense; the previous disciplinary history of the student, and the student's attitude and behavior throughout the disciplinary process. Sanctions may be comprised of two components: A written formal sanction (letter of warning, probation, housing removal, suspension) and if deemed appropriate, an "active sanction" that requires the student to complete some form of service or assignment that requires the student's active participation. Formal sanctions imposed may include:

1. **Disciplinary Warning** is a written notice to the student that their conduct is in violation of College policies and that such acts of misconduct are not condoned. Students receiving an admonition may be subject to monetary fines and/or additional stipulations.
2. **Housing Probation places the student on notice that another violation of any College policy could result in their removal from the residence halls.**
3. **Removal from Residence: This sanction prohibits the student from residing in any college operated housing. If this action is assigned for a stated period of time, the student may reapply for housing at the end of that period. Students are typically given up to a 24 hour notice (depending upon the situation) in which they must completely vacate their room and return their keys to a member of the residence life staff. If your housing is terminated you may not be a guest in any residence hall at any time. Failure to return the key will result in a charge to the students account for the replacement of a new lock and keys.**
4. **Disciplinary Probation** places the student in serious jeopardy with the College. Probation may be imposed for an indefinite period of time, although generally not more than twelve months. Students on probation may be subject to monetary fines, additional restrictions, and/or one or more of the additional stipulations noted below. Students placed on disciplinary probation are not eligible to hold positions of leadership in student organizations or student government, *nor participate in varsity athletics, dance team, cheerleading*, nor represent the College at conferences or other off campus events.
5. **Disciplinary Suspension** is an involuntary separation of the student from the College. Suspended students are prohibited from being present anywhere on College property and may not attend any College function during the period of the suspension. A suspended student shall not receive a refund for services not received during the period of the suspension, and will receive grades or marks that would be appropriate if they were voluntarily withdrawing, and official notification of the suspension will be sent to the Registrar's Office. A student suspended may be required by the Dean of Students to meet certain criteria prior to or after returning to the College.
6. **Disciplinary Dismissal** is permanent involuntary separation of the student from the College. Dismissed students are prohibited from being present anywhere on College property and may not attend any College function during the period of the dismissal. A dismissed student shall not

receive a refund for services not received during the period of dismissal and will receive the grades or marks that would be appropriate if they were voluntarily withdrawing, and official notification of the dismissal will be sent to the Registrar's Office.

7. **Notice of Trespass:** A student or any other individual who has conducted themselves in a manner deemed inappropriate to College guidelines and policy may receive a trespass notice prohibiting their presence on campus or any particular building or area on campus.

***A student must be enrolled at Elms during the period a sanction is served. A student who leaves the College while under sanction will remain under sanction when they return to Elms.**

Additional Stipulations are the prerogative of the judicial panel, hearing officers and Dean of Students, and may be mandated as part of all disciplinary sanctions. Examples include but are not limited to: counseling, making oral or written apologies, alcohol or drug assessment, room changes, fines, restitution of damages, parental contact, community service, loss of privilege of having electronic sound equipment, or loss of designated privileges or services.

Interim Suspension: Where it is believed that the health, safety, well-being and/or appropriate functioning of either the accused student or a member of the College community is in serious question, immediate interim suspension (prior to a hearing or finding of responsibility) can be enacted by the Dean of Students/designee. Before implementing interim suspension, the accused student shall be given oral or written notice of the intention to impose the sanction and shall be given the opportunity to present oral or written arguments against the imposition of interim suspension. Notice of the intention to impose interim suspension shall be provided in writing to the student. The accused student has a right to a formal or informal hearing within 9 working days. During the interim suspension the student may not enter the campus property nor attend any College function without obtaining prior permission from the Dean of Students/designee.

APPEAL PROCEDURE FOR WARNING OR PROBATION

Appeals will be made to either the Associate Dean of Students or Dean of Students depending upon who served as the hearing officer for the case. If the Director of Residence Life or Assistant Director of Residence Life heard the case the appeal goes to the Associate Dean of Students. If the Associate Dean or Hearing Panel heard the case the appeal goes to the Dean of Students.

1. Appeals may be made for the following reasons:
 - a. A lack of due process (not due to disagreement with the decision) which has been substantial enough to have changed the outcome of the hearing.
 - b. The discovery of sufficient new evidence that might have a significant effect on the hearing outcome.
 - c. On the basis of the severity of the sanction.
2. A third party may not file appeals, nor may third parties be involved in the appeal process except as the advisor to the student.
3. Appeals must be received in the Dean of Students Office in writing, within three (3) calendar days of receipt of the outcome of the hearing.
4. If the Dean of Students finds that one of the criteria for an appeal has been met, the Dean may remand the case back to the Hearing Officer or Judicial Panel for reconsideration, amend the sanction, or overturn the finding of responsibility. The Dean will notify the student in writing of

the outcome of the appeal.

APPEALS OF SUSPENSION/DISMISSAL

In cases of suspension or dismissal, the appeal will be heard by the College Appeals Review Board. The Appeals Review Board is normally comprised of three faculty or staff and two students. Three members must be present to constitute a quorum. Student members of the panel will be nominated by the Student Government Association President and approved by the Dean of Students. Faculty and staff members will be appointed to the College Appeals Review Board by the President/designee.

The appeal process shall be as follows:

1. Appeals may be made for the following reasons:
 - a. A lack of due process (not due to disagreement with the decision) which has been substantial enough to have changed the outcome of the hearing.
 - b. The discovery of sufficient new evidence that might have a significant effect on the hearing outcome.
 - c. On the basis of the severity of the sanction in cases involving suspension or dismissal.
2. A third party may not file appeals, nor may third parties be involved in the appeal process except as the advisor to the student.
3. Appeals must be received by the Dean of Students in writing, within three (3) calendar days of receipt of the outcome of the hearing.
4. The Dean of Students shall schedule an appeals hearing at the earliest possible convenience, and shall serve as the moderator of the appeals hearing.
5. Upon completion of the appeal hearing and Appeals Review Board discussion, a member of the Appeal Review Board will summarize the Appeal Review Board's position and make its recommendation to the Dean of Students either verbally or in writing.
6. The Dean may accept the recommendation of the Appeal Review Board, amend the recommendation or reject the recommendation. Please note: Although the Dean of Students is obligated to seriously consider the recommendation of the Appeal Review Board, authority for a decision rests with the Dean. In all cases, the Dean will reach a decision as soon as practical.
7. The Dean will inform the student of the final decision in writing.

PRESIDENTIAL REVIEW REQUEST: If the suspension or dismissal is upheld, the student may request a review of the case by the Office of the President/President's designee. The request for a review must be made in writing to the Office of the President/designee within two (2) class days of receipt of the final decision of the Dean of Students. The President, or his designate, may affirm or reverse the final decision and/or may modify or decrease the sanction imposed upon the student.

DISCIPLINE RECORDS

Records of disciplinary actions are maintained in the Office of the Dean of Students. Students have the right to review their disciplinary records.

Policies & Public Safety

Access to Buildings and Grounds

The Elms College grounds and facilities are solely for the use of our students, faculty, staff, and their guests. Public safety is constantly alert to the presence of unauthorized visitors on our campus. Access to our buildings and residence halls is allowed according to set policies pertaining to each individual facility.

Public safety must be contacted prior to accessing the public buildings, offices, function rooms, or other facilities on campus during times other than scheduled business hours. If access during these off-hours is required on a regular basis, written notification from the appropriate department chairperson or administrator should be provided to public safety in advance.

All staff members are instructed not to unlock doors for anyone unless they are certain that the individual is authorized to access that space. When in doubt, a supervisor or public safety officer or appropriate professional must be contacted to make the determination. No staff member is allowed to enter a student's room unaccompanied, unless a written work order has been issued and/or without the expressed permission from a supervisor or student affairs professional when deemed necessary. Entry doors or emergency exits are not to be left unlocked or propped open.

Key Policy

Keys for entrance into the public buildings, and for specific offices, closets, or other rooms in the public buildings are issued only through the public safety supervisor and with written permission from the appropriate administrator. An unlocked room containing equipment, hazardous materials, personal belongings, or other valuables should not be left unattended. **It is expected that all keys be in the possession of the individuals to whom they were issued at all times.** No person may duplicate or attempt to duplicate college keys. If a student is found guilty of violating the key policy, the student will face disciplinary action and possible expulsion.

Residence Hall Keys/ID cards

Student identification (ID) cards are issued to all resident students and act as the key to residence hall inside doors. Commuter students receive a student ID as well but it does not grant access to the residence halls. **Room keys and ID cards are the responsibility of the assigned student. Keys or an Elms ID may not be given to guests or anyone other than the assigned individual and may not be duplicated.** Violation of this policy may result in a termination of the resident contract and/or other disciplinary sanctions. If you lose your ID card or key, notify the Office of Residence Life or Office of Student Affairs immediately so that the card can be disabled from the entry system. Loss of keys or -ID will result in a charge for replacement. Staff members are issued residence entrance keys and identification and access cards on a need-to-have basis only by the director of facilities, director of residence life, or assistant director of residence life. It is expected that the identification and access cards and the keys are in their possession at all times, and no attempt is made to duplicate them.

You should have your Elms College student ID on your person at all times. If a member of public safety or another college official asks you for your ID, you must present it. If you are caught with another student's ID, it will be confiscated and you are subject to disciplinary action.

Dorm Alarm System

An alarm system has been installed in the dorms for your protection. With the exception of the main entrance to each hall, all residence halls are always locked and for no reason should side or rear doors be used as entrances. During the busy times of September and May when most students are moving in and/or out of the residence halls, please be advised that the fire doors cannot be used as an exit to move belongings after 8 p.m.

Access Policy: Berchmans Hall

Berchmans Hall is unlocked by campus safety at 7 a.m. Monday through Friday on all scheduled college business days. The building is secured by public safety daily after the last scheduled classes have ended and the building has been cleared of people.

Access Policy: Computer Labs

To use any computer facility, students must have a valid Elms College ID with them. There are computer labs located both in O'Leary and Rose William residence halls. These labs are available only to the students who reside in those residence halls.

There are three computer labs in Berchmans Hall. They are unlocked and available for use as follows:

Monday-Thursday	8:30 a.m. to 10:30 p.m.
Friday	8:30 a.m. to 4:30 p.m.
Saturday	10 a.m. to 4 p.m.
Sunday	11 a.m. to 10:30 p.m.

The computer lab in the Mary Dooley College Center is open 24 hours a day, seven days a week during the school year.

All times are subject to change based on holidays, long weekends, vacations, and intercessions. Changes to lab hours will be posted outside each lab. Students should check all lab postings on a regular basis for any changes.

Access Policy: Maguire Center for Health, Fitness, and Athletics

There is a front desk located in the lobby of the Maguire Center, and a staff person is stationed there at all times when the building is open. This monitor insures that only authorized students, employees, and visitors enter the building and use the facilities. Elms College IDs or Maguire Center membership cards are needed to use the facilities and should be left at the front desk. Campus safety unlocks the main entrance doors to the building upon the arrival of the front desk monitor and locks the doors when the monitor leaves. The Maguire Centers hours of operation vary according to the schedule of classes and programs within it.

Access Policy: Mary Dooley College Center

The Mary Dooley College Center is unlocked at 7 a.m. daily by campus safety throughout the academic year. The building is secured daily according to the following schedule:

Monday-Thursday	12 midnight
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Friday-Sunday 1 a.m.

Access Policy: Alumnae Library

The library is unlocked in the morning, and re-locked at night, after campus safety clears the building of people. Any access to the building at times other than during regular hours of operation is allowed only with the expressed permission of the director of the library.

Entry to the library and use of the building's facilities are allowed only to students, employees of Elms College, alumni, CCGS students and faculty, and residents of Chicopee. Identification cards are issued to all who are eligible, and they must be shown for admittance.

The Alumnae Library hours of operation are:

Monday-Thursday 8 a.m. to 11 p.m.

Friday 8 a.m. to 7 p.m.

Saturday 9 a.m. to 5 p.m.

Sunday 12 noon to 11 p.m.

Note: Hours of service for holiday weekends, vacations, summer, and examination periods will be posted.

Access Policy: Gaylord House, Marian Hall, and Spaulding House

The following buildings provide office facilities to several campus departments:

The Gaylord Faculty Center houses the Business Management, Foreign Languages and International Studies, History, and Paralegal Departments. It also houses the Institute for Theology and Pastoral Studies at Elms College.

Marian Hall houses the Education Department.

Spaulding House houses the Admission Office.

Regular office hours for these departments are from 8:30 a.m. to 4:30 p.m. Monday through Friday.

Access Policy: Our Lady's Chapel

The entrance to the chapel is unlocked at 7 a.m. and secured at 9:30 p.m. daily by campus safety.

Access Policy: Residence Halls

Resident students receive a building entrance key, an identification and access card, and a key to their own room at the beginning of each academic year. The Office of Residence Life issues the room/door keys. The student ID is issued from the Office of Student Affairs. It is expected that these items are in the students' possession at all times, and no attempt is made to duplicate them. It should be reported immediately to the Student Affairs Office or Office of Residence Life if either the access card or the keys are lost or stolen.

Students are instructed not to unlock doors for anyone unless they are certain that the individual is authorized to access that space. When in doubt, a resident advisor or public safety officer must be contacted to make the determination. The only authorized entrance to the buildings is the front doors. The side and rear doors are for emergency exit only. They are equipped with panic alarm hardware and can only be disabled by public safety, and certain maintenance staff members, and certain residence life staff. Entry doors are not to be left unlocked or propped open when unattended. The balcony over the front door of O'Leary Hall is off-limits, and fire escapes are for emergency use only. The overhang in the front of Rose William Hall is off-limits. Access to restricted areas will result in disciplinary action.

Residence hall visitors' access:

Residents of each residence hall must sign in their guests at the desk in the lobby of that residence hall. The following information will be logged in at the desk:

1. Name of resident student
2. Name of visitor
3. Room number of resident student
4. Time of arrival and departure of visitor

Guests must be escorted through the residence hall at all times by the resident student who signed them in.

Residents who visit a hall in which they are not an occupant are considered guests and must sign in and out of the building on the designated resident sign-in sheet under the person they are visiting.

Signed-in resident guests do not need to be escorted by the student they are visiting. All resident guests who stay past open house hours must contact the resident advisor on duty in order to report that they would like to stay in the building after open house hours have ended. Permission may be denied by the residence life staff or student affairs staff.

Residents wishing to have same-gender overnight guests should make all arrangements with their roommate. Each student is responsible for her/his own guests, and all guests are expected to adhere to the rules and regulations for resident students. An outside guest cannot stay overnight on campus more than three times per month. An Elms College commuter student guest, of the same gender, cannot stay more than three consecutive nights or more than five times per month on campus.

Active Shooter

If you witness an armed individual on campus at any time or an individual who is acting in a hostile or belligerent manner, immediately call 911 or Elms College Public Safety at 413-265-2278.

Active Shooter Situation Definition:

An active shooter is a person(s) who appears to be actively engaging in killing or attempting to kill people in a populated area; in most cases, active shooters use firearms, and there is no apparent pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, with immediate deployment of law enforcement to stop the shooting and mitigate harm to innocent victims.

If an active shooter is outside your building:

- Go to a room that can be locked. Lock the doors and windows, and turn off the lights.
 - Get everyone to lie on the floor and out of the line of fire.
 - Call 911 and inform the operator of the situation. Give your name, location and any other details that can be provided about the shooter(s), if possible.
 - Stay at your location until the police or a known college official gives the “all clear.”
- What to expect from responding police:
- Determine if the room you are in can be locked. If so, follow instructions above.

- If your room can't be locked, move to a room that can, or exit the building - ONLY IF IT IS SAFE TO DO SO.
If an active shooter enters your office or classroom:
 - If possible, call 911 and alert the police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen and try to pinpoint your location.
 - If you can't escape, attempting to overpower the shooter(s) by force is a LAST RESORT.
 - If the shooter(s) leaves the area, proceed immediately to a safer place, if possible. Do not touch anything that was in the vicinity of the shooter(s).
 - If you decide to flee, make sure you have an escape route/plan in mind. Do not carry anything; move quickly and quietly, keep your hands visible, and follow any instructions given by police officers.
 - Do not attempt to remove injured people; tell the authorities of their location as soon as possible.
 - Do not leave campus until advised to do so from the police.
- If an active shooter is in your building:
- They will respond to the last area where shots were heard in order to stop the shooting as quickly as possible.
 - They will normally be in teams of four (4) and armed with rifles, shotguns, and/or handguns, as well as possibly using tear gas or pepper spray to regain control.
 - Try to remain calm and do not be afraid; follow all instructions.
 - Put down bags and/or packages, and keep your hands visible at all times.
 - If you know where the shooter is, inform the officer of their location.
 - The first officers to arrive will not respond to or aid those who are injured. Rescue teams and emergency personnel will as soon as possible.
 - The area will still be a crime scene; police usually will not let anyone leave until the area is secure and all witnesses have been identified and questioned. Stay where you are told until the police tell you to go.

Alcohol and Drug Policies

Elms College recognizes its obligation to maintain a drug-free, safe, and healthy academic and working environment for all its members—students, faculty, administration, and employees.

Elms College recognizes that its own health and future are dependent upon the physical and psychological health of its members. Being under the influence of drugs or alcohol poses serious safety and health risks. The possession, use, and sale of an illegal drug or alcohol in this college community pose unacceptable risks for the safe, healthy, and efficient operation of the college.

Federal statutes require that each college forward this information to every member of the college community: trustees, students, faculty, administration, and staff. As a matter of record, this is necessary in order to receive funds or any other form of financial assistance under any federal program.

In order to alleviate any potential problems, Elms College has adopted specific procedures. These procedures, including the policy and purpose statements that are specified above constitute the President's Regulations for a Drug-Free Campus. Every member of the Elms College community is issued this information.

Alcohol

The Massachusetts Legislature has set the legal drinking age to 21. It is illegal for underage persons to transport, possess, or consume alcohol. It is also unlawful to purchase alcohol for, sell alcohol to, or give alcohol to a person under the legal age limit. The law forbids the falsifying of IDs and age misrepresentations to obtain alcohol.

One area of decision-making and responsibility often faced by students involves the use of alcohol and other drugs. Sound decisions about the use of alcohol can only be made in an atmosphere where both abstinence and responsible use are accepted and respected.

The Higher Education Act of 1965 (FERPA) and Section 444 of the General Education Provisions Act (20 U S C. 1232g) allows colleges to notify parents if their underage children violate laws or rules regarding alcohol or drugs:

“Nothing in this Act or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any federal, state, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student’s educational records, if:

(a.) the student is under the age of 21; and

(b.) the institution determines that the student has committed a disciplinary violation with respect to such use or possession.”

Elms College reserves the right to contact parents or legal guardians in the event of illegal use or possession of alcohol or controlled substances on campus.

The Use of Alcohol at Campus Activities

It is the responsibility of all students to be knowledgeable about all college policies. In addition, students should be fully aware that they are legally responsible, should their behavior resulting from the use of alcohol or drugs lead to or contribute to any accidents or injuries.

There will be no alcohol served at campus events where students who are not of legal drinking age are present.

Drug Abuse Prevention Program

The Elms College Health Center conducts educational programs about drug abuse that are open to all members of the college community: students, faculty, and staff. Counseling services are available, and referrals are made when appropriate.

The federal and state laws prohibiting the use, possession, or sale of narcotics are strictly enforced at Elms College. Elms College prohibits the illegal possession, use, or distribution of any controlled drug or substance so defined in the statutes of Massachusetts.

Elms College students are responsible for informing themselves of state and federal laws on drug use. Resident Advisors will reinforce the college policy at residence hall meetings.

In the interests of removing any possibility of misunderstanding on the part of the student body, the following is specified as official policy of Elms College with regard to drugs. Any subsequent changes in the law pertaining to drugs may well be reflected in this policy.

Drug Paraphernalia

Students shall not possess any items that are designed for the use of drugs (bowls, bongos, pipes, hookahs, etc.). Any items that are fashioned for the purpose of facilitating or disguising drug use will also be considered a violation of this policy.

1. Drugs—stimulants, depressants, hallucinogens, any substance which comes under the general heading of drugs or narcotics, including marijuana in any of its forms, will not be tolerated in the buildings or on the grounds of Elms College. This includes all paraphernalia used for illicit activities.
Exception: Prescription medication ordered by a physician for personal use of the identified individual.
2. The college reserves the right to inspect its buildings and, with reasonable justification, to search a student's room.
 - (A) "Inspect" is defined as an inspection of a general nature with regard to proper use and function of buildings and rooms. Misuse of furnishings, overcrowding, etc., are included in the concept of "inspection," together with obvious illegal use of the room in terms of drugs, alcohol, or violations of college policy.
 - (B) "Search" is defined as a minute inspection of the room for the express purpose of uncovering hidden items or substances.Note: Check the NCAA website (www.ncaa.org) for a banned substance list.
3. The presence of drugs will be considered as evidence that such drugs are for use, sale, or dispensing.
4. Resident Advisors, by virtue of their position, have the duty and the authority to act for the college authorities in maintaining proper conditions in residence halls. This includes the right to inspect students' rooms at any time. Searches will not be conducted by RAs except when requested by the Office of Residence Life or the Dean of Students Office.
5. The presence of drugs in buildings, rooms, or in or on persons present on college property will be considered a violation of college policy.
6. Students will be held responsible for the behavior of their guests on college property.
7. Students in violation of college policy will be subject to disciplinary action, including suspension, expulsion, and/or prosecution within the law, depending on specific circumstances.

Any student who has been using drugs, and now recognizes s/he has a problem, with which s/he needs help, may approach the Office of Residence Life, the vice president of student affairs or the Health Center. No penalty will be involved and no disciplinary action will result. A helping program will utilize both on-campus and off-campus facilities. In some cases it will be necessary for students to bear part of the expense involved. The student will be advised of details of the program that is designed to overcome her/his drug dependency and to expedite recovery.

Bomb Threats

In the event of a bomb threat, campus safety, the Chicopee Fire Department, or a college administrator may require that the building be vacated immediately. If this is necessary, the fire alarm will be activated and you must exit the building. Use the stairways, not the elevator, and proceed away from the building. People leaving classrooms, meeting rooms or the cafeteria should take their personal belongings with them, and students leaving residence halls should lock their doors. Additionally, a search of the building conducted by college personnel may occur following a bomb threat. Before anyone will be allowed back into the building, public safety will consult with Chicopee Police and Fire officials on the scene of the threat. Once the building is deemed safe, public safety will notify occupants that they can re-enter the building. They will

remain on the scene to assist any occupants or staff needing help to re-enter locked areas that they have authorized access to.

Camera, Video and Audio Recording Privacy

Elms College believes that advances in technology must be used in a manner that demonstrates respect for the dignity and privacy of individuals and the community. The advent of the internet, web cams, digital photography, micro recorders, cell phones, miniaturization of video recorders and other evolving technologies leave open the possibility that the voices and/or images of individuals can be recorded, preserved, duplicated and/or shared without permission. Please note the following:

1. On no occasion is it acceptable to record a conversation of another without his/her knowledge.
2. Camera phones, cameras, or other image capturing devices are not permitted in restrooms, showers or locker rooms.
3. It is not permissible to video tape or photograph an individual who is partially or fully undressed or in an embarrassing compromised position.
4. It is not permissible to utilize college computing resources to record or share images of partially or fully undressed individuals, or individuals in an embarrassing or compromised position.

Violations of these privacy rights will be subjected to disciplinary action up to and including expulsion from the institution.

This policy does not include institutional security cameras located on campus that exist for the safety of the community.

Campus Crime Report

This report is written according to guidelines set in the Student Right to Know and Campus Security Act, Public Law 101-542. The criminal offenses that must be reported according to this law are murder, rape, robbery, aggravated assault, burglary, and motor theft. In the Elms College campus crime report, each criminal offense has been further delineated in order to better inform the public.

The following information is a compilation of statistics concerning the occurrence on campus of criminal offenses and arrests reported to campus safety authorities or local police. These statistics are based on campus safety reports and Chicopee police reports from July 31, 2004 through August 1, 2008.

Crime	Number of Occurrences				
	2004	2005	2006	2007	2008
1. Murder, rape, aggravated assault	0	0	0	0	0
2. Reported thefts					
a. Breaking and entering motor vehicle	2	3	11	1	2
b. Breaking and entering public	0	1	1	1	0

building with property stolen					
c. Breaking and entering residence halls with property stolen	0	1	0	1	0
d. Thefts from public buildings during business hours	4	3	4	7	2
e. Thefts from residence halls	1	0	2	0	2
3. Reported breaking and entering without property stolen					
a. Motor vehicles	0	0	1	0	1
b. Public buildings	1	1	0	0	0
c. Residence halls	0	0	0	0	0

Statistics concerning the number of arrests for crimes occurring on campus:

Crime	Number of Arrests				
	2004	2005	2006	2007	2008
1. Liquor law violations	0	0	0	0	0
2. Drug abuse	0	0	0	0	0
3. Weapons possession	0	0	0	0	0

Additional numbers available upon request.

CORI Requirements

Pursuant to Massachusetts General Laws Chapter 6, Section 172©, a general grant of access to Criminal Offender Record Information (CORI) is given by the Criminal History Systems Board to camp and recreational programs for children for the purpose of screening current and otherwise qualified prospective staff, who provide direct and potentially unmonitored care to children. CORIs are also required for those working with elderly and disabled populations. CORI obtained for purposes of this certification shall be utilized solely for such screening purposes. All copies of CORI shall be disseminated only in accordance with existing laws and regulations.

Students employed in the summer months at Elms College in such programs as Step Forward, Step Ahead, and the sports camps will be required to go through this CORI check. In addition, all students who will be doing off-campus clinical work in relation to the fields of nursing, education, and social work may also be required to go through this CORI check.

If you have any questions concerning CORI certification, please contact the Student Affairs Office.

Crime Prevention

- Lock your door, even if you intend to leave the room for only a few moments.
- Be wary of isolated spots such as locker rooms, laundry rooms, computer rooms, library study areas, etc. Ask a friend to accompany you (especially at night).
- If you feel uneasy about walking alone from your car to the dorm or office at night, call campus safety at 413-265-2278 from a phone in a public area. They will escort you from the parking area to your destination.
- Make sure that your keys are in your possession at all times. Do not lend them to anyone, and be careful not to lose them or leave them anywhere.
- Do not prop open doors that are meant to be locked. Don't sacrifice security for a little convenience.

- Have your car key and room door key ready ahead of time for immediate use.
- At night, stay only on well-traveled streets in your vehicle, and keep ample gas in your tank. As a pedestrian, use well-traveled sidewalks, and avoid taking shortcuts off the beaten path.
- Personal belongings should not be left unattended in public places such as classrooms, lounges, offices, vehicle parking areas, etc.
- Cars should be locked at all times, with valuables concealed or locked in the trunk.

Please familiarize yourself with the emergency numbers and procedures in this book. If and when a crime or an emergency occurs, you can better respond to it. While the college makes every effort to protect your property, it is ultimately your own responsibility.

Campus Events

1. Reservations for space on campus must be made with the switchboard operator (depending on the location it may another person), at least two weeks prior to any event.
2. Any event including more than 50 invited guests will require the sponsoring agent to hire a Chicopee police officer, in addition to campus public safety officers.
3. Sponsors of the event are responsible for upholding and enforcing state and college regulations.
4. At all social events, only non-alcoholic beverages may be served, and the sponsors of the event should provide appropriate food items.
5. Elms College students are responsible for the behavior of their guests at all times.
6. Damage to college property is the responsibility of the event sponsor.
7. *Violations at Campus Events*
 - a. Violators at the event will be asked to leave by college staff, public safety, or the police.
 - b. Event sponsor will be asked to correct the infraction.
 - c. Event may be terminated.
 - d. Sponsor will be barred from holding future events.

Emergencies

In the event of a serious injury, call 911 for an ambulance immediately, and then contact campus safety 413-265-2278, or ext. 2278 if you are calling from a campus phone.

If you see a crime in progress, regardless of the severity of its nature, call 911 for the Chicopee police immediately. After making this call, contact campus safety (ext. 2278).

After a 911 emergency call has been placed, campus safety must be notified. They will document the notification with a written follow-up.

If other less serious security problems arise, call the resident advisor on duty, or campus safety (2278). In the event that campus safety can't be contacted at ext. 2278 between 8:30 a.m. and 4:30 p.m., you can contact the switchboard at extension 0 and the operator may be able to assist you.

Emergency Notification System

Elms College has an emergency notification system in place. In case of an emergency, Elms College sends out an emergency email alert message to anyone with an Elms College email address. In addition, the college has a system to rapidly communicate with students, faculty, and staff by sending a voice message and/or a text message to home and cellular telephones. The system is active and always ready for use. **Individuals are responsible for submitting accurate and up to date phone numbers to the appropriate offices.** Staff should submit up to date information to human resources. Faculty should submit information to the academic dean's office, and students should submit up to date information to the registrar's office or the office of student affairs. Anyone who is part of the Elms community will receive the notifications. If you do not have a cellular phone please provide the best number possible to reach you in the event of an emergency. An emergency notification is generally sent to both the Elms email address as well as the phone numbers provided.

Emergency Telephone Numbers

Chicopee Police, Fire, or Ambulance (On any campus phone dial only the three digits 911)	911
Elms College Public Safety	413-265-2278
Plant Office	413-265-2231
Switchboard Operator	413-594-2761, or ext. 0
Office of Residence Life	413-265-2461
Wellness Center	413-265-2288
Student Affairs	413-265-2210
Poison Hotline	800-682-9211
Alcoholics Anonymous	413-532-2111
Hospitals	
Mercy Hospital	413-748-9000
Providence Hospital	413-536-5111
Baystate Medical Center	413-794-0000
Baystate Emergency Room	413-794-3233
Sexual Assault Resources	
Everywoman's Center Crisis Hotline	413-545-0800
ARCH (Rape Crisis)	413-733-7100
Women's Shelters	
Springfield	413-733-7100
Holyoke	413-536-1629
Pregnancy Centers	
Birthright	413-732-6104
Brightside	413-788-7366
Family Planning Of Western MA	413-733-6639
Women's Hospital at Baystate Medical	413-794-5641
Sexually Transmitted Disease Resources	
HIV Testing	413-794-5307
STD Testing	413-794-8354
STD Hotline	800-227-8922
AIDS Hotline	800-235-2331

Equal Opportunity and Affirmative Action

Responsibility

The president of the college has delegated responsibility to the Affirmative Action Committee, which reviews the Equal Opportunity and Affirmative Action Policy on an annual basis. Elms College is committed to providing faculty, staff, and students with an environment free of discrimination and harassment in which they may pursue their careers or studies. The college, through its president and board of trustees, reaffirms a policy of equal opportunity and nondiscrimination in employment, as well as in the recruitment, admission and retention of students. As an institution of higher education, Elms College constantly seeks a diverse and talented student body, faculty, and staff to enrich the educational experience of all. It is the policy of Elms College not to discriminate against any individual on the basis of religion, race, color, gender, age, national or ethnic origin, sexual orientation, or physical disability. Elms College ensures that all educational and personnel actions will be administered on a non-discriminatory basis. Elms College also identifies and removes any barriers to equal access and equal treatment for all members of its community.

Elms College recognizes the value of diversity in both the employment and educational environment and takes affirmative action in developing opportunities for under-represented groups in employment and admissions. All administrative offices of the college are responsible for implementing this policy in their area of responsibility. The Equal Opportunity and Affirmative Action Policy (hereinafter “EO/AA Policy”) commits the college to continuous evaluation of progress towards this goal. It communicates the importance of this program and assures that each officer understands her/his responsibility to support its effective implementation.

Providing Educational Opportunities

As an institution of higher education, Elms College implements federal law prohibiting discrimination in participation of and access to educational opportunity. Among these are Title VII of the Civil Rights Act as amended, which prohibits discrimination on the basis of race, color, religion, or national origin in programs receiving federal funds; Section 504 of the Rehabilitation Act of 1973; and the Title IX of the Educational Amendments of 1972. Accordingly, Elms College does not discriminate on the basis of race, color, gender, age, national or ethnic origin, religion, sexual orientation, or physical disability in the administration of the educational policies, scholarship and loan programs, athletics, and other college administered programs, nor in recruiting, hiring, promoting, training, and providing benefits for students employed by the college.

Legal Requirements for Enforcement

As an employer, Elms College must comply with numerous federal and state affirmative action and nondiscrimination employment requirements. Among these are Title VII of the 1964 Civil Rights Act, which prohibits discrimination on the basis of age, race, sex, religion, or national origin; Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against an otherwise qualified handicapped individual by any program or activity; the Americans with Disabilities Acts of 1990; Chapter 151B of the General Laws of Massachusetts, which makes it unlawful to discriminate in employment based upon age, race, color, national origin, ancestry, sex, or handicap; and the Age Discrimination Employment Act of 1963, which prohibits

discrimination on the basis of age. All of these legal requirements are enforced under the EO/AA Policy as stated.

Responsibility for Implementation and Monitoring

The board of trustees and the president are ultimately responsible for the Elms College's equal opportunity and affirmative action program. Responsibility is then delegated through the vice presidents and deans to chairpersons, managers, and supervisors—those who are in a position to affect the recruitment, admission, employment, and treatment of all students, faculty, and staff. The affirmative action committee is responsible for assisting all college authorities with implementation, for evaluating all self-monitoring activities, and for hearing grievances that are filed. Should a grievance be filed during a time when the college is not in session, the Affirmative Action Committee will be convened by the chairperson or her/his representative as soon as is practicable.

Federal Campus Sex Crime Prevention Act

The federal Campus Sex Crimes Prevention Act was enacted on October 28, 2000 and became effective on October 28, 2002. (Section 1601 of Public Law 106-386). This act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act requires registered sex offenders to provide to appropriate state officials notice of each institution of higher education in that state at which the offender is employed, carries on a vocation, or is a student.

How to Inquire

Members of the Elms College community may request information about sex offenders in Massachusetts at the Massachusetts Sex Offender Registry Board, telephone (978) 740-6400 or <http://www.state.ma.us/sorb> or the Chicopee Police Department (413) 594-1700

Penalties For Improper Use Of Sex Offender Registry Information

Information contained in the Sex Offender Registry shall not be used to commit a crime against an offender or to engage in illegal discrimination or harassment of an offender. Any person who improperly uses Sex Offender Registry information shall be punished by not more than two and one-half years in the house of correction or by a fine of not more than \$1,000 or by both such fine and imprisonment.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college complies with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Fire, Fire Drills, and Fire Regulations

Incendiary Materials

- Candles, incense, or any other open flame may NOT be burned in the residence halls.
- Fireworks of all kinds are considered explosive agents by the state of Massachusetts, and are illegal and prohibited.
- Smoking is not permitted in the residence halls.
- Halogen torch light fixtures are not allowed in any campus building.

In the Event of Fire

If you see a fire, dial 911. Stay calm, speak clearly, and if possible give as much information, such as your exact floor location, a room or classroom number, where the building is located. Leave the area immediately.

Always exit the building when the fire alarms sound. Use the stairways, not

the elevator, and proceed away from the building. Dormitory resident advisors or department supervisors in the building should immediately contact public safety (ext. 2278) to back up the automatic fire alarms. Do not re-enter the building until public safety has declared it safe to do so in conjunction with the fire department or emergency personnel.

Fire Drills

All fire drills are serious. A \$500 fine will be imposed for students pulling alarms when not necessary, and for not leaving the building during a fire drill.

All members of the campus community are expected to participate in fire drills as though an actual fire were taking place. Should the alarm sound, please leave your building quickly in an orderly fashion.

If time allows:

1. Close windows
2. Close doors
3. Proceed to the nearest exit (as designated in the fire drill plan) and report to your designated area as outlined in the fire drill plan on page 78
4. Walk quickly and carefully
5. Once outside, meet your RA and floor-mates in your designated area as outlined in the fire drill plan below.

Fire extinguishers exist on each floor of the residence halls and throughout all buildings on campus. Should you use a fire extinguisher at any point, please notify either your RA or the physical plant office.

There will be one fire drill per semester, which may be conducted anytime, as deemed fit by the fire department and college staff. You will not be notified of a drill.

Fire Drill Plan

The following is a list of primary exits and where the students are to meet.

O'Leary Hall

Rooms

- | | |
|---------|--|
| 98-100 | Use side stairs to exit out fire door closest to Rose William Hall, meet on the quad by the front doors of the Mary Dooley College Center. |
| 101-106 | Out the front door, meet on the quad by the front doors of the Mary Dooley College Center. |
| 107-112 | Out the fire exit facing the parking lot, meet on the quad by the front doors of the Mary Dooley College Center. |
| 114-121 | Out the fire exit closest to Rose William Hall, facing the guard shack, meet on the quad by the front doors of the Mary Dooley College Center. |
| 201-206 | Use main staircase to exit through the fire exit by the Great Hall. Meet in the parking lot by the garage. |
| 207-214 | Use side stairs to exit out fire door closest to Rose william Hall. Meet in the parking lot by the garage. |
| 208-230 | Use the back stairs to exit the rear fire door by the parking lot. Meet in the parking lot by the garage. |
| 301-307 | Use main staircase to exit through front doors. Meet by the Maguire Center. |

- 308-315 Use side staircase by Rose William to exit fire door closest to Rose William. Meet by the Maguire Center.
- 316-318 Use main staircase to exit through the front doors. Meet by the Maguire Center.
- 319-331 Use back stairs and exit through rear fire door by parking lot. Meet by Maguire Center.
- 401-406 Use main staircase to exit through front door. Meet on the athletic field.
- 407-411 Use side staircase to exit through fire door closest to Rose William Hall. Meet on the athletic field.
- 412-415 Use main staircase to exit front door. Meet on the athletic field.
- 416-422 Use back staircase to exit fire door facing the parking lot. Meet on the athletic field.

Rose William Hall

- 102-110 Out fire exit closest to Marian Hall; meet in the field by Marian Hall (by speed bump on Grant Street).
- 111-120 Out fire exit closest to O'Leary Hall; meet in the field by Marian Hall (by speed bump on Grant Street).
- 142-152 Out fire exit nearest the Mary Dooley College Center; meet in the parking lot behind the Mary Dooley College Center.
- 153-159 Out fire exit facing Gaylord Street; meet in the parking lot behind the Mary Dooley College Center.
- 202-210 Out fire exit facing Marian Hall; meet in the field by Marian Hall (by speed bump on Grant Street).
- 211-220 Out fire exit closest to O'Leary Hall; meet in the field by Marian Hall (by speed bump on Grant Street).
- 229-232 Out fire exit facing Marian Hall; meet in the field by Marian Hall (by speed bump on Grant Street).
- 242-252 Out fire exit closest to the Mary Dooley College Center; meet by the side of the Mary Dooley College Center.
- 235, 253-259 Out fire exit facing Marian Hall; meet by the physical plant building.
- 302-309 Out fire exit facing Marian Hall; meet by the physical plant building.
- 310-320 Out fire exit closest to O'Leary Hall; meet by the physical plant building.
- 329-332 Out fire exit facing Marian Hall; meet by the physical plant building.
- 342-352 Out fire exit closest to the Mary Dooley College Center; meet on the grass beside the Mary Dooley College Center.
- 335,353-359 Out fire exit facing Gaylord Street; meet on the grass beside the Mary Dooley College Center.

Devine hall

101,103,105, 114

Exit the room to the left, down the stairs out the front door; meet at the main entrance of the Maguire Center.

100,102,107, 109, 111, 113

Exit the room to the right, down the stairs out the front door; meet at the main entrance of the Maguire Center.

201,203,205, 214

Exit the room to the left, down the stairs out the front door; meet at the main entrance of the Maguire Center.

200,202,207, 209, 211, 213

Exit the room to the right, down the stairs out the front door; meet at the main entrance of the Maguire Center.

Hate Crime

When a person is victimized by crime, he or she often asks “Why did this happen to me?” Frequently there is no reason that can be identified as to why that person was targeted, however in certain cases there is a specific reason. If an individual is targeted because of their Religion, Race or Ethnicity, National Orientation, Gender, Sexual Orientation, or Disability then the crime that has been committed is called a **Hate Crime**.

What is a Hate Crime?

According to Massachusetts Law, a Hate Crime is any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted, or completed overt act motivated at least in part by racial, religious, ethnic, disability, gender or sexual orientation prejudice, or which otherwise deprives another person of his/her constitutional rights through harassment or intimidation. Hate Crimes have received high levels of attention in recent years, particularly since the 1990 passage of a Federal Act put into place to monitor the reporting of Hate/Bias motivated crimes. This act identifies the hate or bias component of a crime as a specific offense, separate from but related to the original offense. Hate/Bias crimes carry different penalties and mandatory sentences for perpetrators who are found guilty. It is hoped, that the reporting of Hate Crimes as well as the subsequent investigation and prosecution of the perpetrators may act as a deterrent and also helps to keep the public and campus community informed about the problem.

Factors in the Identification of Hate Crime

- * You don't actually have to identify within one of the targeted groups to be a victim of a hate crime. The crime is considered a Hate Crime if the perpetrators perception puts you into that category. For example: if a heterosexual man is walking past an establishment that is widely known as a gay bar and is attacked by a group of males who make homophobic remarks based on their incorrect belief that he is homosexual, the crime is a Hate Crime. Regardless of his sexual orientation, he has been targeted because of the perpetrator's bias.
- * A Hate Crime can fall under the categories of: Hate Violence Against Persons, Hate Motivated vandalism, or Hate Motivated Threats and Harassment.
- * Some factors which may indicate that an incident constitutes a Hate Crime are: Bias related comments or graffiti, no economic motive for the assault and battery, a crime involving disproportionate cruelty or brutality, the offenders criminal history, or if the crime occurs on a specific day or at a specific place or event that is relevant to the victim's race, ethnicity, religion, disability, or sexual orientation.

What Should You Do If It Happens To You?

- * If necessary and possible, obtain medical attention or police assistance during or soon after the incident.
- * **Report the incident.** The sooner you report the better in terms of a criminal investigation. Public Safety is here to help. Members of the staff have been trained as sensitive Crimes

Investigators available to handle your case. We understand how difficult it can be to come forward and report a crime of this type, and public safety and Elms College is committed to serving and protecting every member of our community with professionalism and sensitivity. There will be no tolerance for crimes of this nature at Elms College.

* Use your resources. The director of public safety, public safety officers, counseling center, and the health center staff can provide you with the contact information for a variety of area resources (both on and off campus) which may be specifically applicable and helpful. Please don't hesitate to request this information at any time. It is important to talk to someone about the incident. We encourage you to use the professional resources available to you.

* If you aren't sure whether or not an issue may be a Hate Crime speak with an officer at public safety. They will listen to your story and help provide any resources or services that may be necessary including a full investigation of the incident.

Hazing Policy

Hazing is a serious offense. The Elms College encourages students to report such offenses promptly. Hazing is prohibited by both state law and college policies as well as the student code of conduct. It will not be tolerated in this community. All reported cases of suspected hazing will be seriously investigated.

The legislation states:

The term "hazing" shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest, or extended isolation.

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined Section 17.

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

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

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

Chapter 269: Section 18. Failure to report hazing

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

Chapter 269: Section 19. Issuance to students and student groups, teams and organizations; report

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

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

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

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

education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.
Some ways to tell if an activity is hazing:

- A selected group is singled out for ritual.
- It results in behavior or pictures that you would not share with your parents, coaches, or professors.
- The activity is humiliating, demeaning, intimidating, and exhausting, and/or results in physical or emotional discomfort, involves harassment or ridicule, or which endangers the health or safety of any person whether on or off campus.

Distribution of Policy:

All students receive a copy of this policy when receiving keys to their residence hall room and sign a statement that they will abide by this policy. (Non-residential students will be mailed a copy of the policy.) All student team captains and organization chairpersons receive copies of the policy from Athletics and Student Programs at the start of the year/their season, and are required to have each member of their group sign a statement that they agree to abide by this policy.

Where can I make a report and/or receive support if I've experienced hazing?

- You may report hazing to the appropriate law enforcement individual and/or any of the following offices. Reports should include what happened, where it happened, when it happened and who was there.

- Dean of Students Office
- Public Safety
- Athletics Department
- Counseling Center

You can make an anonymous report to any of the resources listed above. We all have an ethical and legal responsibility under the Elms College policy's and Massachusetts law to report any incident of hazing that you witness to an appropriate law enforcement official, public safety or college administrator as soon as reasonably practical. (See list above of offices to report hazing)

Hazing is a serious offense. If it is determined to be a criminal offense, legal outcomes include fines of not more than three thousand dollars or imprisonment in a house of correction for not more than one year, or both fine and imprisonment.

Even if there is no criminal case the range of outcomes at the College depends on facts of the matter, as determined by the College's investigation of the report. The complainant may choose to pursue action against those involved with the hazing (i.e. none, informal grievance, formal grievance, Student Disciplinary Process through the Dean of Students Office, legal remedies). The Dean of Students or other college officials may also take action to enforce College policy or comply with applicable law. The College may take appropriate protective and administrative action even in situations where the Complainant is absent. Outcomes may include, but are not limited to: a letter of reprimand, mandatory educational project, suspension, required withdrawal or expulsion. Team players may be suspended or expelled from the team. Club members may be

suspended or expelled from their club. In addition, teams or clubs participating in hazing may lose the right to organize, play, compete for any period of time, including permanently.

IS IT HAZING?

Make the following inquiries of each activity to determine whether or not it is hazing:

- 1) *Is alcohol involved?*
- 2) *Will active/current members of the group refuse to participate with the new members and do exactly what they're being asked to do?*
- 3) *Does the activity risk emotional or physical abuse?*
- 4) *Is there risk of injury or a question of safety?*
- 5) *Do you have any reservation describing the activity to your parents, to a professor or University official?*
- 6) *Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?*

If the answer to any of these questions is "yes," the activity is probably hazing and you need to report this to college authorities.

ID Cards

You should have your ID on your person at all times. If a member of public safety or another college official asks you for your ID, you must present it. If you are caught with another student's ID, it will be confiscated and you are subject to disciplinary action. The cost to replace a student ID is \$10.00.

Jury Service

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, "Every U.S. Citizen 17 years or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts."

It is not unusual for students residing in Hampden County to be summoned to serve as trial jurors. Jury service, on a short-term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community. Elms College supports students in their fulfillment of this civic duty.

Students should carefully read all materials they receive with their summons to service, which contains helpful information about confirming, postponing, rescheduling, or relocating service, and address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

Students who must miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work. Staff in the Vice President of Academic Affairs or of Student Affairs may also be able to assist you in making arrangements for missed class time due to jury service. Students may be required to furnish their summons notice or the certificate of service when making these arrangements.

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting service, please consult the Student's Guide to Jury Duty brochure which is available to

you by contacting the Office of the Jury Commissioner (1-800-THE-JURY/1-800-843-5879). Further information can be found on the Office of Jury Commissioner's website at www.massjury.com.

Parking Regulations

Every full-time and part-time student bringing a vehicle on campus must obtain a color-coded parking sticker from the switchboard operator beginning the first week of classes.

All cars parked on college property must be properly insured and legally registered. Any vehicle that is not registered, or does not have a valid college parking sticker, may be towed at the discretion of campus safety.

Cars parked illegally in any area will be ticketed and/or towed at the owner's expense. Parking violation fines should be paid within one week to the Student Accounts Office in Berchmans Hall. Repeated violations may result in towing at the owner's expense. Fines will accrue. Notification of these unpaid fines will be given at the end of each semester. Unpaid tickets will remain on the student's account and the student may not be allowed to register for classes, may not receive their ID or room key, and/or may not be allowed to participate in campus activities or athletics. Unpaid fines will also result in withholding of grades for underclass students, and a hold-up of application for degree for seniors. The student account must be kept paid. In the event of inclement weather or the chance of inclement weather, students are asked to park their cars in their assigned lots and then to move their cars as necessary for plowing purposes.

Parking Areas

Designated parking areas are listed on the parking rules and regulations sheet obtained with your parking sticker. Consult this paper for updated parking regulations. You may contact public safety at 413-265-2278 if you have any questions.

Posting Policy

The sharing of information about upcoming events and activities is critical to the success of those events, so that students are able to take full advantage of opportunities for out of classroom experiences. It is also important to maintain an attractive campus physical environment for the Elms community and our guests. The Elms College Posting Policy is designed to maintain the aesthetics of our campus, decrease damage to facilities from improper posting, and free up facilities staff so they may direct their efforts toward the completion of other campus improvements.

Except for information posted on departmental bulletin boards by departments, all other signs, flyers or notices posted on campus must be approved with a date stamp in the Dean of Students Office.

Unless special permission is granted, signs can only be posted in designated areas, and may not be posted on painted surfaces, marble, or glass.

All non-approved and inappropriately posted flyers will be removed. Flyers advertising alcohol or promoting alcohol, drug use, or any inappropriate activity are NOT permitted to be posted anywhere on campus.

Please note that the individuals/organizations are responsible for removing their postings when the date of their event has passed.

Your assistance is greatly appreciated, and we look forward to everyone working together to maintain a beautiful campus environment.

Public Safety Officers

Public Safety Officers provide 24 hour a day seven day a week security and safety coverage to the Elms Campus. Officer's work varied shifts patrolling the campus both on foot and in a vehicle.

At present in-house public safety officers have no arrest powers, nor do they carry firearms. They are equipped with radios and cell phone to communicate with the campus switchboard and the physical plant. These radios have a telephone interconnect, so when extension 2278 is dialed on campus, a campus safety officer can intercept the call.

When Public Safety officers are alerted to a crime in progress, or when an emergency situation arises, they have been instructed to contact the appropriate Chicopee law enforcement division. They can also be in direct contact with Chicopee Fire and Emergency Medical Services. When the Chicopee police are employed by Elms College, they have full arrest powers, carry a full complement of police equipment with them and are in direct contact with police headquarters and Elms College Public Safety. They have the authority to respond to a crime in progress, to investigate this crime and to make arrests or summons offenders. They will be assisted by Public Safety as needed or necessary.

All Public Safety officers log in at the beginning of each shift to make themselves familiar with the events or information from the previous shift. They are required to keep a police log, and follow written directions describing daily events, routines, and responsibilities. All officers are required to follow and be familiar with a written set of policies, procedures, and written directives issued through the director of public safety's office and approved by the college administration.

As necessary, officers file reports on any incidents that occur during their shift, and submit them to the director of public safety and the vice president of student affairs. When a crime is committed or an emergency occurs, they also insure that a report is filed with the Chicopee Police Department. Officers are also asked to report (in writing) to the director of facilities such as lighting repairs, structural safety problems, or natural obstructions. Maintenance will act on these reports within a reasonable amount of time.

Sexual Assault

- i. Elms College offers educational programs to all first year students that are designed to educate students and promote awareness of rape, acquaintance rape and other forcible or non forcible sex offenses. The College has made it mandatory for all first year students to attend these programs, either during first-year orientation, or during the first three weeks of attending Elms.
- ii. If a sexual assault occurs, the student(s) should adhere to the following protocol:

- The student(s) should immediately contact campus Public Safety at 413-265-2278 and the Chicopee Police at 413-594-1700. Public Safety will then contact the Student Affairs department who will distribute the information as needed to the Health Center and the Counseling Center. Even if you do not wish to pursue the matter further, keep in mind that an assailant who is not identified is a potential danger to everyone on the campus.
 - If you are the victim of sexual assault it is important to seek medical attention. This medical exam will treat any injuries or physical trauma and address the possibilities of sexually transmitted diseases or other medical issues. This examination will also allow for collection of information and evidence by specially trained medical staff. The student(s) should make every effort to preserve evidence for the proof of criminal offense. It is important that you do not bath, douche, brush your teeth, or drink anything. In the event that you change clothing set your clothing in a clean and safe area so these items can be recovered for evidentiary purposes of you decided to prosecute.
 - A report should be filed by the student(s) with Public Safety and with Local Law enforcement. This report and all of the information will be maintained in the strictest of confidence in accordance with Public Safety's policy as well as the General Laws of the Commonwealth of Massachusetts. If you wish to report information regarding a rape or sexual assault anonymously, you can do so.
 - The College will make every effort to support the student(s) through this process. Student Affairs professionals, including the Health Center, Counseling Center, Dean's office, and Residence Life, are available to the student(s) at all times, either through office visits or the emergency on-call rotation.
- iii. Elms College offers a wide variety of supportive services to the students who have been victims of sex offenses. Students are encouraged to connect with the staff from the Health Center (413-265-2288) and Counseling Center (413-265-2275), as well as other Student Affairs Professionals who can offer guidance and support. Other off campus supportive services include:
- **Emergency 911**
 - **YWCA Rape Crisis/Domestic Violence Springfield 413-733-7100**
 - **Women's Shelter/Companeras Holyoke 413-536-1628**
 - **Everywoman's Center Rape Crisis Services 413-545-0800**
- iv. Elms College will make every effort to change the victim's academic and living situations if changes are requested and are reasonably available.
- v. Following an alleged sex offense, Elms College will conduct a judicial hearing as soon as reasonably possible.
- The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
 - Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense (the institution's final determination and any sanction against the accused).

- vi. Following the final determination of an institutional judicial hearing, the College may impose sanctions on the accused, up to and including removal from housing or expulsion from the college.
- When you report a rape or sexual assault, it will be your choice whether or not to file charges with the District Attorney. If you choose to do so, Public Safety will assist you where ever possible. Only you can make the determination on what an appropriate course of action is, and no action will be taken without your expressed consent.
Remember: what may seem like harmless “fun” to you may be deeply humiliating to another person.

Sexual Harassment Policy

Sexual harassment is a form of illegal discrimination which is defined as “unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature which has the effect of denying equal educational or employment opportunities.” There are two types of sexual harassment:

1. *Quid pro quo*, in which educational or employment benefits are conditioned on the granting of sexual favors. An example would be a request by an instructor for sexual favors in return for a passing grade.
2. *Hostile Environment* claims abusive, intimidating or harassing verbal or expressive behavior which is directed toward an individual based on a protected characteristic, such as sex. Federal and state standards for determining whether a sexual harassment claim is actionable vary. There are five fundamental guidelines:
 1. The individual belongs to a protected category (sex).
 2. The individual was subjected to unwelcome sexual harassment.
 3. The harassment complained of was based upon sex.
 4. The harassment complained of affected a term, a condition or privilege of education or employment.
 5. The institution or its representatives knew, or should have known, of the harassment and failed to take prompt, effective, remedial action. Students’ rights are protected under Title IX. It states “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” [20 U.S.C. 1681(1982)]

Students who feel they have been subjected to sexual harassment, either *quid pro quo* or a *hostile environment*, should report this to the vice president of student affairs or the associate dean of students, public safety, or any student affairs professional. As agents of the college someone from one of these offices is required by investigate and meet with the accused to obtain the student’s version of the events. They enlist the aid of personnel or departments in this investigation. The individual making this claim is given the option of meeting the accused; however, they are not required to do so. The institution will conduct an investigation, issue a written warning or take other appropriate disciplinary action against the accused provided sufficient evidence supporting the alleged victim’s allegations is uncovered.

Preliminary Procedures and Counseling

If you believe you were the victim of sexual harassment, in addition to the right to file a complaint, you may also seek advice from a member of the affirmative action committee. This person is available to discuss any concerns you may have and to provide information to you

about our policy on sexual harassment and our complaint process. If you desire, this individual will work with you to find a way of resolving your concerns in an informal manner acceptable to you and in a manner which would offer you as much privacy and confidentiality as possible.

Grievance Procedures

Any person who believes that s/he is the victim of sexual harassment in violation of the stated college policies has the right to institute grievance procedures. A complaint may be made orally or in writing. When we receive the complaint, we will investigate the allegation in a fair and expeditious manner. Our investigation would include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed discrimination.

If our investigation reveals that sexual harassment did occur, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action, which could include termination from employment. When we have completed our investigation, we will inform the person filing the complaint of the results of that investigation.

If you would like to file a written complaint, submit a written description of the alleged harassment to the affirmative action committee and your immediate supervisor or designated college administrator, preferably within 20 working days of the incident.

In cases where the supervisor or administrator is directly involved in the complaint, students and employees may seek assistance from the college administrator who oversees the person involved in the complaint.

The assigned administrators are:

For faculty: vice president of academic affairs

For non-faculty employees: director of human resources

For all students: vice president of student affairs

In a written statement:

1. Identify the violation.
2. State facts surrounding the allegation.
3. State the remedy/resolution sought.

Disciplinary Action

If sexual harassment has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such actions may include counseling, informal or formal reprimands, written or verbal warnings, suspension, reduction in duties, transfers, and other formal sanctions including termination from employment. If sexual harassment has been committed by one of our students, appropriate sanctions will be imposed.

Throughout all investigations of complaints, both formal and informal, arising from discrimination, every attempt will be made to protect the confidentiality of the proceedings and of the identities of the parties to the complaints, but no promise is made of absolute confidentiality, as to do so would compromise the ability of the EEO officer and/or an investigative committee to follow the procedures outlined above.

Nothing in the above grievance procedure shall be construed as denying the grievant the right to pursue his or her rights under any local, state, or federal law. Retaliation against an individual who has complained about sexual harassment or cooperated in an investigation will not be tolerated and will also result in disciplinary action.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the following government agencies:

1. The United States Equal Employment Opportunity Commission

One Congress Street
Boston, MA 02114
617-565-3200

2. The Massachusetts Commission Against Discrimination

Boston Office:

One Ashburton Place—Room 601

Boston, MA 02108

617-994-6000

517-994-6196(TTY)

Springfield Office:

436 Dwight Street—Suite 220

Springfield, MA 01103

413-739-2145

3. The Office of Civil Rights of the United States Department of Education

J.W. McCormack Post Office and Courthouse—Room 707

Boston, MA 02109-4557

617-223-9662

Smoking

Elms College is committed to providing a safe and healthy environment for students, faculty, staff, and visitors. In order to limit exposure to the effects of second hand smoke and reduce the risk of fires, the College has adopted this Smoking Policy.

The following areas shall be smoke free:

- All rooms in all campus buildings
- Lobbies, entranceways, and exits
- Balconies and porches
- Roofs
- Athletic fields and spectator areas
- Exterior areas near windows or air intakes
- All Elms College vehicles
- Any other area on campus unless the College has clearly designated it as a smoking area.

Permitted Distance

Smokers must be at least 25 feet from any entrance, exit, or air intakes to prevent smoke from entering buildings.

Smoking Definition

Smoking refers to an individual carrying a lighted cigarette, pipe, cigar or other lit smoking device.

Smoking Receptacles

Smoking receptacles should be kept away from building entrances, exits and air intakes.

Responsibility for the Policy

All members of the campus community share in the responsibility of ensuring that the Smoking Policy is adhered to. Individuals who choose to use tobacco products in designated outdoor areas must be at least 25 feet away from the entrance or air supply intake of campus buildings and properly extinguish and dispose of smoking materials in the receptacles that are provided.

The Human Resources Director will assist department heads with smoking issues related to College personnel. The Vice President of Student Affairs should be contacted regarding smoking issues related to students. The Public Safety Director is available to answer questions concerning fire safety and enforcement of permitted distances for smoking.

Smoking Cessation Information

Faculty and staff who are enrolled in Health New England (HNE) insurance should contact HNE regarding smoking cessation benefits and programs. Elms College students may consult the Wellness Center Director or Counseling Center Director regarding smoking cessation information resources.

Applicable Law

The Massachusetts Smoke-Free Workplace Law, M.G.L., Chapter 270, section 22.

Questions?

Questions concerning the Smoking Policy may be directed to the Director of Human Resources, 265-2365.

Travel Policy

Elms College seeks to promote safe travel to events and activities occurring beyond the campus property by students and recognized student organizations. The College seeks to promote and foster educational opportunities and learning experiences through student travel.

This policy applies to recognize individual student and student organization travel both in cases where travel is sponsored by Elms College. Independent travel is the responsibility of the individual(s) in all aspects of the travel.

Participants are responsible for their own behavior and any resulting consequences. Participants are responsible for the standards set forth in the Student Code of Conduct. The College is not

responsible for any loss, damage, injury or other consequence resulting from a participant's failure to comply with College rules and regulations, the direction of College employees, or applicable law.

Participants are responsible for following of the guidelines, requirements, and expectations set forth by the administrator, staff, or faculty member, or recognized student or individual in charge of the trip. Students with disability related needs should contact the Coordinator of Disability Services to discuss their situation and arrange for reasonable accommodations. The Office of Disability Services can be reached by email: ods@elms.edu or by phone 413-265-2333.

Participants are responsible for following the necessary travel requirements and getting the required medical or travel documents. Failure to do so may require the participant to postpone or cancel their travel.

Any financial obligations are the responsibility of the participant. Failure to follow the policies set forth may result in loss of funds. Any participant who is unable to participate and/or is not allowed to participate may not receive any refund and may still have financial obligations.

To have a safe and positive educational experience all participants must follow the guidelines set forth by the College and the appropriate leader(s).