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IMPORTANT PHONE EXTENSIONS

Elms College Switchboard	594-2761
Academic Advising Center	Ext. 2376
Academic Affairs	Ext. 2222
Alumni	Ext. 2227
Aramark Food Service	Ext. 2217
Athletics	Ext. 2311
Bookstore	Ext. 2273
Business Office	Ext. 2209
Campus Ministry	Ext. 2289
Campus Safety	Ext. 2278
Career & Experiential Learning Center	Ext. 2272
Counseling Center	Ext. 2275
Dean of Students	Ext. 2210
Financial Aid	Ext. 2249
Health Center	Ext. 2288
Information Services	Ext. 2390
Institutional Marketing	Ext. 2294
Library	Ext. 2280
Maguire Center	Ext. 2313
Mailroom	Ext. 2331
Physical Plant	Ext. 2248
President	Ext. 2220
Registrar	Ext. 2230
Student Accounts	Ext. 2208
Student Activities	Ext. 2211
Student Affairs	Ext. 2210
Student Government Association	Ext. 2310
Vice President of Academic Affairs	Ext. 2222
Vice President of Student Affairs	Ext. 2210

A MESSAGE FROM THE VICE PRESIDENT OF ACADEMIC AFFAIRS

Dear Students,

On behalf of the faculty and academic administration, welcome to Elms College.

Elms College prepares students to meet challenges, to think critically, and to work toward solutions to problems. We are a diverse community in which all voices—students, faculty, administration, and staff—are heard and respected.

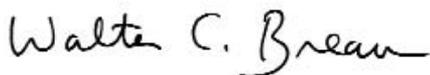
Treat this handbook as an essential source of information if you have questions relating to academics, student life, or resident life. In particular, please take a moment to read the college mission statement. It contains the guiding principles followed by the Elms community.

I urge you to take charge of your own education by speaking up in class, listening attentively and respectfully to others, getting involved in campus activities, and serving the greater community.

Please know that Elms College faculty and I stand ready to support your efforts in any way that we can. Speak to your instructors, academic advisor, or other faculty or staff member if you have questions. Elms College truly is a family. There is always someone who can help. Just ask.

Welcome again to Elms College.

Sincerely,

A handwritten signature in black ink that reads "Walter C. Breau". The signature is written in a cursive, flowing style.

Walter C. Breau, Ph.D.

Vice President of Academic Affairs

A MESSAGE FROM THE VICE PRESIDENT OF STUDENT AFFAIRS

Dear Students,

Welcome to Elms College, and to what I hope will be a strong and lasting relationship for you. The mission of this college stems from the mission of the Sisters of St. Joseph: unity. At Elms College, you can expect to find people who work to build a caring community, a spirit of service, a concern for all people, and a challenge for excellence.

An essential part of your college success will be your ability to become familiar with the many offices, policies, activities, and classes on this campus. This handbook is full of the information that will aid in your success here. If you need important telephone numbers, library hours, or an update on the Massachusetts law regarding alcohol consumption, refer to this book!

On behalf of the entire student services staff, I invite you to take full advantage of your Elms College experience. I am confident that with the information provided in this handbook, as well as the many support systems in place at the college, you will surpass your goals. Your willingness to respond to the challenges of leadership and service, and to become an active participant in the many campus traditions and activities will not only benefit you, but also the entire Elms College community.

Your Elms College experience will be the result of that in which you choose to participate. I look forward to this year and to meeting and working with you. May your year be both productive and pleasant.

Sincerely,

A handwritten signature in black ink that reads "Dawn Ellinwood". The signature is written in a cursive, flowing style.

Dawn Ellinwood, Ed.D.

Vice President of Student Affairs

MISSION STATEMENT

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

SENIOR STAFF

James H. Mullen Jr.	President
Walter Breau	Vice President of Academic Affairs
Dawn Ellinwood	Vice President of Student Affairs
Maryanne Rooney	Vice President of Institutional Advancement
Brian Doherty	Vice President of Finance
Joseph Wagner	Director of Admission
John Guimond	Director of Institutional Marketing
Fr. Mark Stelzer	Advisor on Mission and Catholic Identity

STUDENT OFFICERS

2007-2008 Student Government Executive Board

Kate Gelhausen	Class of 2008
Sarah Lapolice	Class of 2009
Krystyna Gagne	Class of 2010

Class of 2008

President	Kate Gelhausen
Vice President	Liz Quintin
Secretary	Kristen Snopek

Class of 2009

President	Sarah Lapolice
Vice President	Kate Wasgatt
Treasurer	Julie Wickman
Treasurer	Brittany Wright
Secretary	Ashlee McNamee

Class of 2010

President	Krystyna Gagne
Vice President	Tiffany Williams
Treasurer	Amanda Bonilla
Secretary	Andromeda Peters

ACADEMIC CALENDAR 2007-2008

FALL 2007 SEMESTER

September 4, Tuesday

Orientation, Registration, and Advising Convocation at 6 p.m. followed by all-college picnic. (Classes scheduled for 11:30 a.m. will NOT meet to allow everyone to attend convocation and picnic. The normal class schedule will resume at 1:30 p.m.)

September 5, Wednesday

Classes Begin

September 7, Friday

Weekend College I Begins

October 8, Monday

Mid-Term Break (holiday—college closed)

October 9, Tuesday

*Professional Day

(Classes and labs that meet before 1:30 p.m. are cancelled. Classes and labs that meet after 1:25 p.m. will be held.)

October 24, Wednesday

Second 7-week classes start

November 12, Monday

Veteran's Day (holiday—college closed)

November 21-25, Wed.-Sun.

Thanksgiving Vacation

December 10-14, Mon.-Fri.

Finals Week

December 17, Monday

Weekend College I Final Class

December 17-January 22, 2008

Semester Break

December 28, Friday

Grades available to students online

**Subject to change*

SPRING 2008 SEMESTER

January 22, Tuesday

Orientation, Registration, and Advising

January 23, Wednesday

Classes Begin

January 25, Friday

Weekend College II Begins

February 18, Monday

Presidents' Day (holiday—college closed)

March 10-16, Mon.-Sun.

Spring Break (No classes)

March 17, Monday

Second 7-week classes start

March 20-23, Thurs.-Sun.

Easter Break (holiday—college closed)

April 20, Sunday

Honors Convocation

May 3, Saturday

Weekend College II Final Class

May 9, Friday

Weekend College III Begins

May 5-9, Mon.-Fri.

Finals Week

May 12, Monday

Seniors' final grades due

May 16, Friday

Final grades submitted online

May 17, Saturday

Baccalaureate

May 18, Sunday

Commencement

May 23, Tuesday

Grades available to students online

ACADEMIC INFORMATION

OFFICE OF 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 academic dean.

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.

OFFICE OF STUDENT AFFAIRS

This office exists to serve the co-curricular developmental needs of all students through the coordination of programs, services, and staff. The vice president of student affairs oversees the design, management, and implementation 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 senior staff. The departments reporting to the vice president of student affairs include counseling, campus ministry, food services, the health center, intercultural services, residence life, athletics, and student activities.

There are two associate deans of students who collaborate with the vice president of student affairs in implementing a comprehensive student-centered co-curricular program of student services and activities that support the college mission. One associate dean of students is a member of the enrollment management committee and is responsible for new student orientation. In collaboration with campus ministry and student activities, the associate dean of students enhances the development of leadership effectiveness of all students. The second associate dean of students is responsible for the overall management of our residential life program. This associate dean serves as a liaison between the Office of Student Affairs, the Student Activities Office, and all those involved in the residence life program in O'Leary, Devine, and Rose William Halls.

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.

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.

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

<i>Credit Hours Attempted</i>	<i>Minimum GPA</i>
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) \times 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.

These standards went into effect during the 2003-2004 academic year.

Revised January 2003

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 extension 2222.

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 will be suspended.

In addition, entrance and exit interviews for all educational loans are mandatory and must be completed in a timely manner.

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.

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.

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.

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.

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.

GRADE CHANGE POLICY

The full faculty approved the following grade change policy at the April 3, 2003 faculty meeting:

“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.”

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.

www.elms.edu/downloads/DisabilitiesHandbook.pdf

STUDENT NON-ACADEMIC APPEALS PROCESS

Each student who has received a sanction from a nonacademic hearing officer (vice president of student affairs, associate dean of students, etc.) has the right to appeal the decision by following the process listed below. It should be understood that the appeal is not a new hearing. It is to be limited to a review of the record of the original hearing except that in cases of alleged irregularities in due process, proof may be taken by the vice president or her designee or by the student/faculty appeals board as listed in the process below.

1. Establishing an Appeal

A petition for an appeal does not imply automatic hearing of a case. The burden of proof shall rest with the student, who must establish evidence that:

- a. Due process was not provided and substantial prejudice resulted to the student;
- b. Evidence presented was not substantial enough to justify the decision; and/or
- c. The sanction imposed was not in keeping with the gravity of the offense.

The presentation of newly discovered evidence is not grounds for appeal. If there is new evidence, the student may request the original hearing officer to grant a rehearing.

2. Requesting an Appeal

A petition to have an appeal heard must be made in detailed writing to the vice president of student affairs or her designee within three business days of receipt of the written notice of decision. The petition for a hearing must be in writing and state the reason for the appeal.

3. *Hearing an Appeal*

When hearing an appeal, the vice president of student affairs or her designee must determine on the basis of the petition whether grounds for an appeal exist. If a case for an appeal is established, the vice president of student affairs or her designee shall examine all evidence related to the appeal, including records of the original hearing. The vice president or her designee may request any involved parties to make oral presentations. In the event that a decision of the vice president of student affairs is being appealed, the written appeal then goes to the president of the college.

4. *Decision of the Vice President of Student Affairs*

The vice president of student affairs or her designee shall decide the appeal and issue a decision within a reasonable time after the notice of appeal is filed. The vice president or her designee shall have the power either:

- a. To deny the appeal with no further recourse; or
- b. To uphold the appeal and determine the disposition of the case within these guidelines:
 1. In a case in which due process was not provided and substantial prejudice resulted to the student, the vice president of student affairs or her designee may dismiss the case or call for a new hearing or re-hear the case;
 2. In a case in which it is determined that the evidence presented was not substantial enough to justify the decision, the vice president of student affairs or her designee may call for a new hearing or re-hear the case;
 3. In a case in which sanctions were imposed that were not in keeping with the gravity of the offense, the vice president of student affairs or her designee may reduce or increase them, or call for a new hearing or re-hear the case.

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.

STUDENT CODE OF CONDUCT

The mission of the Sisters of St. Joseph is unity. In the true spirit of the founding community of Elms College, the student code of conduct reflects this spirit of creating respectful relationships.

The college assumes that its students will behave in such a way that will reflect creditably upon their homes, families, the college, and the community. To help provide an orderly and safe atmosphere to nurture student development, certain regulations and policies have been developed over the years. The college further assumes that all students will abide by these regulations and policies. Violations of established college policy might result in disciplinary action up to and including suspension from Elms College.

Generally, college jurisdiction and discipline shall be limited to conduct that occurs on college premises or conduct occurring off-campus that adversely affects the college's educational mission and/or objectives.

The following is not an all-inclusive list of prohibited actions, but will serve as a guideline.

1. Academic dishonesty such as plagiarism, cheating, or use of unauthorized books or notes; knowingly furnishing false information; unauthorized reading, removing, duplicating, photographing, or misuse of any college file, document, or record of any faculty, staff, administration, or students.
2. Alteration of college records, documents, or identification instruments, or the use of such with the intent to defraud.

3. Possession or use of narcotics and dangerous drugs as defined by the laws of the Commonwealth of Massachusetts, whether on campus or at any college-approved off-campus activities.
4. Intentional obstruction or disruption of normal college conduct, classes, functions, processes, routines, college activities on or off campus, or activities of those invited to the college for any purpose.
5. Unauthorized entry to or use of college facilities, including residence halls.
6. Verbal abuse or harassment of, or threat to harm, any person on college-owned or college-controlled property or at a college-sponsored or supervised function; physical abuse or injury, or conduct which physically threatens or endangers the health or safety of any person.
7. Theft or unauthorized use or possession of any property (including keys, files, documents, library materials, fire safety equipment, etc.) owned, leased, or maintained by the college or by persons on the campus.
8. Possession, sale, or use of any weapon, firearm, explosives, or explosive device, including fireworks.
9. Failure to comply with directions of college faculty, staff, or administration acting in the performance of their duties.
10. Violation of published college regulations including parking, motor vehicle movement, use of college buildings or equipment, and any other regulations that may from time to time be enacted.
11. Hazing in any form.

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 property 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.

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 outlined on page 14.

DISCIPLINARY PROCEDURES

Students who violate college regulations and policies are subject to one or more of the listed resolutions. Students are not immune from state or local law while on campus, and thus in some cases may be subject to proceedings in civil or criminal court as well as college disciplinary sanctions.

The student code of conduct and rights and responsibilities are contained in this handbook. The vice president of student affairs and the vice president of academic affairs are charged with administering the conduct code and rendering decisions within five academic days. The disciplinary timetable may be revised on an individual case basis. If the student in question wishes, an appeal of the decision may be made through the student grievance procedures listed in this handbook.

The disciplinary process a student goes through when documented as having violated a college policy is as follows:

1. An incident report is submitted to the residence director, an associate dean of students, or the vice president of student affairs. This report will contain facts about the incident in question.
2. Depending on the level of the alleged policy violation, the student will receive a hearing notice in her/his campus mailbox

requesting that s/he make an appointment with the residence director, an associate dean of students, or the vice president of student affairs. During this meeting, the student has a chance to share her/his side of the incident.

3. A decision about the incident will be made within five academic days, and the student will be notified via letter in her/his campus mailbox. The disciplinary timetable may be revised on an individual case basis.

TYPES OF VIOLATIONS

Level one violations include but are not limited to infractions of guest policies, using candles or any other equipment that is not allowed in the residence halls, smoking in any area of the residence halls, etc. Students who are involved in level one infractions will meet with the director of residence life or the associate dean of students.

Level two violations include but are not limited to infractions of alcohol and illegal drug policies, any situations that include violence, etc. Students who are involved in level two infractions will meet with the residence director, an associate dean of students, or the vice president of student affairs.

RESOLUTIONS

Resolutions for violations of college policies and regulations or state and federal law take into account the student's educational needs and prospects for improvement. Resolutions are based on all of the student's curricular and co-curricular activities, and are designed to hold students accountable for both their behavior and the resulting consequences. Failure to comply with resolutions may result in more serious action up to and including eviction from the residence halls and expulsion from the college. One or more of the following resolutions may be imposed:

- **Disciplinary Warning:** Indicates that a student's behavior is in violation of stated college policies or regulations. Further involvement in incidents that violate policies may result in more serious action.
- **Disciplinary Probation:** Indicates a strong warning issued in response to a violation of college policies or regulations. Probation is issued for a stated period of time and may include specific restrictions on the student. Probation places the student on notice that further involvement in incidents that violate college policies or regulations will result in more serious action.

- **Restitution/Monetary Fines:** When deemed appropriate, restitution for damages that occurred or other payment for expenses incurred as a result of student's behavior may be assigned. Monetary fines may be assessed when the residence director, an associate dean of students, or vice president of student affairs believes it is most appropriate because of the circumstances surrounding a particular incident.
- **Creative Resolutions:** The student may be asked to write a paper appropriate to the violation, to plan an educational program, to apologize to appropriate persons, or to complete community service on or off campus. These learning experiences are strongly encouraged as a method for educating students on their responsibility to the community.
- **Interim Suspension:** The vice president of student affairs or the vice president's designee may impose an interim suspension from specific activities or areas of the campus. This resolution will be assigned when it is deemed necessary by the student's alleged behavior. Students on interim suspension will be given prompt notice of the alleged violations and the opportunity for a prompt review. The review must take place within five (5) days of the assignment of interim suspension. The disciplinary timetable may be revised on an individual case basis. Prior to the review of the incident, the student may not be on campus without permission of the vice president of student affairs or designee.
- **Removal from Residence:** This resolution 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 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 the residence hall at any time.
- **Suspension:** Suspension separates the student from the college, prohibiting attendance at any on- or off-campus classes, social events, and other functions, or visiting college grounds or buildings unless written permission is granted by the vice president of student affairs or vice president of academic affairs.
- **Expulsion:** Expulsion is a permanent separation from the college resulting in a permanent termination of student status. The student is also prohibited from attendance at any college-sponsored social event or function on or off campus, and visiting college grounds or buildings.

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

STUDENT SERVICES INFORMATION

RESIDENCE DIRECTOR

The residence director is responsible for operating and supervising the living environment of the residence halls and insuring the physical safety and welfare of students living on campus. The director works with the associate dean of students for residential life and the staff and students in each residence hall toward the development of residence life programs, which enhance the co-curricular educational experience.

CAMPUS ACTIVITIES

The Campus Activities Office, located in the Mary Dooley College Center, collaborates with student government to sponsor many of the cultural and social events that take place throughout the year. The student activities office also works with faculty and other offices to plan programs and activities that create multicultural/global awareness and sensitivity on campus.

Each student is encouraged to participate in activities in ways that are appropriate: as an elected leader, a committee chairperson or member, or as a supportive member of the student body.

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. Academic advising is done collaboratively between the academic department and the director of ELL / international programs. Our goal is to help you 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 third floor of the Alumnae Library in room 305.

Email: hamptonj@elms.edu

Phone: 413-265-2423

OFFICE OF 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, Kent Alexander, at 413-265-2343, or alexanderk@elms.edu.

ELMS COLLEGE COMMUNITY PARTICIPATION

Many organizations, student clubs, and campus committees offer Elms College students opportunities to build a strong college community, to develop leadership skills, and to experience the challenge of service to meet the needs of the Pioneer Valley. They also ensure the continued operation of Elms College as an institution providing quality opportunities for students in both academic and co-curricular life. Through committee memberships, Elms College students are able to work with faculty and administration in consideration of policies affecting all members of the college community. Specific information on any committee may be obtained from the Office of Student Affairs.

AFFIRMATIVE ACTION COMMITTEE

The affirmative action committee has as its responsibility the dissemination, implementation, and annual review of all college policies with regards to affirmative action and sexual harassment. Policies produced by this committee may be found in this handbook on page 76. More extensive details relating to these policies, as well as information about the committee, may be obtained from the Offices of the President, Academic Affairs, and Student Affairs.

FACULTY-STUDENT SENATE (6:6)

The faculty-student senate, otherwise referred to as 6:6, is a legislative body composed of six students and six faculty members, one of whom is the vice president of student affairs or her designee. The faculty-student senate has the power to legislate and make college policy in the areas of social matters, the honor system, and faculty-student relations. It may also make formal recommendations to appropriate authorities on any matters except individual personnel decisions.

Their respective constituents elect members of the senate for two-year terms. Student members shall include a representative for each class and two “at large” members. Faculty members are selected through a general faculty election.

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.

Each full-time student of the college is considered a member of the SGA, which also includes an executive board and a student council. 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. 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

Resident Council

Student Ambassadors

Affinitas (student newspaper)

Student Nurse Association

Student Social Work Organization

Bloom (literary magazine)

UMOJA (diversity club)

Elmata (yearbook)

Campus Ministry Advisory Group

ALUMNAE 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.

A valid college ID with a library patron barcode label must be used when charging out materials or using reserve resources.

Library hours during the academic year are:

	General	Reference
Monday-Thursday	8:00 a.m.-11:00 p.m.	8:30 a.m.-7:30 p.m.
Friday	8:00 a.m.-7:00 p.m.	8:30 a.m.-4:30 p.m.
Saturday	9:00 a.m.-5:00 p.m.	11:00 a.m.-5:00 p.m.
Sunday	12:00 noon-11:00 p.m.	N/A

Media Services

Monday-Friday	8:30 a.m.-4:30 p.m.
Saturday-Sunday	N/A

Hours of service for holiday weekends, vacations, and examination periods are posted on the college website and on the library door.

COOPERATING LIBRARIES

Elms College students may also use the libraries at the seven other CCGS colleges and other cooperating libraries. Hours of operation for these libraries may be obtained by calling the following numbers:

American International College747-6225
Bay Path College567-0621, extension 376
Baystate Medical Center Library794-4293
Holyoke Community College538-7000, extension 372
Springfield Public Library739-3871
Springfield College748-3307
Springfield Technical Community College	...781-7822, extension 3302
Western New England College782-1510, 782-1514
Western New England College Law Library782-1457
Westfield State College568-3311, extension 233

BERCHMANS HALL

Berchmans Hall, considered a gem of college Gothic architecture, is the center of most academic activities; the majority of classes are held in this building. Art studios and the Division of Social Sciences are located on the lower level. Situated on the ground floor are the administrative offices of the president, vice president of academic affairs, vice president for finance and operations, director of institutional marketing, registrar, human resources, student accounts, and the Financial Aid Office.

Computer labs, the language lab, and classrooms surround Veritas Auditorium on the second floor. The third and fourth floors house science labs, lecture halls, and faculty offices for nursing, biology, and chemistry, as well as the Irish Cultural Center.

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, Student Activities, Campus Ministry, the Career & Experiential Learning Center, and the Fontbonne Room, and the games room. 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 and activities. For details regarding room usage, consult the switchboard operator by dialing 0 between 8:30 a.m. and 4:30 p.m.

FOOD 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. From all-you-care-to-eat dining and freshly made pizza in our dining hall, to delicious snacks and ice cream at our snack bar, there are many food choices available from early morning to late night.

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.

Dining Hall Continuous Meal Service

Monday-Thursday	7:00 a.m.-11:00 p.m.
Friday	7:00 a.m.-6:00 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.

THE OFFICE OF CAMPUS MINISTRY AND COMMUNITY SERVICE

The director and staff of the Office of Campus Ministry and Community Service work with members of the college to promote and deepen authentic spiritual life on campus and compassionate critical response to the social challenges of our world. The office, located in Mary Dooley College Center, is a space for planning a variety of events and programs. With the input of students, faculty, administration, and staff, the Office of Campus Ministry seeks to build the Elms community through:

- sacramental and liturgical celebrations
- retreats
- inter-religious gatherings
- opportunities for service and reflection through international, local and domestic/USA service experiences
- study of and response to social justice issues
- campus ministry club
- campus ministry/community service board with faculty, staff, and student members.

The Office of Campus Ministry and Community Service gives particular attention to the development of student leadership so that learning is extended and applied outside the classroom. Through its hospitality and structured opportunities, the office seeks to ground students in a sense of belonging and build their skills of compassionate response, critical thinking, and organization, which provide a foundation for leadership in students' faith traditions and civic life. The director and pastoral staff are

also available to assist members of the Elms College community in areas of personal concern.

CAMPUS MINISTRY MISSION STATEMENT

The Office of Campus Ministry and Community Service at Elms College is an interfaith organization grounded in Catholic tradition with an ecumenical perspective. The office exists to deepen the spiritual life of students and staff on campus as well as to promote a compassionate and critical response to the social challenges of our world.

The Office of Campus Ministry and Community Service 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 and Community Service 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 and Community Service 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 & EXPERIENTIAL LEARNING CENTER

The staff at the Career & Experiential Learning Center believes that career planning is a developmental process that is fostered throughout one's entire life. They are here to assist students and alumni in creating and establishing career plans, and to increase student and alumni access to meaningful professional and employment opportunities.

The Career & Experiential Learning Center builds a network of relational bridges among faculty, employers, and the Elms College community. The center also provides a range of career planning services, including career exploration support, individual career counseling, career resource information, and professional career planning workshops.

The Career & Experiential Learning Center, located on the main level of the Mary Dooley College Center, is usually open Monday through Friday from 8:30 a.m. to 4:30 p.m., but this does flex depending on workshop

schedules, etc. Individual appointments can be arranged by calling extension 2272 or via email at careers@elms.edu.

MAIL SERVICES

Mail services is 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.

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). If you have any questions, call extension 2273 or 413-594-5500.

COMPUTER LABS

Elms College has four computer labs for student use. Three of the labs are general purpose labs, and the fourth is part of our Computer Information Technology (CIT) Department. This lab contains computers dedicated to students in CIT courses.

All computers connect to the college LAN and the Internet. The Microsoft Office suite is available in all the labs, and specific software is available for different academic departments.

One of the general purpose labs is located in room 208 of Berchmans Hall, and another is located in the Listening Room in the basement of the Alumnae Library. The third general purpose lab is located on the first floor of the Mary Dooley College Center. This lab has 24 hour access. The CIT lab is located in Berchmans 204.

An Elms College student ID is required to use any Elms College computer lab. A computer lab is a working environment; please respect fellow computer users and work in a quiet manner. To ensure availability and good working order of the equipment, food and drink are not allowed in any college computer lab. Please remember to keep the labs clean.

The residence halls are equipped with a wireless network, and each room can connect to cable TV. All students must abide by the acceptable use policy provided below, or their network access will be revoked. The policy is established to protect the integrity of the network and to ensure fair and appropriate use of the resource, and appears below.

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 www.elms.edu. Email accounts are to be used for personal and lawful purposes only. The college reserves the right to disconnect an email account, if it deems necessary.

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 on reading day (in December and May) 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

In order to provide high quality service and to ensure the integrity of Elms College network, Elms has adopted this acceptable use policy. Please read this acceptable use policy prior to accessing the service. 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 Harm to Minors

Student will not use, nor allow others to use, the service to harm or attempt to harm a minor, including but not limited to using the service to send pornographic, obscene, or profane 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 homepage (<http://www.elms.edu>), by electronic mail, or by conventional mail.

OFFICE OF INSTITUTIONAL MARKETING

The Office of Institutional Marketing is located on the second floor of the Mary Dooley College Center, and the office of the director of institutional marketing is located on the first floor of Berchmans Hall. Institutional marketing publishes *Novus*, the college magazine, *Voces*, the college newsletter, and all other college publications. This office will gladly publicize student events in appropriate media outlets if notified in time to do so. Students should contact the director of marketing at extension 2294 well in advance of an event, and be able to provide him with specifics such as time, place, cost (if any), and other pertinent details. The marketing staff will write the news releases and transmit them to the media. Materials concerning the college which are intended to reach the public must be approved by Marketing before they are

released. This includes news releases, photographs and captions, statements, interviews with radio and TV, and calendar announcements.

The Institutional Marketing Office also sends news releases to the students' hometown newspapers when students achieve honors such as dean's list, take part in activities, are elected to office, or graduate. Students who DO NOT want any information about them released to the public MUST sign a form in the Marketing Office in the College Center. If we do NOT have a signed form on file, we will assume that the student agrees to have any information made public.

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 weight training area; a six-lane 25-meter pool; a multi-purpose area with a suspended indoor track; offices; classrooms; a 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, SSJs, and priests may join at a reduced rate. Membership includes full use of the facility plus step aerobics, muscle conditioning, water aerobics classes, 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.

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 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.

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 in 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).

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.

Varsity Sports:

- Baseball (men's)
- Basketball (men's and women's)
- Cross country (men's and women's)
- Field hockey (women's)
- Golf (men's)
- Lacrosse (women's)
- Soccer (men's and women's)
- Softball (women's)
- Swimming (men's and women's)
- Volleyball (men's and women's)

INTRAMURALS

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.

Selected 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

Club programs:

- Cheerleading
- Dance team
- Equestrian

COMMUTER STUDENTS

As a commuter, you are an integral part of the Elms College community. 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 and in rooms 214, 208, and 204 of Berchmans Hall.

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 at 35 Gaylord Street, 2nd floor.

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, used to purchase food items in the dining hall or the snack bar. Every time you use the *Blazer Dollar* system, money will be deducted from your account, so you do not need to carry cash. Besides that convenience, you will receive a small discount towards the purchase of your food when you open an account. To purchase *Blazer Dollars*, simply stop by the cashier station in the cafeteria during business hours.

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

Are lockers available?

Yes! Lockers are located in the basement of the Mary Dooley College Center. Students must provide their own locks.

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

The Campus Ministry Office, headed by Sr. Maureen Kervick, can assist 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. Sr. Maureen can be reached at kervickm@elms.edu or extension 2289.

Are career advisors available on campus?

Yes! The staff at the Career & Experiential Learning 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.

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.

VENDING MACHINES

Vending machines are located in Berchmans Hall, the Mary Dooley College Center, residence halls, and the Maguire Center.

Please note: No food or drink may be taken into the Alumnae Library, the computer labs, or classrooms.

ATM MACHINE

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

POSTING POLICY

All flyers or notices posted on campus must be approved with a date stamp in the Student Affairs Office, the Academic Affairs Office, the Athletics Department, or the Human Resources Office. They must be posted in designated areas, which do NOT include glass doorways. All non-approved and inappropriately posted flyers will be removed.

RESIDENCE LIFE

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.

RESIDENT ADVISORS

There is an assigned resident advisor on each floor throughout the residence halls. The resident advisors help to build community, and provide an atmosphere of openness and understanding to all who live there. The 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.

RESIDENT COUNCIL

Resident students established the resident council in order to enhance residence life. The council organizes and encourages social activities—like wing or floor competitions and dorm or floor parties—in the residence halls.

The council will also act as liaison between resident students and resident advisors with regard to residence hall policy and regulations. All resident students are encouraged to participate.

HALL SPORTS

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

SMOKE-FREE ENVIRONMENT

All of our residence halls are smoke-free environments. If a student or a student’s guest is found smoking in any residence hall, a \$50 fine will be assessed to the student’s campus account for each incident. Fines may increase if the student repeatedly violates this policy.

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 and 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 director or an associate dean of students.

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

BUNK BEDS

Bunk beds are only permitted for use in Rose William and Devine Halls, because the new furniture there allows for beds to be bunked safely.

COMMON AREAS

Damage to property in common areas will be calculated throughout the year. At the end of the year the total will be divided and paid for by 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.

LAUNDRY

A laundry room is provided on the lower floor of each dorm. Washers are \$1.25 for a one-half-hour wash; dryers are \$1.25 per load.

PET POLICY

Fish are the only pets allowed in the residence halls. Ten-gallon tanks are the largest allowed. You will be charged a \$25 fine for each pet violation documented.

COOKING FACILITIES

Kitchenettes are located off the main lobby in Rose William Hall and on the lower levels in O'Leary Hall and 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 1.7 cubic feet). Most rooms are only allowed to have one refrigerator, but rooms designated as quads are allowed to have two (no more than 1.5 cubic feet each). Any questions regarding room restrictions should be given to the residence director or an associate dean of students.

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 are NOT allowed in any residence hall:

- halogen lamps
- open heating coils
- satellite dishes or antennas
- air conditioners
- sun lamps
- Any cooking appliance including:
 - electric frying pans
 - popcorn poppers
 - toaster ovens
 - microwave ovens

Having these items in your room is a violation and will result in a fine. Failure to remove the items will lead to the item being confiscated, and a referral to the vice president of student affairs.

Students MAY bring any of the following items into the residence halls:

- television
- stereo
- computer/printer
- clock radio
- answering machine
- fan
- hair dryer
- hot pot (with closed heating elements and automatic shut off)
- refrigerator (no larger than 1.7 cubic feet)
- lamp (no halogen; must have manufacturer's recommended bulb wattage)

OTHER RESTRICTIONS ON PERSONAL ITEMS

Live Christmas trees are considered a safety hazard, and are not allowed in any residence hall.

Gas powered items of any kind are not permitted in any residence hall. This includes but is not limited to scooters, grills, or motorized bikes. Charcoal grills must be kept outside.

Water beds are not permitted in any residence hall.

ROOM SELECTION

Resident students select their rooms each spring through a lottery system, whereby students' names are drawn, starting with upper-class students. Student Government Association leadership receive the privilege of choosing their rooms first due to their service to the student body.

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.

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. If not in its original condition, money needed to bring the room back to original condition will be deducted from the security deposit.

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 director or an associate dean of students 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.

CHANGE OF RESIDENCY

"Change of status" forms are available in the Student Affairs Office for residents who are planning to commute, or for commuters who plan to become residents the following year.

TELEPHONE SERVICE

Students may have telephones in any room in our residence halls. 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 business 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.

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 INSPECTION AND RIGHT OF ENTRY

Except under extreme circumstances, the premises occupied by students and their personal possessions will not be searched. However, according to stipulation #9 of the housing contract, the vice president of student affairs, an associate dean of students, or the residence director can authorize a search in certain proscribed situations that involve the safety, security, and well-being of the residents.

Please note: room inspections are conducted during Christmas break in order to insure 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 violations of college policy.

Instructions for Room Search by College Officials

The following persons are eligible to authorize a room search:

- vice president of student affairs
- associate dean of students
- residence director
- resident advisors and/or residence life graduate assistant with authorization from the vice president of student affairs

Before entering a room, those conducting a search must:

1. Knock on the door to determine whether the tenant(s) are present. If they are not, those conducting the search should return at such time that they are, unless extreme emergency circumstances exist, in which case the use of a passkey is permissible.
2. When tenant(s) are present, those conducting the search must identify themselves by name and title and request permission to enter the room for the purpose of a room search. If the tenant(s) deny access under these conditions, the use of a passkey is permissible.
3. Inform the tenant(s) in the room of the reason for the search.
4. Advise the tenant(s) that any information obtained or property seized can be used as evidence against them in any college disciplinary proceedings.

Two authorized persons must be present to conduct a room search.

After Entering A Room

1. While one official questions the tenant(s), another official shall record any information obtained, and its source.
2. While one official searches the room, another official shall make a record of the property seized, if any, and the location in which it was found.
3. The seized property shall be itemized on both copies of the incident report, and acknowledged by signature of an official searcher and the tenant(s).
4. If at any time during a room search a procedural question should arise, the searcher(s) should immediately terminate the search and seek the advice of their supervisor or an appropriate college official. One of the searchers should secure the room, remaining in it until their colleague returns prepared to complete the search.

After Completing A Search

A completed copy of the incident report shall be filed in the Office of Student Affairs.

RESIDENCE HALL 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	9:00 a.m.-11:00 p.m.
Friday and Saturday	9:00 a.m.-2:00 a.m.

The open house hours may be changed or cancelled at the discretion of the residence director, an associate dean of students, or the vice president of student affairs.

Commuter Students Visiting Residence Halls

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 on page 54 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, campus safety officers, the residence director, or the associate dean of students for residential life have the authority to ask students to leave or write them up if the students are violating quiet hours, abusing the resident guest policy, or disturbing any resident in any way.

Admittance

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.
5. It is the responsibility of each resident student to make sure her/his 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 total 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 campus safety officers. The resident host will be written up and held accountable for violating this 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 a 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. Any infractions should be reported immediately to the resident advisor on duty.

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 need to be approved by the residence director or the associate dean of students for residential life.

A non-student guest cannot stay overnight on campus more than three times per month. An Elms College commuter student guest cannot stay overnight on campus more than three consecutive nights, or more than five times per month. Guests are not permitted to use a resident's key or ID card for any reason.

Gender-Appropriate Bathroom Use

When guests are visiting in any residence hall, they must use the appropriate bathroom designated for their gender.

RETURNING TO CAMPUS DURING BREAKS

Students need permission from the residence director or the associate dean of students for residential life to return to campus early during breaks. A fine of \$100 will be assessed each time to a student who returns to campus early without permission, or who returns to the residence hall for any amount of time without permission while the residence hall is closed.

QUIET HOURS

Out of courtesy, guests and students are expected to keep noise down to a reasonable level 24 hours per day, seven days per week. Quiet hours are from 11 p.m.-9 a.m. Sunday through Thursday, and 2 a.m.-9 a.m. Friday, Saturday, and Sunday. You may be fined if you violate these quiet hours. Excessively loud music or noise is not permitted at any time.

During finals week and the days leading up to finals, 24 hour quiet hours will be put into effect. Signs will be posted with the dates.

NEIGHBORS

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

LOSSES AND THEFTS

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. Student room doors should be locked whenever the student leaves the room or goes to sleep for the evening. 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.

PERSONAL RESPONSIBILITIES

The term “inappropriate behavior” encompasses but is not limited to:

- Failure to comply with Elms College policies and/or Elms College staff and faculty.
- Infliction or threat of bodily harm or assault; physical abuse of any person on the college premises, or taking any action for the purpose of inflicting bodily harm, threatening, harassing, or intimidating any person.
- Destruction of property; intentionally or negligently damaging, destroying, or defacing college property or property of any person while on the college campus or on a college-related premise, and vandalism off-campus in connection with a college-sponsored event or by a group representing the college.
- Theft of college property or property of any individual (e.g. bookstore), including removal of furniture from designated lounge or common areas and unauthorized possession of college furniture.
- Misuse of any campus telephone or computer equipment, which includes charging any long distance call or electronic message to the college without proper authorization.
- Misuse of computerized information.
- Building of any unauthorized structures in a residence hall room or common area.
- Hiring off-campus entertainment/vendors for on-campus events without prior approval from the college.

DRUG AND ALCOHOL 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.

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.

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.

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, even for guests.
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 24-pack (one case) of beer or 64 ounces of wine or other alcohol. 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 shatterable container of alcohol in any common area of residence halls including lounges, kitchenettes, stairwells, or hallways, or in outdoor areas adjacent to residence halls.
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.
9. Each resident may have no more than two (2) people in her/his room at a time.
10. Minors cannot be present in rooms of legal drinking age residents while alcohol is being consumed.

Resident advisors will inform their respective residents that the drinking age is 21 in the Commonwealth of Massachusetts. Students under the age of 21 are not to have alcoholic beverages anywhere in the residence hall. Students under the age of 21 who are identified with alcoholic beverages may be subject to dismissal from the residence hall and may not be

reinstated without an evaluation from the vice president of student affairs. The following table outlines the progression of sanctions when a student has been involved in violating the college's alcohol policy:

Alcohol Violations & Sanctions for Students Under 21

Violation:

Possession and/or Consumption, Dispensing of Alcohol, Intoxication (Requiring medical treatment)

First Offense	Second Offense	Third Offense	Fourth Offense
Meet with RD or ADOS Letter of warning and one hour alcohol education class	Meet with RD or ADOS Housing probation for two semesters and \$50 fine	Meet with VPSA Possible housing suspension and/or recommendation to Counseling Ctr. and/or \$100 fine	Meet with VPSA Possible suspension or required withdrawal from housing \$150 fine
Meet with RD or ADOS Letter of warning and one hour alcohol education class	Meet with RD or ADOS Housing probation for two semesters	Meet with VPSA Possible suspension or required withdrawal from housing	
Meet with RD or ADOS one hour alcohol education class and/or meet with Health Center	Meet with VPSA Mandatory referral to Counseling Center and/or two semesters of housing probation and/or \$50 fine	Meet with VPSA possible suspension or required withdrawal from housing \$100 fine	

Alcohol Violations & Sanctions for Students Under 21

Violation:

Public Consumption, Open Container, Dispensing Alcohol to underage students, Intoxication (requiring medical treatment)

First Offense	Second Offense	Third Offense	Fourth Offense
Meet with RD or ADOS Letter of warning and one hour alcohol education class	Meet with RD or ADOS two semesters of housing probation and \$100 fine	Meet with VPSA Referral to Counseling Center \$150 fine	Meet with VPSA Referral to Counseling Center \$150 fine
Meet with RD or ADOS and/or Health Center and one hour alcohol education class and/or \$50 fine	Meet with RD or ADOS two semesters of housing probation and/or \$100 fine	Meet with VPSA Possible suspension or required withdrawal from housing and/or \$150 fine	
Meet with RD or ADOS Office and/or Health Center and one hour alcohol education class	Meet with VPSA Referral to Counseling Center and/or two semesters of housing probation and/or \$50 fine	Meet with VPSA Possible suspension or required withdrawal from housing and/or \$100 fine	RD= residence director ADOS= associate dean of students VPSA= vice president of student affairs

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 dorm 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.

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.

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.
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 vice president of student affairs.

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. Resident students will be held responsible for the use of rooms by themselves, roommates, or guests. 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 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.

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.

CAMPUS EVENTS

1. Reservations for space on campus must be made with the switchboard operator 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 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.

Violations at Campus Events

1. Violators at the event will be asked to leave by security police.
2. Event sponsor will be asked to correct the infraction.
3. Event may be terminated.
4. Sponsor will be barred from holding future events.

Loss of Privilege to Represent the College

A student will lose the privilege to participate in any co-curricular activity in the event of excessive policy violations on campus. The vice president of student affairs will make all decisions concerning a person's status.

THE DRUNK DRIVING LAW

Massachusetts OUI Law First Offense

- Jail: Not more than two-and-a-half years House of Correction
- Fine: \$500-\$5,000
- License suspended for one year; work/education hardship considered in three months; general hardship in six months.

Alternative disposition (First Offense OUI)

- Probation with mandatory participation in alcohol-drug education program paid for by defendant
- License suspended for 45 to 90 days (210 days for drivers under age 21).

Available for second offenses from more than 10 years prior

Massachusetts OUI Law Second Offense

- Jail: Not less than 60 days (30 day mandatory), not more than two-and-a-half years
- Fine: \$600-\$10,000
- License suspended for two years, work/education hardship considered in six months; general hardship in one year.

Alternative disposition (Second Offense OUI)

- Two years probation
- Fourteen day confined treatment program paid for by the defendant
- License suspended for two years, work/education hardship considered in six months; general hardship in one year.

Massachusetts OUI Law Third Offense

- Jail: Not less than 180 days (150 day mandatory), not more than five years State Prison (felony status)
- May be served in a prison treatment program
- Fine: \$1,000-\$15,000
- License suspended for eight years, work/education hardship considered in two years; general hardship in four years.

Massachusetts OUI Law Fourth Offense

- Jail: Not less than two years (one year minimum mandatory), not more than five years (felony status)
- Fine: \$1,500-\$25,000
- License suspended for 10 years, work/education hardship considered in five years; general hardship in eight years.

Massachusetts OUI Law Fifth Offense

- Jail: Not less than two-and-a-half years (24 mos. minimum mandatory), not more than five years (felony status)
- Fine: \$2,000-\$50,000
- License for life, no possibility of hardship.

New law effective 6/30/03: Changes to Mass General Laws, M.G.L. Chapter 90, Section 24, regarding breath test:

For a first offense OUI charge, if you take the test and fail, the license suspension period has decreased from 90 to 30 days. If you instead refuse the test, the suspension is now increased to 180 days from 120, also only for a first offense. For minors or those under 21, or those with a prior OUI conviction, the penalties for refusal of the breath test have also both increased from 180 days to one year.

CAMPUS SAFETY

EMERGENCY TELEPHONE NUMBERS

Chicopee Police, Fire, or Ambulance911
(*On any campus phone dial only the three digits 911*)

Elms College

Campus Safety2278
Plant Office2231
Switchboard Operator594-2761, or ext. 0
Resident Director (office)2274
Wellness Center2288

Poison Hotline800-682-9211
Alcoholics Anonymous532-2111

Hospitals

Mercy Hospital748-9000
Providence Hospital536-5111
Baystate Medical Center794-0000
Baystate Emergency Room794-3233

Sexual Assault Resources

Everywomen's Center Crisis Hotline545-0800
ARCH (Rape Crisis)733-7100

Women's Shelters

Springfield733-7100
Holyoke536-1629

Pregnancy Centers

Birthright732-6104
Brightside788-7366
Family Planning Of Western MA733-6639
Women's Hospital at Baystate Medical794-5641

Sexually Transmitted Disease Resources

HIV Testing794-5307
STD Testing794-8354
STD Hotline800-227-8922
AIDS Hotline800-235-2331

SEXUAL ASSAULT

The Student Affairs Office addresses the issues of sexual assault and rape each semester. That office informs students regarding the following:

- ▶ Procedures to be followed when reporting such an offense.
- ▶ The available options for notifying law enforcement officials.
- ▶ The possible sanctions for committing such offenses (including appropriate disciplinary procedures).
- ▶ The availability of counseling and other services.
- ▶ The available options in living and academic arrangements.

PREVENTING SEXUAL ASSAULT OR EXPLOITATION

1. Remember that alcohol or other drugs can blur messages or impair judgment and control.
2. Believe that your body belongs to you. You do not have to do anything that you do not want to do with it. Only you can choose what you want.
3. Set your limits and state them clearly. If sexual attention or advances are not wanted, say “NO” assertively.
4. If you are unsure of what you want, it is okay to say that. You also need to state clearly that, at least for the present time, this means “NO.”
5. Trust your instincts. The moment you feel uncomfortable, ACT. If saying that you want to stop does not stop the unwanted behavior, don’t be afraid to make a scene. Protect yourself.
6. If your initial “NO” and other protests do not stop an unwanted advance, YELL for help or physically get out of the situation.

If you are assaulted:

1. Call a supportive friend, a resident advisor, someone in the student affairs office, or a rape crisis hotline.
2. Before washing or cleaning up, seek medical attention with the help of a friend or counselor.
3. Get angry and stand up for yourself. Report the assault to campus authorities and press charges.

4. Be patient with yourself and don't isolate yourself. It takes time to get over an assault and begin to trust yourself and others again. You need good friends for support. The college Counseling Center can help you in this healing process. Call them at extension 2275.
5. Don't blame yourself, even if it feels like you are responsible. It is the person who commits the assault who is responsible. Sexual assault, or the continuation of unwanted behavior when you have stated you wish it to stop, is a violation of your rights, and sexual intercourse without your consent, even with someone you know, is rape.
6. If you have been the victim of a sexual assault or rape and would like to speak with someone about your experience and recovery, call the Counseling Center at extension 2275, the Health Center at extension 2288, or the Student Affairs Office at extension 2210.

If you are called to assist a friend who has been assaulted:

1. Suggest that the victim go to a hospital emergency room for any injury s/he may have sustained as well as for protection from sexually transmitted diseases or pregnancy. Inform the victim that bathing or changing clothes eliminates evidence in case s/he decides to pursue legal action later. Help the victim to be transported to the hospital by car, campus safety, or ambulance.
2. Suggest that s/he allow the rape investigation unit to be contacted. If s/he agrees, ask for this unit directly when you call the police department. Do not leave information with the "officer at the front desk," because the information will be placed in the daily police log. Newspapers have access to this information, and even though the victim's name will not be listed, we do not want the victim further traumatized.
3. Ask the victim if s/he wants any specific person(s) with her/him. Suggest the residence director, a college counselor, the director of the Health Center, or the vice president of student affairs. Remind anyone responding as a support person to maintain strict confidentiality for the victim.
4. Inform the victim that s/he has the right to choose whether or not to press legal charges, and that s/he may change her/his mind in the future.

5. Inform the victim that s/he may choose whether or not s/he wants counseling and with whom. Possibilities include the college counselors or the director of the Health Center. Other agencies that can be of assistance are listed on page 63.

EMERGENCIES

In the event of a serious injury, call 911 for an ambulance immediately, and then contact campus safety (ext. 2278).

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.

CAMPUS SAFETY OFFICERS

Campus safety officers provide 24-hour security coverage, seven days a week. A safety officer roves the campus on this schedule:

- 6 p.m.-2 a.m. Sunday-Monday-Tuesday
- 7 p.m.-3 a.m. Wednesday-Thursday
- 6 p.m.-7 a.m. Friday-Saturday

The in-house security staff has no powers of arrest, nor do they carry weapons. They are equipped with radios that communicate with the campus switchboard and the physical plant office. These radios have a telephone interconnect, so when extension 2278 is dialed on campus, a campus safety officer can intercept the call.

When the in-house campus 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 agencies immediately.

When Chicopee police are employed by Elms College, they have full power of arrest, and carry weapons while on campus duty. They carry Chicopee police radios and are in communication with police headquarters at all times. They have the authority to respond personally to a crime in progress, and can radio directly to the city police for backup or emergency services.

All campus safety officers log in for their shift at the safety office. There are written instructions posted at this location describing the daily routines, the duties they are expected to perform, and regulations regarding their conduct.

The officers write out reports on any incidents that occur during their shift, and submit them to the director of operations 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 any safety considerations such as lighting repairs, structural safety problems, or shrubbery trimming needed for better ground visibility. Maintenance is expected to act on these reports within a reasonable amount of time.

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. Do not re-enter the building until campus safety has declared that it is safe to do so.

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, 2003 through August 1, 2007.

Crime	Number of Occurrences				
	2003	2004	2005	2006	2007
1. Murder, rape, aggravated assault	0	0	0	0	0
2. Reported thefts					
a. Breaking and entering motor vehicle	7	2	3	11	1
b. Breaking and entering public building with property stolen	0	0	1	1	1
c. Breaking and entering residence halls with property stolen	0	0	1	0	1
d. Thefts from public buildings during business hours	3	4	3	4	7
e. Thefts from residence halls	1	1	0	2	0
3. Reported breaking and entering without property stolen					
a. Motor vehicles	1	0	0	1	0
b. Public buildings	0	1	1	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					
	2002	2003	2004	2005	2006	2007
1. Liquor law violations	0	0	0	0	0	0
2. Drug abuse	0	0	0	0	0	0
3. Weapons possession	0	0	0	0	0	0

Additional numbers available upon request.

PROTECT YOURSELF AND YOUR PERSONAL PROPERTY

- 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 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.

ACCESS TO BUILDINGS AND GROUNDS

The Elms College grounds and facilities are solely for the use of our students, faculty, staff, and their guests. Campus 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.

Campus 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 campus safety in advance.

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 campus 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, she/he will face disciplinary action and possible expulsion.

RESIDENCE HALL KEYS

Prox identification cards are issued to all resident students and act as the key to residence hall inside doors. Room keys and Prox-ID cards are the responsibility of the assigned residents. Keys may not be given to guests and may not be duplicated. Violation of this policy may result in a termination of the resident contract. If you lose your Prox-ID card, notify the Office of Student Affairs immediately so that the card can be disabled from the entry system. Loss of keys or Prox-ID will result in a deduction from your security deposit.

Staff members are issued residence entrance keys and identification and access cards on a need-to-have basis only by the director of facilities. 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.

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 campus safety must be contacted to make the determination. No staff member is allowed to enter a student's room unaccompanied, and without the expressed permission from a supervisor or the vice president of student affairs. Entry doors are not to be left unlocked or propped open.

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 campus 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 in rooms 204, 208B/C, and 214. 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 intersessions. 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
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 student access:

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 vice president of student affairs issues both the keys and the card. 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 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 campus safety 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 the resident advisors, campus safety, and certain maintenance staff members. 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.

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 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.

Residents wishing to have same-gender overnight guests should make all arrangements with the resident advisor assigned to their floor. Guests must be signed in with the resident advisor on the floor they are visiting. 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.

Elms College IDs:

You should have your ID on your person at all times. If a member of campus safety asks you for your ID, you must present it. If you are caught with another student's ID, it will be confiscated.

Residence hall open house policy:

Visitations will be held on Fridays and Saturdays from 9 a.m. to 1 a.m., and on Sundays through Thursdays from 9 a.m. to 11 p.m. All residence hall visitor access procedures apply to the open house policy.

Lobby and visitor reception room hours:

Sunday through Thursday	9 a.m. to 12 midnight
Friday through Saturday	9 a.m. through 2 a.m.

Resident guests are expected to sign out of the building by 2 a.m.

Campus safety, maintenance, and housekeeping staff residence hall access:

Staff members are issued residence entrance keys and identification and access cards on a need-to-have basis only by the director of facilities. 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.

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 campus safety must be contacted to make the determination. No staff member is allowed to enter a student's room unaccompanied, and without the expressed permission from a supervisor or the vice president of student affairs. Entry doors are not to be left unlocked or propped open.

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 give as much information as possible. Leave the area immediately.

Exit the building when the fire alarms sound. Use the stairways, not the elevator, and proceed away from the building. Dormitory resident assistants or department supervisors in the building should immediately contact campus safety (ext. 2278) to back up the automatic fire alarms. Do not re-enter the building until campus safety has declared it safe to do so.

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.

FIRE DRILL PLAN

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

O'LEARY HALL

- | | |
|---------------|--|
| Rooms 101-106 | Out the front door, meet on the quad by the front doors of the Mary Dooley College Center. |
| Rooms 107-112 | Out the fire exit facing the parking lot, meet on the quad by the front doors of the Mary Dooley College Center. |
| Rooms 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. |
| Rooms 201-206 | Use main staircase to exit through the fire exit by the Great Hall. Meet in the parking lot by the garage. |
| Rooms 207-214 | Use side stairs to exit out fire door closest to Rose William Hall. Meet in the parking lot by the garage. |
| Rooms 208-230 | Use the back stairs to exit the rear fire door by the parking lot. Meet in the parking lot by the garage. |
| Rooms 301-307 | Use main staircase to exit through front doors. Meet by the Maguire Center. |
| Rooms 308-315 | Use side staircase by Rose William to exit fire door closest to Rose William. Meet by the Maguire Center. |
| Rooms 316-318 | Use main staircase to exit through the front doors. Meet by the Maguire Center. |
| Rooms 319-331 | Use back stairs and exit through rear fire door by parking lot. Meet by Maguire Center. |

- Rooms 401-406 Use main staircase to exit through front door. Meet on the athletic field.
- Rooms 407-411 Use side staircase to exit through fire door closest to Rose William Hall. Meet on the athletic field.
- Rooms 412-415 Use main staircase to exit front door. Meet on the athletic field.
- Rooms 416-422 Use back staircase to exit fire door facing the parking lot. Meet on the athletic field.

ROSE WILLIAM HALL

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

- Rooms 310-320 Out fire exit closest to O’Leary Hall; meet by the physical plant building.
- Rooms 329-332 Out fire exit facing Marian Hall; meet by the physical plant building.
- Rooms 342-352 Out fire exit closest to the Mary Dooley College Center; meet on the grass beside the Mary Dooley College Center.
- Rooms 335,353-359 Out fire exit facing Gaylord Street; meet on the grass beside the Mary Dooley College Center.

DEVINE HALL

Rooms 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.

Rooms 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.

Rooms 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.

Rooms 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

CAMPUS 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. 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.

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.

Penalties for unpaid fines

Unpaid fines will result in withholding of grades for underclass students, and a hold-up of application for degree for seniors.

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.

**PROHIBITION OF HAZING:
COMMONWEALTH OF MASSACHUSETTS GENERAL
LAWS 269:17, 18, 19**

269:17 Hazing; Organizing or Participating; Hazing Defined.

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, [sic] 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 of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

269:18 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.

269:19 Distribution of This Section.

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 member, 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 regents 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 communication the institution's policies to its students. The board of regents 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.

POLICY OF EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION RESPONSIBILITY

Responsibility

The president of the college has delegated responsibility to the Affirmative Action Committee, which reviews the 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.

Reviewed 2004

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.

THE AFFIRMATIVE ACTION COMMITTEE

The affirmative action committee is a standing committee appointed by the president and directly responsible to the president of the college. The committee monitors Elms College's equal opportunity and non-discrimination policies in education and employment. It is composed of the following members:

- President of the college
- Vice president of student affairs
- Four faculty members
- Associate dean of students for residence life
- Director of human resources
- One admissions counselor
- The ALANA admissions counselor
- A staff representative
- Three students, one being non-traditional

The committee's responsibilities include:

1. To assist in the dissemination of the policy statement to the community.
2. To identify and remove barriers to equal access and equal treatment.
3. To insist upon and to review record-keeping systems that will track the effectiveness of the college's affirmative action program for employing and admitting students who are members of under-represented groups.
4. To review and promulgate the college's equal opportunity/affirmative action policy.
5. To annually solicit affirmative action goals and objectives for the coming year, and to evaluate the progress with the vice president for academic affairs for faculty areas, the director of human resources for non-faculty areas, the director of admissions and financial aid, and the vice president of student affairs. This process will normally occur in the second semester of each year.
6. To receive and process grievances.

Persons with questions about the college policy concerning equal opportunity and/or affirmative action should consult with this committee. The committee encourages calls from persons with questions or complaints about discrimination. It can provide advice, or act as a neutral third party to help resolve disputes and conflicts related to such matters.

DISSEMINATION OF POLICY

The phrase “Equal Opportunity Employer” will be printed on all college promotional and informational materials, such as catalogs, brochures, personnel forms, and policy handbooks for faculty, students, and staff.

The committee will explain the college’s affirmative action EO/AA policy to all supervisory personnel, including the student employment coordinator at the opening of the academic year. It is important that they understand their responsibility in order for it to be effectively implemented. A copy of the EO/AA policy will be on file in the library and in all administrative offices.

PRELIMINARY PROCEDURES AND COUNSELING

If you believe you were the victim of discrimination and/or 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 EO/AA policy 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 discrimination 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 discrimination did occur, we would 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 discrimination 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 discrimination 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. 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 discrimination or cooperated in an investigation will not be tolerated and will also result in disciplinary action.

In addition to the above, if you believe you have been subjected to discrimination, 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
617-223-9695 (TTY)

SEXUAL HARASSMENT POLICY

Responsibility

The president of Elms College has delegated responsibility to the affirmative action committee, which reviews the policy annually.

Sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic work;
2. submission to or rejection of such a conduct by an individual is used as the basis for employment or academic decisions affecting the individual;
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or academic environment.

These definitions are broad and include any sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers. While it is not possible for Elms College to list all those circumstances that we would consider to be sexual harassment, the following are some examples:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Requests for sexual favors in exchange for actual or promised job or educational benefits such as favorable reviews, salary increases, promotions, increased benefits, continued employment, favorable grades, assignments, or recommendations;
- Assault or coerced sexual acts.

The following conduct may also constitute sexual harassment:

- Use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, sexual activity, deficiencies, or prowess;

- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures;
- Suggestive or insulting comments;
- Inquiries into one's sexual experiences;
- Discussion of one's sexual activities.

Revised 2003

Reviewed 2005

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
617-223-9695 (TTY)

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 are 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 comply with the requirements of FERPA.

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

Family Policy Compliance Office

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

CORI REQUIREMENTS

Pursuant to Massachusetts General Laws Chapter 6, Section 172(c), 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.

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