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- Travel Policy
Dear Elms College Students,

On behalf of the Elms College community, I am pleased to welcome you to the 2019-2020 academic year! For more than 90 years, Elms College has remained true to the missions of its founders, the Sisters of St. Joseph, and to our core values of Faith, Community, Justice, and Excellence. Many great opportunities await you to enhance your Elms Experience as you live out the mission and the core values. I hope you take advantage of every opportunity!

The 2019-2020 Elms College Student Handbook seeks to provide you with access to information you may need during the course of the year. The policies, regulations, rights, and responsibilities included in the Handbook have been established in the best interest of all members of the Elms College Community to ensure we honor a commitment to our mission and to a community that affords all members an opportunity for intellectual and personal growth. Please familiarize yourself with the Handbook, and feel free to reach out and ask any questions about the information.

Elms College is a vibrant community with dedicated staff and faculty that work to offer a supportive and encouraging environment for students. Please commit yourself to engaging in opportunities, assisting one another, learning and developing, and taking advantage of all that Elms College has to offer. I look forward to working with you throughout the academic year.

Sincerely,
Teresa Winters, M.Ed.
Dean of Students, Student Affairs
**College of Our Lady of the Elms Mission Statement**

The College of Our Lady of the Elms, a Catholic college, educates a diverse group of women and men in a supportive, vibrant learning community. Combining a liberal arts education with professional studies, Elms College empowers students to effect positive changes in the community and in the world.

Affirming the founding tradition of the Sisters of St. Joseph, Elms College challenges students to embrace change without compromising principle, to respond creatively to the demands of their chosen careers, and to advocate for people in need. Elms College is a community rooted in faith, educated in mind, compassionate in heart, and responsive to civic and social obligations.

Approved by the Board of Trustees October 28, 2011
**Disclaimer:** The Elms College Student Handbook is intended to be a general guide and resource for students. Elms College Expects students to be familiar with the College’s expectations concerning membership in the College community set forth in this guide. However, the guide is not a contract between Elms College and its students. Elms College has the right to change its policies, procedures, rules, and sanctions at any time.
**Who’s Who at Elms College**  
**President’s Cabinet**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harry Dumay, Ph.D.</td>
<td>President</td>
</tr>
<tr>
<td>Walter Breau, Ph.D.</td>
<td>Vice President of Academic Affairs</td>
</tr>
<tr>
<td>Katie Longley, MBA</td>
<td>Vice President of Finance &amp; Administration</td>
</tr>
<tr>
<td>Bernadette Nowakowski, MALA</td>
<td>Vice President of Institutional Advancement</td>
</tr>
<tr>
<td>Teresa Winters, M.Ed.</td>
<td>Dean of Students, Student Affairs</td>
</tr>
<tr>
<td>Jonathan Scully, MBA</td>
<td>Vice President of Enrollment and Marketing</td>
</tr>
<tr>
<td>Sister Carol Allan</td>
<td>Director of Campus Ministry and Special Assistant to the President for Mission &amp; Charism</td>
</tr>
<tr>
<td>Father Mark Stelzer</td>
<td>College Chaplain and Special Assistant to the President for Catholic Identity</td>
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## Important Phone Extensions

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Elms College Main Operator</td>
<td>413-594-2761</td>
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<tr>
<td>Academic Affairs</td>
<td>413-265-2222</td>
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<tr>
<td>Advising Office</td>
<td>413-265-2256</td>
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<tr>
<td>Alumni / Constituent Relations</td>
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<td>Aramark Food Service</td>
<td>413-265-2217</td>
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<td>Athletics</td>
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<td>Bookstore</td>
<td>413-265-2273</td>
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<td>Business Office</td>
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<td>Campus Ministry</td>
<td>413-265-2289</td>
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<td>Center for Student Success</td>
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<td>Career Center</td>
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<td>Counseling Center</td>
<td>413-265-2275</td>
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<tr>
<td>Dean of Student Success, Academic Affairs</td>
<td>413-265-2423</td>
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<td>Dean of Students, Student Affairs</td>
<td>413-265-2210</td>
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<td>Diversity and Inclusion</td>
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<td>Financial Aid</td>
<td>413-265-2249</td>
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<td>Health Center</td>
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<td>Information Services (IT)</td>
<td>413-265-2390</td>
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<td>International Programs</td>
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<td>Institutional Marketing</td>
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<td>Maguire Center</td>
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<td>Mailroom</td>
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<td>Tutoring Center</td>
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<td>Physical Plant</td>
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<td>President’s Office</td>
<td>413-265-2293</td>
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<td>Public Safety</td>
<td>413-265-2278</td>
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<td>Registrar</td>
<td>413-265-2314</td>
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<td>Residence Life &amp; New Student Programs</td>
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<td>School of Graduate &amp; Professional Studies</td>
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<td>Student Engagement &amp; Leadership</td>
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<td>Student Government Association</td>
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<tr>
<td>Vice President of Academic Affairs</td>
<td>413-265-2222</td>
</tr>
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STUDENT 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 a 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 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.
   d. To have the right to fair and equal treatment, including but not limited to instruction, evaluation, and services by faculty, staff, students, and administrators.
5. To have the right to procedural due process in grievance and disciplinary hearings.
6. To have the right to participate in student government.

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.
COMMONLY ASKED QUESTIONS

How do I get my student identification card?
The Elms College student ID card is issued through the Dean of Students Office after you have registered for course(s). The Dean of Students Office is located on the first floor, right side, of the Mary Dooley College Center. If you are part of an off-campus or online program you can contact your program coordinator or SGPS staff to assist with getting a replacement ID. Your student ID allows you to receive student discounts at area attractions, as well as access campus computer labs, the library, food services, and other campus services. A replacement ID for any Elms student is $20.00. You may be asked to show your Elms College ID when using Elms College facilities or at one of the off-campus locations so please be sure to have it with you at all times. For more information, email newlande@elms.edu or call 413-265-2210.

How do I get my library card or access to the library databases?
Students, faculty and staff are pre-loaded into the library system. Students go to the library home page and click into the directions link of how to create a new password to use for the database and online catalog using their student ID numbers as the usernames. Students can find the student ID number on the Elms College Student ID. Once that is complete students have access to all of our library services including databases, the online catalog and Interlibrary Loan.

Contact the library staff if you have questions at 413-265-2280 or email reynoldsh@elms.edu to set-up a tour and become acquainted with Elms College Alumnae Library’s services.

Where are the computer labs on campus? Will I be able to use the labs?
You will need your student ID card to use labs on campus. The labs are located on the first floor of the Mary Dooley College Center, the second floor of Berchmans Hall (room 209) and on the lower level of the Alumnae Library. In addition, the Learning Commons and the Center for Student Success in the Alumnae Library has public computers that students may use. There are 3 workstations with large video screens, and 20 loaner laptops available for use in the library. In addition, wireless internet is available throughout the campus.

Is there a place for me to relax between classes?
Yes. On the first floor of Berchmans Hall, there are chairs in the rotunda. On the first floor of the Mary Dooley College Center, there is a seating area and you are always welcome to sit in the Dooley Center dining room. The Learning Commons in the Library has comfortable furniture with laptop tables and access to power built in.

Is there a food plan for part-time undergraduate and graduate students?
Aramark, our food service vendor, provides all students with the opportunity to purchase a meal plan. Otherwise, food and beverages may be purchased on a cash basis. The hours of operation are Monday-Thursday 7:00 a.m. - 11:00 p.m.; Fridays 7:00 a.m. - 6:00 p.m.; Weekends and Holidays 9:00 a.m. - 11:00 p.m.; 11 a.m. – 1:00 p.m.; 4:00 - 6:30 p.m. There are also vending machines available in the Mary Dooley College Center, the Maguire Center, and on the lower level of Berchmans Hall.
May I use the fitness facilities?
Membership in the Maguire Center is available to full time on campus students with a valid student ID. For more information, please contact the front desk at 413-265-2313 or email athletics@elms.edu. If you are interested in purchasing a membership, you may download an application form and a health history form at athletics.elms.edu/information/facilities/index. Membership for part-time, off-campus, online and graduate students is available at a reduced rate.

How do I learn about campus events?
All campus events are listed on the Elms College website in our News and Events section and the ElmsConnect mobile app. Student Groups will advertise their events around campus. Any other events will go through the Office of Student Engagement & Leadership. If you would like more information please contact Collin McQuade, Director of Student Engagement & Leadership at Mcquadec@elms.edu or call 416-265-2211.

Will I be issued an email address as a student at Elms?
Yes. If you are a new registered student, the Information Technology (IT) department will send you an encrypted email to your personal account, which will include your password to your user accounts: Elms email, ElmsConnect, and Moodle. IT may be reached at helpdesk@elms.edu or call 413-265-2330.
ACADEMIC POLICIES

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

Absences
Any student who will be absent from class due to illness or for any other reason should contact their instructor as soon as possible. Also, in the event of a prolonged absence, contact the Registrar’s Office at 413-265-2314.

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

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

"Plagiarism: the use of outside source(s) without proper acknowledgement. Quotations: Any quotation, however small, must be placed in quotation marks or clearly indented and must be accompanied by a precise indication of the source.

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


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

3. Faculty shall report incidents of academic dishonesty, including copies of any documentation, and the action taken in response to them, in writing, to the vice president of academic affairs. Faculty shall inform the student that the notification has been sent to the vice president of academic affairs.
4. The vice president of academic affairs can elect to pursue further action up to and including dismissal from the college. The vice president will inform the student in writing that notification has been received, that it is confidential, and that the student has the right to question the charge.

5. Students who believe they are unjustly accused or punished for academic honesty violations may pursue the matter through the grievance procedure.

**Standard of Satisfactory Academic Progress for Financial Aid Recipients**

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

I. Qualitative

<table>
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<tr>
<th>Credit Hours Attempted</th>
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<tbody>
<tr>
<td>1-15</td>
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<tr>
<td>16-30</td>
<td>1.7</td>
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<tr>
<td>31-45</td>
<td>1.8</td>
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<tr>
<td>46-59</td>
<td>1.9</td>
</tr>
<tr>
<td>60+</td>
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</tr>
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</table>

II. Quantitative

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

III. Time

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

If a student fails to meet either the qualitative or quantitative measure, the student will be placed on academic probation and notified of her/his status. The following semester, all students on probation will be reviewed for progress. If the committee (dean of student success, director of financial aid and registrar) determines 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 vice president of academic affairs 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 at the end of each semester, after the semester grades have been posted, and apply the same standard to both undergraduate and graduate students.
**Class Attendance Policy**

Students are expected to attend all classes for which they are registered, and are responsible for absences and late enrollment. Students should inform the instructor regarding emergency or illness, and make arrangements to make up the missed work. It is the prerogative of the instructor to limit the number of allowed absences from classes. Students will be informed of these limits at the beginning of each class in the course syllabus. At the discretion of the instructor, absences in excess of one-third of the total number of course meetings may result in the student being excluded from the course.

**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 full-time undergraduate students may enroll in up to two undergraduate courses offered by member on campus colleges on a seats-available basis, provided the courses are not currently offered on the Elms College campus, or are offered at times that does not fit a student’s schedule. 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
- Bay Path University
- Elms College
- Holyoke Community College
- Springfield College
- Springfield Technical Community College
- Western New England University
- Westfield State University

**Course Credit**

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

**Course Registration**

Course registration for the upcoming traditional semester (fall and spring) takes place approximately four weeks before semester exams. Prior to registration day, it is the student’s responsibility to review their degree audit and semester course offerings, meet with her/his advisor, and plan their courses through ElmsConnect. The student will then need to register for courses online during registration week.
**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 or the Advising Office.

**Financial Obligation**
All students are required to meet financial obligations each semester with due dates of August 2 for fall and January 2 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 or be able to participate in room selection, and/or participation in co-curricular activities, and/or services will be suspended. In addition, entrance and exit interviews for all educational loans are mandatory and must be completed in a timely manner.

**Grade Change Policy**
A change in an assigned grade can be made by the instructor of the course up to one month following the 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 the procedures outlined in the Student Handbook; specifically, “Student Grievance Policy for Academic Matters.”

**Incomplete Grades Policy**
Under certain circumstances, an instructor may award the grade “Incomplete” (I) to a student at either the graduate or undergraduate level who has been unable to complete course requirements because of illness or other reasonable causes. The definition of reasonable causes is left to the discretion of the instructor, but it is understood that an Incomplete grade should be infrequently and judiciously given. Instructors may request appropriate documentation of the student’s extenuating circumstances.

Incomplete grades may be assigned only if the student’s prior performance and class attendance in the course have been satisfactory. Any failure to complete the work of a course that is not satisfactorily explained to the instructor before the date when grades must be submitted will be graded F (Failure). If acceptable reasons are later presented to the instructor, the instructor may initiate a grade change to Incomplete.

To assign an Incomplete grade, an instructor must submit an Incomplete Grade Contract Form, which is available in the Registrar’s Office. The form must be signed by the student and instructor, approved by the Registrar, and must outline the coursework to be completed and the due date for that coursework. The Registrar will enter the incomplete grade on behalf of the instructor.

Students must complete their coursework within the prescribed time period set by the instructor, but no later than the end of the following regular term, based on the student’s program. Upon the completion of the work, the instructor will award the student a letter grade by filing a Grade Change Form with the Registrar’s Office. An Incomplete grade that has not been resolved within the prescribed time period will automatically be changed to a grade of “IF” (Incomplete-Failure) by the Registrar.
**School Of Graduate and Professional Studies**

Fall /Spring Office Hours

Monday - Thursday, 8:30 a.m. - 7:00 p.m.
Friday, 8:30 a.m. - 4:30 p.m.

**Contact Information**
Betty Hukowicz, Dean of the School of Graduate and Professional Studies, 413-265-2360 or hukowicze@elms.edu
Dana Malone, Director of Operations, 413-265-2218 or maloned@elms.edu
Jane McCarry, Administrative Assistant, 413-265-2490 or mccarryj@elms.edu

**Student Grievance Policy for Academic Matters**
The Elms College goal 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 will be followed.

**Academic Grievance**
An academic grievance is a claim by a student that a specific academic decision (such as a dispute over grades, plagiarism, cheating, or dismissal/failure of a student) that affects a student’s academic status has violated published policies and procedures, or has been applied to the student in a manner different from that used for other students. If the grievance is course related, the student is obligated to first discuss these concerns with the course instructor.

**Procedural Steps**

*Step 1: Initial Presentation of Grievance*
If a student has a serious grievance of an academic nature, he/she will present his/her grievance in writing to the party or parties involved and they will attempt to resolve the grievance at this level. The procedure herein defined must be initiated by filing the written grievance no later than one month after the final grade for the course has been released by the Registrar’s Office.

*Step 2: Presentation of Grievance to Division Chairperson, Dean, or Vice-President of Academic Affairs (VPAA)*
If the grievance is not resolved, it should be presented in writing to the Dean or Chairperson of the school or division involved, who will review the grievance between the parties and attempt to resolve the grievance at this level. If the grievance is against the Dean or the Division Chairperson, the VPAA will review the grievance. This review will occur within one week of the initial written grievance presented to the Division Chairperson, Dean, or VPAA.
**Step 3: Presentation to the VPAA**
If the review by the Dean or Chair is unable to resolve the conflict, the student will in writing, within a week, present the grievance to the VPAA. If the VPAA is unable to resolve the conflict, then the VPAA will notify the Chair of the Committee on Faculty and Academic Standards (FAST), and forward the grievance and any related materials to the Chair within one week of receiving the grievance.

If the grievance is against the VPAA, then the written petition should be submitted directly to the Chairperson of FAST.

**Step 4: Preliminary Hearing of FAST**
The chairperson of FAST shall convene a preliminary hearing with the petitioner and two FAST committee members chosen by the petitioner and FAST committee chairperson to evaluate the merits of the petition and to recommend further action. At least one of the FAST members chosen will be a faculty member. Within one week after the notification by the VPAA, this preliminary meeting will be called.

**Step 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. All pertinent information will be submitted in writing by the party submitting the grievance to the Chair of FAST a week in advance of the scheduled meeting. At the meeting(s), the grieving party may be accompanied by one person of her/his choice. The invited extra person may not speak during 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 a result of this meeting.

If a satisfactory resolution of the grievance is not reached at the full hearing, one or more additional meetings must be held within a week at which both parties have the option to attend. It is hoped that a mutual agreement between the parties may be reached at this point.

**Step 6: Recommendation of FAST and Presentation of Appeal to the President**
The VPAA will communicate FAST’s recommendation to both parties. The committee's recommendation shall be final, subject only to the parties' right of appeal to the President via the VPAA. The petitioner must present the appeal in writing to the President within one week of the recommendation of FAST. If the student uses the right to appeal to the President, FAST will be informed of the decision, by the VPAA, within two weeks of the presentation of the written appeal to the President. The decision of the President is final.

**Procedures: Written Record**
The following steps should be taken to properly communicate in writing with all of the parties involved during the grievance process:

**Step 1:** The grieving party informs the party involved they have a procedural, academic dishonesty, or quality of work grievance.
Step 2: The Division Chair, Dean, or VPAA will inform the grieving student and the party involved of their assessment of the review.

Step 3: The VPAA will communicate to the Division Chair, Dean or VPAA, the grieving student, and the party involved of their determination if the grievance merits further attention.

Step 4: If the grievance merits further attention, the sub-committee of FAST will inform the VPAA of their recommendation to hold a meeting of the entire FAST committee. The VPAA will then inform the grieving student, the party involved, and the Division Chairperson or Dean that the grievance will be heard by the entire FAST committee.

Step 5: At the conclusion of the entire FAST committee meeting, the FAST committee will report their recommendation to the VPAA.

Step 6: The VPAA will communicate FAST's decision to the Division Chair or Dean, the grieving student, and the party involved.

If the grieving party appeals, then the VPAA will present the appeal to the President. The VPAA will also inform FAST, the Division Chair or Dean, and the original party involved the student has appealed to the President.

All minutes and material of the formal process should be kept by the chairperson of FAST and filed in the office of the vice president of academic affairs no later than two weeks after the grievance process has been completed.

**Transfer Credit Policy**

**Transfer Student Admission**
The Office of Admissions works directly with full-time undergraduate transfer applicants and the Office of Graduate and Continuing Education Admissions assists undergraduate part-time and degree-completion transfer applicants. Transfer students can apply to begin an academic program throughout the year depending on the program. Applicants may typically transfer between 75 and 90 earned credits, with a grade of C- or better, from an accredited institution. Please note that some academic programs may have additional specific requirements for accepting transfer credits. Please check with your admissions counselor or specific program for additional information.

**Transfer Credit Evaluation**
Accepted students will be able to transfer between 75 and 90 credits, with a grade of C- or better from an accredited institutions towards a bachelor’s degree, and 30 credits towards an associate degree. Some academic programs have additional specific requirements for accepting transfer credits. Please check with your admissions counselor or specific program for additional information.

Elms College will evaluate transcripts for transfer credit to be accepted to meet program-specific requirements, liberal arts core requirements or as credit toward the minimum credit number required (60 credits for an Associate’s degree and 120 credits for a Bachelor’s degree).
Students enrolled at Elms College who wish to take courses at another accredited institution, and transfer in credits, must complete and file the required form in the Registrar’s Office. Transfer credits earned at another college or university will not be computed in the student’s GPA, but may be applicable to degree requirements at Elms College. However, credits earned under the Coordinating Colleges of Greater Springfield (CCGS) program are computed in the student’s GPA.

Massachusetts Joint Admissions Agreement
Although a private college, Elms College honors the provisions of the joint admission agreement between community colleges and four-year public institutions. Students who apply to Elms College with an associate’s degree in liberal arts and sciences from an accredited two-year college with a cumulative grade point average of 2.5 will be granted admission, and may satisfy the Elms College core curriculum requirements by completing senior seminar and a three-credit course in religious studies. Students are guaranteed junior status and the transfer of at least 60 credits, including “D” grades, which are counted as general electives where majors have minimum grade requirements.

Student Military Leave of Absence
Elms College supports students who are members of the United States Armed Forces and Reserve Units. To assist them, as well as protect and safeguard their status as Elms College students, and in accordance with federal law, the college has adopted a Student Military Leave of Absence Policy.

Any student who is a member of a military unit, reserve unit or the National Guard and is activated or called to active duty during a semester or term will automatically be entitled to a full refund or credit of all tuition and fees that he or she has paid toward the expenses for that specific academic term. Any student who has received any form of financial aid including a full or partial scholarship or student loan or who expect to receive such should contact the financial aid office to make appropriate arrangements. Students residing in residence halls shall receive refunds on a pro rata basis for the remainder of the semester.

If the notification of the call to active duty comes after the mid-term date of the semester, the student will have the option of either taking a full refund, or credit of tuition and fees, or requesting an Incomplete grade in his or her courses, with the privilege of returning to complete all required coursework within two academic years without payment of any further tuition and fee charges.

It is the responsibility of the student to present a copy of the Order to Active Duty to the Registrar’s Office and to request the appropriate refund, credit or course incompletes within one week of receipt of the Order. If a refund or credit is requested, the Registrar’s Office will work with the Student Accounts Office to process the course drops and issue the refund or credit. Confirmation of course(s) withdrawal or approval for incompletes will be provided by the Registrar. Confirmation of any refunds will be provided by the Student Accounts Office.

Should a degree-seeking student called up for active duty find it necessary to interrupt active pursuit of the degree for longer than one academic term, he or she may petition the Vice President of Academic Affairs for a leave of absence for a specific period of time, generally
limited to one calendar year. Within one calendar year following the return from active duty, students must contact the Registrar’s Office to make arrangements for reinstatement. If military service requires an absence of more than one year, the Vice President of Academic Affairs, upon formal petition, will consider granting a student’s request to extend the leave of absence for longer than the customary period.

Students who are the spouse of a service member, and who have a dependent child, are able to withdraw from classes with a full refund of tuition and fees, if their spouse is called to active duty. The same terms and conditions outlined above apply to these students, as to the service members.

Note: This policy applies only to matriculated military personnel who are officially called to service by an Order to Active Duty.
STUDENT SUCCESS

Student Success at Elms College

The Student Success services and programs are designed to support students be their very best! From day one of the transition to college through the academic demands of the classes, the team-based Student Success staff works with students holistically to achieve a transformative academic experience. Our faculty serve as faculty advisors and our Student Success staff provide resources and opportunities to help students do their best in the classroom and in life. Student Success Resources are overseen by Dr. Joyce Hampton, Dean for Student Success and Strategic Initiatives, in Academic Affairs. Dr. Hampton’s Office is located in LIB102, on the first floor of the Alumnae Library. An appointment can be scheduled with Dr. Hampton by phone at 413-265-2287 or by email at hamptonj@elms.edu.

Center for Student Success (CSS) is located on the second floor of the Alumnae Library. The Welcome Desk has kiosks to make tutoring appointments and to check in for office appointments and studying, a printer for networked printing, loaner laptops, headphones and a variety of office and study supplies for students. CSS study room reservations can be made in person at the Welcome Desk, or by emailing Tina Savoie at savoiet@elms.edu.

Offices located in the CSS, representing Academic Affairs and Student Affairs are: Tutoring Services, Advising, Career Services, Student Accommodations and Support Services, Diversity & Inclusion, Fulbright Language Teachers, and International Programs. The area of CSS housing the last three offices is a special safe space called the C.O.V.E., which stands for Culture, Openness, Values and Education.

Students are welcome to use the refrigerator, microwave, Keurig, tea pot and supplies located in the Hospitality Area of CSS.

Academic Advising

All students are assigned a faculty advisor within their academic discipline. The faculty advisor serves as a resource for information regarding academic matters such as, but not limited to, the liberal arts core and major requirements, course registration, and adding and dropping courses. Students can find their faculty advisor by checking their ElmsConnect account. In order to register for classes, students must meet with their faculty advisor each term before registration. A student may have more than one faculty advisor if they decide to minor or double major in two different academic disciplines.

Specialized advising is available for undeclared students through our ASPIRE/Undeclared program and the Director of Advising. Through a one-credit course, Career Exploration, students explore strengths, set academic goals, and declare a major all while being a part of the ASPIRE program.

The Director of Advising also assists students who are changing majors. Students can discuss strengths and best fit for a new major, learn how their courses will fit into the new major, and
navigate the process of entering into a new academic program successfully.

Through the ASPIRE program, some students are assigned an Academic Coach to help students learn and apply skills needed to be successful in college. Academic Coaches work with students to create a Student Success Plan, set goals and share resources to help students achieve their goals in the classroom and in life. The Director of Advising and Dean of Student Success and Strategic Initiatives will work together to assign a success coach to a student on a case by case determination.

Finally, the Director of Advising assists students with questions regarding academic and support resources at Elms College along with managing academic and classroom difficulties and concerns.

**Tutoring Services**

Tutoring is available in a variety of formats for all Elms College students, regardless of your program or location of studies. Tutoring Services is located in the Center for Student Success on the second floor of the Alumnae Library. Tutoring Services provides free, face-to-face tutoring services, group study sessions and Student Success Workshops. To schedule an individual or group appointment with a tutor, go to: [https://elms.go-redrock.com/](https://elms.go-redrock.com/). In-person tutoring is available from September-May.

For students enrolled in off-campus and online degree completion programs, professional tutoring in writing, either online or in person at your site, is available by appointment. Students should contact their program coordinator for tutor contact information.

**BrainFuse Online Tutoring**

BrainFuse is an online based tutoring program. This resource can be accessed through Moodle on ElmsConnect. Once you log into Moodle, the link titled “Online Tutoring” in the upper right-hand corner connects students directly with BrainFuse. This online system offers instant online tutoring, a writing lab, flash card creation tools, Spanish language practice and a learning library. Since BrainFuse is embedded into Moodle, it uses the same UN and PW as Moodle, Gmail and ElmsConnect. Be sure to use Chrome as your browser when accessing BrainFuse.

**Diversity and Inclusion Office**

The Office of Diversity and Inclusion is committed to upholding the mission of Elms College to educate a diverse group of students. Elms College is committed to providing students, faculty, and staff, with an inclusive environment in which they may pursue their studies or careers. We strive to promote academic success, equity and leadership development through various programs and services that foster holistic development.

The Office of Diversity and Inclusion welcomes you to join us in building a diverse campus that is inclusive of various identities, beliefs, experiences, and demographics. We believe in creating a campus climate that encourages critical thought. The Office of Diversity & Inclusion strives to empower the Elms community in celebration of our diversity in an ever-changing world.
The Diversity and Inclusion Office is located in the Center for Student Success Center on the second floor of the Alumnae Library. To schedule an appointment, email diversity@elms.edu or call 413-265-2343.

**First Year Seminar (FYS)**

IDS 1001 – First Year Seminar (FYS) is a 3 credit course that is required for all first year students. FYS helps students meet other students, connect with the faculty and become a successful part of the Elms learning community. FYS courses focus on a theme taken from Catholic Social Teaching, and delve into it more fully through the Common Read. The instructor is a guide and mentor, who along with other first year students, explore a topic, and search for questions and resolutions. The FYS instructor encourages students to become an active member of the Elms College community and to develop their academic program and path.

This course is designed to promote interdisciplinary exploration, experiential learning, and aid the transition of first year first semester students to the Elms College experience. Critical thinking and interpersonal skills required for success in college are emphasized.

At the completion of this course, students will be able to:
1. Identify and utilize resources on campus to transition to the Elms College community.
2. Work cooperatively to learn from, challenge, and support one another.
3. Develop reflective thinking, attentive listening, and effective oral and written communication.
4. Apply the traditions, values, and social teachings that inform the Catholic identity of Elms College.
5. Demonstrate respect for diversity and diverse perspectives.

**International Programs**

Elms College welcomes and supports students and scholars from around the world through a team-based approach. The Dean of Student Success and Strategic Initiatives provides immigration advising services for all international students and students learning the English language. Our goal is to help students be successful at Elms College.

The International Programs Office offers programming to learn about new cultures and all things international. The International Club, comprised of both international students and all globally-minded students, is a great place to broaden one’s perspective. The club meets twice a month and holds many events to celebrate diverse cultures and to educate others about global affairs.

The International Programs Office offers many Study Abroad opportunities, including traditional semester/year-long programs and faculty-led programs. To learn more about the many exciting learning opportunities in an international setting, please make an appointment by emailing ipoffice@elms.edu or calling 413-2652462.
INFORMATION TECHNOLOGY

Computing Resources on Campus
Elms College provides the latest technology for students, including over 120 computers in three computer classrooms, two computer lounges, and multiple small computer labs across campus. All public computers have Internet access, Windows 7 or 10, Microsoft Office Suite and Adobe Creative Cloud software.

The computer classrooms and labs are open seven days per week throughout the semester. An Elms College ID is required to use the computing facilities, and computer login and printing is restricted to individuals with a valid Elms network account.

All computer locations are intended for academic work. Please respect fellow users and remember to keep the classrooms clean. These procedures have been developed to facilitate fair use of the facilities for everyone. IT staff and work study students are available during Help Desk operating hours to provide technical support.

All computers are intended for academic work. Students will be required to follow a code of ethics for computing and must abide by the Acceptable Use Policy. Please respect fellow users and remember to keep the classrooms clean. Food or drinks are never allowed in computer classrooms or labs. These procedures have been developed to facilitate fair use of the facilities for everyone. IT staff and work study students are available during Help Desk operating hours to provide technical support.

Computer Classrooms are used for formal teaching, supporting curricula, and individual learning assignments. Two computer classrooms are located on the lower level of the Alumnae Library and one in the lower level of Berchmans Hall. Room schedules will be posted outside of each computer classroom.

Computer Lounges are located in the Mary Dooley College Center and Berchmans Hall. Lounges are intended for general purpose use and are available on a first-come, first serve basis.

Computer Labs are located across Elms campus in the following academic departments: Computer Information Technology (CIT) Lab, Career Services, Nursing, Biology and Communication Science and Disorders (CSD). Schedules indicating availability will be posted by the academic department.

Wireless Network Access
Wireless connectivity is available for Wi-Fi capable personal devices throughout the Elms College campus. There is wireless coverage in each of the dorms and in all buildings and classrooms on campus. In addition, the wireless network can be accessed outdoors in the Quad and in public spaces such as the Maguire gym, pool area and athletic fields.

Backup Storage
Public computers are configured to “refresh” every night. Files should be stored on external
media, such as a USB removable flash drive, or in your Google Drive.

**Printing**
Students can print from any computer classroom or lab with a valid Elms User ID. Print jobs are managed through the Equitrac print management system. The College provides a $25.00 printing credit to each student at the beginning of the semester in August, January and May. Copies are $.10 each and automatically deducted from the student’s printing account.

Students are responsible for adding money to their student ID card for printing beyond the initial credit. When the amount is exceeded during the semester, funds can be replenished at the Office of Student Accounts.

Several printers are located in the Alumnae Library, College Center, Berchmans Hall, and in each computer classroom and lab. In addition, the Alumnae Library offers fee-based printing services to the public.

**Student Email Accounts**
All students (full- and part-time) are eligible to use the college’s email system. A unique email account will be created for each student. Students access their college email account at ElmsConnect.elms.edu. Email accounts are to be used in accordance with the College’s Acceptable Use Policy. The college reserves the right to disconnect an email account if there is a violation of this policy.

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 one year after graduation or immediately upon withdrawal from the college.

**Technology Acceptable Use Policy for Students**

1. **Introduction**
Elms College provides a wide range of computing resources to support the academic, research, and administrative activities of the College. These services include login credentials (network ID and password) to access computing systems, individual email accounts, wireless network access, use of licensed software applications, cable television, audio visual services, personal disk space, and access to public computers and printers.

The College has an interest in maintaining the security of these resources and ensuring its proper usage and care. The use of computing resources is a privilege that is extended to members of the Elms College community. The College encourages all members to use electronic communications and other information technology resources in a manner that is legal, respectful, responsible, and ethical.

2. **Scope**
This policy applies to all individuals accessing or using Elms College computing resources. Individuals covered by the policy include Elms College faculty, adjunct faculty, staff, students, alumni, guests, external organizations, contractors, and the general public utilizing Elms College
computing resources and facilities.

Computing resources in this policy include all College owned, managed, licensed or leased hardware, software, servers, data, email, Internet access, physical/wireless network connections and equipment, copiers, printers, scanners, fax machines, telephone and cellular systems, and voice mail. In addition, any technology which connects to the College’s computing resources, regardless of ownership is subject to this policy.

3. Rights and Responsibilities
Elms College provides members of the community with access to a wide range of computing resources. Members should have a reasonable expectation of privacy when using these resources and of protection from abuse and intrusion from others when used in a manner that is respectful, responsible, ethical and legal.

The College respects the confidentiality and privacy of all members, including the rights and obligations of academic freedom as defined by the AUP. Accordingly, the College will not engage in examinations of information technology resources unless such examination is necessary to protect the interests identified in Section 4 of this policy or are otherwise required by law.

Users are responsible for complying with all College rules and policies governing the use of computing resources, contractual obligations, and licenses. Users must comply with all applicable federal, state, and local laws, and regulations governing electronic communications.

The computing resources of other organizations that are reachable via the Elms College network may have separate policies governing their use. Users are responsible for abiding by both the policies set forth in this document and the policies of the other organizations when accessing remote resources.

4. Acceptable Use Policy
4.1 Compliance
By using Elms College technology resources, the student agrees to the terms of this Acceptable Use Policy. Elms College reserves the right to immediately terminate the student’s access to technology services without notice, at the 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 without prior notice.

4.2 Federal, State and Local Laws
All members of the Elms College community are expected to abide by federal, state and local laws, regulations and licenses. College policies related to use of information technology and computing resources originate from laws regarding license and copyright, and the protection of intellectual property.

Elms College has legal agreements and contracts for many network, hardware and software resources which require all users to comply with the terms of the agreements. Users must
observe the copyright laws applicable to music, media, video games, images, text, and other media in both personal use and in production of electronic resources. Since electronic information can be easily copied, reproduced, and sent electronically, users may not use, copy, or distribute copyrighted works unless legally authorized.

Email and other electronic messages are, for legal purposes, treated as a written record, and are therefore subject to all the normal legal restrictions on such records, including FERPA, HIPAA, and copyright and intellectual property laws.

4.3 Contracts and Licenses
Elms College is bound by its contractual and license agreements with third party vendors, resellers and other associations. Users are expected to comply with all agreements and licenses when using computing resources.

4.4 Resources and Capacity
The campus network, servers, computer labs, and other computing resources are shared and must be utilized with consideration for all members of the community. Excessive or inappropriate use of computing resources by one individual or group may degrade performance for others.

The College reserves the right to limit resources through quotas, time limits, filtering, and other methods to ensure that these resources can be used appropriately.

Except as required under the data retention policy, the College is not obligated to retain email accounts, electronic messages or files saved in a home directory after students have graduated, transferred, withdrawn, or otherwise left the College. Student email accounts will be immediately deactivated upon transfer, withdrawal, or departure from the College. Graduating students will retain email access up to one year following the official date of graduation.

4.5 Access and Restrictions
- Individuals may use computing resources only with proper authorization and only in the manner and level authorized.
- Users must not attempt to access restricted systems, networks, security software, or other applications without appropriate authorization by the network or system administrator.
- Users are responsible for all resources assigned to them, including computers, hardware, software, and network access.
- Users may not allow unauthorized users to access Elms College computing resources by using an authorized computer or account.
- Users may not use software or tools to attack or probe a computing system or network without authorization.
- Computing resources may not be used in a manner that is intended to disrupt other systems or users, or to damage or degrade performance of software or components of a system.
- Individuals should be cautious about downloading material that could make the computer vulnerable to outside attack, increase the risk of viruses, spyware, keystroke loggers or other invasive software or that may interfere with other software on the machine or the network.
4.6 **Passwords**
- Users are expected to protect their passwords to secure against unauthorized use or access and may not share passwords with others.
- Users should change their password often according to the password expiration policy.
- Users should respect the privacy of others and may not attempt to guess or capture passwords to gain access to another account.

4.7 **Inappropriate Activities**
The following actions are inappropriate and may lead to disciplinary action:

- Defaming the College or any member of the community or knowingly spreading false information through e-mail, messages or social media in a way that could be harmful to the College community.
- Using e-mail, voicemail, the Internet, social media or other forms of electronic communication to threaten, harass, intimidate or defame another person or discriminate against an individual on the basis of their age, race, national origin, religion, or any other protected classification.
- Using the email system to send offensive or disruptive messages, including those containing sexual implications, racial slurs, and/or gender-specific comments.
- Downloading, displaying, or transmitting obscene or pornographic material as defined by law.
- Unauthorized soliciting or transmitting of confidential, privileged, financial or proprietary information of the college.

4.8 **Personal Use**
All computing resources owned by Elms College, and data and files created using Elms College computing resources (including Elms College email accounts and messages) are the property of the College and are to be used solely to facilitate the business and academic mission of the College. Intellectual property rights regarding content created by faculty or students are governed by the Intellectual Property Rights Policy. Material may not be copied or transmitted to an outside party or used for any purpose not directly related to College business or academic or research endeavors endorsed by the College.

Computing resources owned by Elms College should contain only software and accessories needed for the performance of College business and purchased by and properly registered to the College. Users should refrain from using College owned resources for personal or commercial financial gain, and other advantages not related to the academic mission of the College.

Students are advised to use computing resources primarily for academic purposes. Personal use is permitted unless such use interferes with the study or working environment of other users or the mission of the College.

4.9 **Privacy**
The College respects academic freedom and the confidentiality and privacy of its members and does not routinely monitor or limit content of information transmitted on the campus network.
However, the College reserves the right to examine all College owned computing resources, files, emails, databases, and network activity if there is reasonable belief that there has been intentional disruption to the College’s network or other shared resources or if there is suspected violation of College policies or applicable laws.

The College will take steps to enforce policies regarding:

- Harassment and the safety of individuals
- Posting of proprietary software or electronic copies of electronic texts or images in disregard of copyright restrictions or contractual obligations
- Safeguarding the integrity of computers, networks, and data
- Protection of the College against seriously damaging consequences.

Computers or files may also be subject to search by law enforcement agencies under proper procedures or when properly requested, subpoenaed or ordered by a court.

5. Enforcement

The Acceptable Use policy is meant to ensure availability and quality of service of Elms College computing resources and compliance with licenses, contracts, laws and regulations. If an individual is found to be in violation of the Acceptable Use Policy, the Office of Information Technology will work with Academic Affairs, Student Affairs, Campus Public Safety, Human Resources and/or legal counsel to ensure fair and appropriate investigation.

Failure to abide by the Acceptable Use Policy may result in actions including:

- Disconnection from the network and/or suspension of accounts
- Disciplinary Action as outlined in The Employee/Student Handbook
- Legal action under federal, state or local laws.
STUDENT SERVICES
Student Affairs Division
The services provided by the Student Affairs staff are important components of the Elms College student experience. The work of this team is based on the belief that learning occurs through all facets of the college experience. As stated in the student affairs mission statement:

“The services, programs and practices of the Division of Student Affairs promote student learning, growth, and life skill development in an environment that is both challenging and supportive. Affirming our role as educators at a Catholic college, we commit to fostering in our students: faith, community, leadership, self-confidence, compassion, justice and excellence.”

The following departments/functions are housed in the student affairs arena, and are supervised by the Dean of Students:

- Athletics & Intramural Sports
- Campus Ministry
- Career Center
- Counseling Center
- Food Services-Aramark
- Health Center
- Judicial Affairs
- Residential Life & New Student Programs
- Student Accommodations and Support Services
- Student Engagement & Leadership

1. Athletics, Intramurals & Maguire Center
Athletics are an important aspect of the Elms College experience. Our 17 intercollegiate teams provide opportunities for student-athletes to participate, compete, excel and enhance their skills and knowledge. As a member of the New England Collegiate Conference (NECC), and a NCAA Division III institution, we embrace the Division III philosophy, placing our highest priority on the overall quality of each student-athlete’s educational experience, and on the successful completion of all students’ academic programs. We seek to establish and maintain an environment in which a student’s athletic experience is an integral part of his or her total educational experience, and in which coaches play a significant role as educators. We also seek to establish and maintain an environment that values cultural diversity, gender equity and inclusion.

The Maguire Center for Health, Fitness, and Athletics, named in honor of Bishop Emeritus Joseph F. Maguire, is a multi-purpose facility for athletics, recreation and academics. The center provides an aerobic and weights training area; a six-lane 25-meter pool; basketball and volleyball court areas; a suspended indoor track; offices; classrooms; health sciences laboratory; conference rooms; and locker rooms and showers. All full-time students, faculty, staff, and administrators receive complimentary memberships. Alumni, continuing education students, adjunct faculty, and part-time students may join at a reduced rate. Membership includes full use of the facility plus, water aerobics classes, weight training and Cybex
instruction.

**Varsity Sports:**
Baseball  
Women’s Lacrosse  
Basketball (men and women’s)  
Soccer (men and women’s)  
Cross Country (men and women’s)  
Track (men and women’s)  
Softball  
Field Hockey  
Swimming (men and women’s)  
Golf  
Volleyball (men and women’s)

**Intramural Sports & Activities**
The intramural program offers various opportunities to full-time students, faculty, staff, and administrators. 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 of the activities that may be offered. Most events generally take on a league structure and will offer a postseason tournament to determine intramural champions. Competition usually consist of teams of women, men, co-ed, faculty, and staff. Examples of intramural offerings include:

3 on 3 Basketball  
5 on 5 Basketball  
Ultimate  
Frisbee Indoor  
Soccer Floor  
Hockey  
Volleyball  
Dodgeball  
Flag Football  
Games Room activities (foosball, billiards, ping pong)  
Softball  
Zumba  
Team Handball  
Badminton  
Kickball
Minute to Win It
Volleyball
Home Run Derby
3 Point Shoot-Out

Club programs through Student Engagement & Leadership
Dance
Team
Cheerleading

Student-Athlete Advisory Committee (SAAC)
The purpose of SAAC is to act as a student ‘voice’ for all Elms College student-athletes and is responsible for bringing issues to administration in which a team or athletes may have concerns. The mission of SAAC is to enhance the total student athlete experience by promoting leadership opportunities, protecting student-athlete well-being and fostering a positive student-athlete image to the Elms College campus and community. SAAC is responsible for disseminating information from the NCAA and the NECC to all student-athletes, and to solicit student-athlete responses to proposed legislation. SAAC upholds the core values of Elms College: faith, justice, community and excellence through ongoing community service and fund-raising projects on and off-campus.

SAAC is comprised of one, full-time, undergraduate student-athlete from each intercollegiate team as well as one ‘alternate’. SAAC team representatives may be selected by their Head Coach, teammates or volunteer for this position and have voting privileges for their team. Each team also selects an ‘alternate’ team representative, who must be a freshman or sophomore, to represent their team at SAAC functions when the voting representative cannot be in attendance. SAAC representatives maintain their status for one academic year. The SAAC Executive Board is voted upon by all team representatives at the last SAAC meeting of the academic year. Candidates must win by a majority vote of two-thirds of the SAAC representatives in attendance at this meeting. The SAAC Executive Board consists of President, Vice President, Secretary and Treasurer. SAAC is overseen and mentored by two Advisors from the Elms College Athletic staff designated by the Director of Athletics. Each Executive Board member holds their office for one academic year.

2. Campus Ministry
The Office of Campus Ministry is grounded in Catholic tradition with an ecumenical perspective. The office exists to deepen the spiritual life of the community as well as promote a compassionate and critical response to the social challenges of our world. The mission is derived from the Consensus Statement of the Sisters of Saint Joseph, which challenges us to “achieve unity both of neighbor with neighbor, and neighbor with God, without distinction.”

Campus Ministry is located on the first floor of the Mary Dooley College Center and the staff is available throughout the year. Involvement is encouraged in experiences designed to enhance one’s spiritual life, while inviting personal exploration in expanding students’ horizons.
Campus ministry staff visit off-campus locations to speak about retreats and service trips for which off-campus and online students are eligible.

The Office of Campus Ministry offers a variety of programs that center on a deep concern for all and seeks to build community through:

- Sacramental and liturgical celebrations
- Retreats
- Programs for spiritual growth and reflection
- Ecumenical gatherings
- Lent and Advent daily prayers
- Fontbonne Scholar Program
- Study of and response to social justice issues
- Service and reflection through local, domestic, and international mission experiences
- Dorothy Day Program
- Campus Ministry Club
- Agape Latte
- Soup and Substance
- Elms Choir

3. Office of Career Services

The Office of Career Services offers strategic career events, programs, workshops and career coaching for students and alumni in pursuit of their career and educational goals. Students who either attend or are alumni of Elms College are invited to access Career Services for individual career planning sessions, resume development, and practice mock interviews to refresh job interviewing skills and being connected with regional and national employers. For students interested in exploring various majors or switching a major, Career Services utilizes an online assessment tool to assist you in identifying your personal strengths, interests, skills and personality profile.

Career Services hosts an annual Career Fair in the fall with over 45 employers related to Elms majors. Please follow Career Services on Facebook at www.facebook.com/ElmsCareers for event updates and like the page. The office also publishes a Job and Career e-blast featuring jobs and internships from employers. The online e-blast is located on the Career Services web page.

The Office of Career Services is located in the new state-of-the-art Center for Student Success, which is located in the Elms Alumnae Library on the 2nd floor. Office hours are, Monday thru Friday, 9:00 a.m. to 5:00 p.m. You may schedule an appointment by e-mailing careers@elms.edu or calling 413-265-2272. Appointments also may be made with the Mary Dooley front desk associate in the College Center as well.
Career Services staff visit off-campus sites to discuss programs and services. All off-campus and online students are eligible for serve and support from the Office of Career Services.

Seniors, before you depart from Elms, the Dean of Students and Office of Career Services ask you to complete a brief Career Outcome Survey. During the graduating year, students will receive a ‘url’ link to the Outcomes Survey in their Elms email account. This is an important recap of your Career Outcomes and will help the College with institutional research and career planning.

4. Counseling Services
The Counseling Center provides confidential counseling and psychotherapy to full-time on campus undergraduate Elms College students, at no charge. Our purpose is to support students, further their growth, and give them a safe place to discuss their dilemmas and concerns. Students utilize counseling services to help them cope with issues in personal development, to manage the challenges of student life, and/or to deal with painful life events.

Some common student issues are:
- Low self-esteem
- Anxiety
- Depression
- Homesickness/Loneliness
- Conflicts with others
- Eating disorders/Body image
- Family problems
- Alcohol and substance abuse
- Crisis/Personal trauma
- Suicidal thoughts
- Relationship problems
- Grief and loss

The Counseling Center is located in the Health Center on the 2nd floor of the Maguire Center. It is open 35 hours per week during the academic year, from 8:30 a.m. to 4:30 p.m., Monday through Friday. It is staffed by a licensed clinician. Appointments may be made in person, by calling the Counseling Center at 413-265-2275, or by calling the Health Center at 413-265-2288.

5. Student Accommodations & Support Services (S.A.S.S.)
Formerly Office of Disability Services
Our mission is to provide services that support equal access to education for qualified students with diagnosed disabilities. In accordance with state and federal laws. The office of Student Accommodations & Support Services (SASS) will, in partnership with students, families, faculty, staff, and administration, provide reasonable accommodations designed to ensure no qualified student with a disability is denied equal access to, participation in, or benefit of the programs and activities of Elms College. It is also our goal to maximize student success, self-advocacy, and independence in an accessible academic environment.
The office is located in the Alumnae Library. Individuals seeking disability related accommodations may contact the office by email at sass@elms.edu or via phone at 413-265-2333. The fax number is 413-594-3951. For additional information please review the SASS Handbook or speak with the Program Director.

The Director of SASS makes regular visits to off-campus locations. All off-campus location students with diagnosed disabilities are eligible for services through this office. Please speak with your program or academic coordinators for details.

**Additional S.A.S.S. Related Information:**

*Academic or Campus Accommodations:* Registered students with disabilities who need academic accommodations or disability-related support services are asked to make their needs known and to file timely request forms each semester with the Student Accommodation and Support Services Office.

- **Assistive Technology and Supports:** Students with disabilities or who have questions about assistive technology and support services should contact the office directly for more information.
- **Residential Life:** Housing accommodations may be made for students with documented disabilities to the extent feasible. Students' preferences for specific residence halls will be considered, but may not always be met when the unique character and age of particular residence halls limit access. Students needing housing accommodations must apply through the typical housing process and submit their request for accommodation to the Student Accommodation and Support Services Office with supporting medical documentation by the appropriate deadlines. **Failure to submit complete information by the deadlines may delay or prevent the college from meeting the request.**

**Additional information may be found at the Elms College Student Accommodations & Support Services webpage.**

**6. Health Center**

The Elms College Health Center, located on the second floor of the Maguire Center, exists to assist students with health promotion activities and practices that contribute to lifelong wellness. The Health and Counseling Centers work together to provide a holistic approach to health.

The Health Center is staffed by two registered nurses who are supervised by an off-site physician. A nurse practitioner is available by appointment. Referrals to other health care providers, laboratories, and radiology facilities are arranged as needed.

The Health Center is open 35 hours per week during the academic year. Hours of operation are posted at the Health Center and available on the office voice mail message at extension 2288 or our direct line, 413-265-2288. All students, to include off-campus and online students, may contact the Health Center by phone or email at chenierj@elms.edu.
All full-time on campus students are entitled to use the Health Center. Part-time, off-campus cohorts, online, and Post Bac students may utilize the Health Center for emergencies. There is no fee for services provided at the Health Center.

Elms College policy requires the following students submit medical documentation to the Health Center in accordance with Massachusetts Department of Public Health (MDPH) and Massachusetts Immunization Law 105 CMR 220.600:

1. full-time undergraduate and graduate students;
2. all full-time and part-time undergraduate and graduate students in a health science program;
3. full or part-time students attending a postsecondary institution in Massachusetts while on a student or other visa, including a student attending or visiting classes or programs as part of an academic visitation or exchange program.

However, we recommend all students be immunized in order to prevent outbreaks!

Elms College policy and Massachusetts Department of Public Health dictates that the above-mentioned students are required to submit the following documentation to satisfy immunization requirements for college (postsecondary institutions):

1. Tdap (Tetanus, Diphtheria, Pertussis): 1 dose within 10 years. A TD (Tetanus, Diphtheria may be accepted if it has been greater than or equal to 10 years since the last Tdap AND record of prior Tdap is submitted as well.
2. Hepatitis B: Series of 3 doses and/or laboratory evidence of positive immunity.
3. MMR (Measles, Mumps, Rubella): Series of 2 doses at least 28 days apart and/or laboratory evidence of positive immunity to ALL 3 diseases (must have specified immunity for Measles, Mumps, and Rubella). Birth in the U.S. before 1957 is acceptable only for non-health science students.
4. Varicella: Series of 2 doses at least 28 days apart and/or laboratory evidence of positive immunity. Physician verified history of chickenpox is acceptable only for non-health science students. Birth in the U.S. before 1980 is acceptable only for non-health science students.
5. Meningococcal (MenACWY, formerly MCV4): 1 dose within 5 years or a signed MDPH Meningococcal Information and Waiver Form provided by Elms College.

*Any medical and/or religious exemptions must be dated statements and they must be renewed annually at the start of the school year.

Additional documentation required includes:

1. Completed Report of Medical History form
2. Completed physical examination within 1 year

*Nursing students and athletes require additional documentation. Contact the Health Center, Nursing Department, or Athletic Department for additional information.

Massachusetts Immunization Law 105 CMR 220.600 states that required immunizations are to be obtained prior to enrollment or registration whenever possible. However, students may be enrolled or registered at Elms College provided that the required immunizations are obtained by the Health Center within 30 days from the start of the student’s first semester of their program.
Failure to comply with Massachusetts state immunization law will result in prohibition from class attendance and/or course registration; prohibition of receiving grades and/or transcripts; prohibition of residing in Elms College approved housing.

Massachusetts state law also requires all students carrying nine credits or more to provide the college with proof of health insurance. Students who fail to provide timely proof of insurance as required will be automatically enrolled in the college student health plan, and the cost of the plan will be added to their college bill.

**Health Hold Policy**
A student’s account will be placed on Health Hold for the following:

1. Failure to comply with Massachusetts Immunization Laws and Elms College policies will result in being placed on a Health Hold.

Sequence of events:
   a. The student will be notified of outstanding documentation prior to the start of the semester. *Notification #1*
   b. Students must make arrangements to satisfy medical requirements with the Health Center (1) prior to moving into a dormitory or comparable congregate living arrangement licensed or approved by Elms College (2) prior to attending classes. *Notification #2*
   c. The student will be notified when a Health Hold is placed on their account. A Health Hold on a student’s account prohibits the student from registering and/or attending classes; receiving grades or transcripts; living in Elms College approved housing. *Notification #3*
   d. Two weeks after the start of the semester the student will be reminded of the Health Hold on their account and the remaining documentation needed to satisfy medical requirements. *Notification #4*
   e. 30 days from the start of the semester the student will be reminded of the Health Hold on their account and the remaining documentation needed to satisfy medical requirements. The Dean of Students and the Vice President of Academic Affairs will be notified prior to punitive action being taken. *Notification #5*

2. Failure to comply with Elms College requirements that satisfy the Title XI Law for complying with Drug Free Schools and Campus regulations.

**Lactation Room Policy and Procedures**
Elms College provides a supportive environment for nursing mothers by offering special work policies and lactation resources.

Under federal and Massachusetts law, employers are required to provide “reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child’s birth each time such employee has need to express the milk.” Employers are also required to provide “a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.”
Consistent with these requirements, Elms College has established a space on campus for students, faculty, and staff nursing mothers. Similar space has been established at all off-campus locations. The examination rooms in the Health Center, located on the second floor of the Maguire Center, are accessible for pumping breast milk. The exam rooms provide a clean, private and quiet space for this purpose. Individuals using the room will need to provide their own means of refrigeration of breast milk.

The Health Center is open Monday through Friday 8:30 am to 4:30 pm but is available after hours as well. Procedure for use is outlined below:

Individuals seeking use of the exam room for pumping breast milk should call the Health Center at 413-265-2288 to arrange. If the times needed are after hours, the Health Center Director will notify Public Safety, who will arrange to unlock the office at the time needed and ensure the office is locked after use of the room.

Students in our off-campus sites should contact the program coordinator. Use of a lactation room will then be coordinated with the site.

**Elms College Voluntary and Involuntary Medical Leave of Absence Policy**

**Voluntary Medical Leave of Absence:** At Elms College we define a voluntary medical leave of absence as a temporary interruption in a student’s studies at Elms College due to a medical, physical or psychological condition that significantly impairs the student’s ability to function successfully or safely in his or her role as a student. A student is encouraged to request a Voluntary Medical Leave of Absence in the event that he or she believes that medical, physical, and or psychological distresses are anticipated to last more than fifteen (15) calendar days and are significantly impacting his or her ability to succeed at Elms College.

To be granted a Voluntary Medical Leave of Absence the student must be in good academic standing (please see the academic catalog for the definition of good academic standing). It is the student’s responsibility to know their current academic status in a course. The College requests that the student meet with the Director of Health Services, the Director of Counseling Services, or the Director of Student Accommodations & Support Services to discuss the issues impacting them and their options to remain in good academic standing at the College. Students are also required to complete a Voluntary Medical Leave of Absence Form (available at the Registrar’s Office), and provide supporting documentation from a licensed medical and/or mental health provider. The medical or mental health provider may not be a family member unless prior permission is obtained from the College. Documentation must be on agency or provider letterhead and signed and dated by the provider. The completed documents should be submitted to the Health Center Office. The Director of the Health Center will review the request and make a decision. In some cases the Director of the Health Center will consult, as appropriate, with the Director of Counseling Services, the Director of Student Accommodations and Support Services, and/or the Dean of Students.
Voluntary medical leaves are granted on a case-by-case basis. Students should expect to be notified of the College’s decision in writing within 3 business days of submitting a request with the required supporting documentation. The College will notify students if additional information is needed and if the review process will be delayed.

The leave may last a maximum of one hundred and eighty days (180). After 180 days the student is administratively withdrawn from the College. When a medical leave of absence is approved, grades of W (withdrawal) or I (incomplete) will be issued for each of student’s courses depending on the individual circumstances, the timing of the request, and the discretion of the course instructor. For more information, students should refer to the Elms College Undergraduate or Graduate Course Catalog or speak with their course instructors.

Residential students granted a Voluntary Medical Leave of Absence must vacate the residence hall within forty eight (48) hours of approval notification or sooner at the discretion of the Dean of Students or designee, unless they have received a written agreement of an alternate plan.

Be aware that a leave of absence may affect your financial aid status and fall under general refund policies. For more information, please contact the Financial Aid Office.

Involuntary Medical Leave of Absence/Involuntary Leave of Absence: In rare circumstances, the Dean of Students or designee, in consultation with the Director of Health Services, the Director of Counseling Services, or the Director of Student Accommodations & Support Services, and/or Director of Public Safety, may determine that a student needs to be placed on Involuntary Medical Leave/Involuntary Leave of Absence if a voluntary leave is rejected by the student. The determination will be based upon an individualized and objective assessment of the student’s ability to safely participate in the College’s programs and will examine whether the student presents an immediate and significant threat of substantial harm to him / herself or other members of the College community. Focusing on the student’s observed or reported behavior and the most recent medical information available, the assessment will determine the nature, duration, and severity of the risk; the probability that the potentially threatening behavior will actually occur; and whether reasonable modifications of policies, practices, or procedures will sufficiently mitigate the risk.

In the event such a determination is made, the College will immediately convey that determination in writing to the student via U.S. postal mail or Elms College email. A residential student placed on involuntary medical leave must vacate the residential hall within forty eight (48) hours of notification or sooner at the discretion of the Dean of Students or designee.

The involuntary medical leave of absence/involuntary leave of absence will be in place for a minimum of one semester and may be in place for up to 180 days. When an involuntary medical or involuntary leave of absence is required, grades of W (withdrawal) or I (incomplete) may be issued for each of the student’s courses depending on the individual circumstances, the timing of the leave, and the discretion of the course instructor. For more information, students should refer
Readmission Criteria and Procedures: Elms College requires the following documentation to be reviewed for readmission consideration following a voluntary or involuntary (medical) leave:

- Documentation from the student’s licensed medical or mental health provider who provided the care, which includes a statement of the student’s current health status. The statement must include that the student is medically qualified to resume collegiate level studies safely and, if applicable, that the student does not pose a significant threat of substantial harm to self or others. Included in the statement should be the course of treatment undergone during the leave, and any specific recommendations made by the healthcare provider with respect to the student’s successful return.
- Signed authorization for the Elms College Health Center or Counseling Center to speak with the student’s healthcare providers regarding the student’s condition for readmission.
- Documentation must be typewritten on agency or provider letterhead and signed and dated by the provider.
- This documentation must be submitted twenty-one (21) days prior to return. The documentation is submitted to the Director of the Health Center.
- An independent evaluation by the Elms College Health Center or Counseling Center staff may also be required.
- Completion of a readmit form which can be obtained from the Office of Admissions or for students in the School of Graduate and Professional Studies (SGPS), it would come from the SGPS Office.
- Other terms and conditions as determined in writing by Elms College to ensure a safe and successful readmission.

The Dean of Students or designee, will determine if a student may be readmitted. The Dean of Students will consult, as appropriate, with the Director of Counseling Services, the Director of Student Accommodations and Support Services, and/or the Director of Health Services.

Appeal Procedure for Involuntary Medical Leave: If a student believes that a decision for an Involuntary Medical Leave/Involuntary Leave made by the College is unreasonable, or that the procedures and / or information relied upon in making the decision were unfair, the student may appeal the decision. The appeal must be made in writing to the Dean of Students or designee. Appeals should clearly identify the specific facts and conclusions being challenged and should present relevant supporting information. Once notified of the Involuntary Medical Leave, the student has ten (10) business days to submit his or her appeal. Extra time may be granted for good cause shown (for example, medical emergencies or the unavailability of healthcare providers). The student may not remain on campus during the appeal period. If no timely appeal is submitted, the decision about the Involuntary Medical Leave is final. The Dean of Students or
designee will respond in writing to the student’s written appeal within five (5) business days. The Dean of Students or designee may request additional medical and non-medical supporting documentation as a part of the appeal process.

Readmission criteria and procedures are outlined previously in this document.

Additional Information:

- If applicable, and with the student’s permission, the Registrar will communicate directly with the Registrar at other CCGS colleges and universities where a student granted a leave is registered.
- As a reminder, voluntary or involuntary medical leaves/involuntary leaves may impact a student’s financial aid. For information about financial aid policies please refer to the Financial Aid Office.

**Naloxone (Narcan) Policy**

**Purpose:**
The purpose of this policy is to establish guidelines and procedures governing the use of Nasal Naloxone (Narcan) for administration by medically licensed personnel or registered nurse(s) from the Elms College Health Center and Public Safety personnel.

This policy is intended to recognize the potential life-saving role these personnel play in their encounters with persons suffering from an apparent opioid overdose. As such, the employees noted above need to identify quickly and accurately the signs and symptoms of a potential opioid overdose as they attempt to protect and aid the individual.

**Definitions:**
Mucosal atomization device (MAD device) - Intranasal mucosal atomization device used to deliver a mist of atomized medication that is absorbed directly into a person’s blood stream and directly into the brain and cerebrospinal fluid via the nose to brain pathway. This method of medication administration achieves medication levels comparable to injections.

Naloxone – an opioid receptor antagonist and antidote for opioid overdose produced in IM, intranasal, or IV forms. Narcan defines the intranasal use for nasal rescue.

Opioids – heroin, fentanyl, morphine, buprenorphine, codeine, hydromorphone, hydrocodone, oxymorphone, methadone, oxycodone.

Opioid overdose – an acute condition including but not limited to extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the use of an opioid, or another substance with which an opioid was combined, or that a person without medical training would reasonably believe to be an opioid related drug overdose that requires medical assistance.
Policy:
It is the policy of Elms College that the registered nurses or medically licensed professionals employed in the Health Center and the Elms College Public Safety Officers, trained in accordance with this policy, shall provide assistance to any person(s) who may be suffering from an apparent opioid overdose. These personnel shall make every reasonable effort, including the use of Naloxone, combined with rescue breaths, to revive the victim of an apparent opioid overdose.

Procedure:
Elms College Public Safety and registered nurses shall be trained annually by the Director of the Health Center in the signs and symptoms of an opioid overdose and the use of intranasal Naloxone.

The Health Center and Public Safety offices shall be equipped with an intranasal Naloxone kit and a CPR face mask. The Naloxone shall be stored in accordance with manufacturer’s instructions and in storage containers to avoid extreme cold, heat, and direct sunlight.

If a trained member of Public Safety or the Health Center encounters the victim of what appears to be an opioid overdose, the following steps should be taken:

- Maintain universal precautions throughout the incident.
- Call 911 and report a possible overdose in progress; then notify Public Safety that 911 has been called.
- Perform assessment: check for responsiveness and vital signs, such as breathing and pulse.
- Check for medical alert tags around wrist, necklace or ankles indicating a pre-existing medical condition.
- Prior to the administration of intranasal naloxone staff should ensure the victim is in a safe location and remove any sharp or heavy objects from the subject’s immediate reach. The sudden onset of immediate opioid withdrawal may result in physical symptoms such as agitation, rapid heart rate, nausea, seizures, or difficulty breathing.
- Administer Naloxone with approved MAD device.
- If subject is not breathing, start rescue breaths using barrier device and continue until the victim is revived or EMS arrives.
- If five (5) minutes after administering Naloxone there is no improvement and if available, administer one (1) additional dose of Naloxone and continue rescue breaths (if subject is not breathing) using a barrier device until EMS arrives.
- Following administration of Naloxone and after the patient has been transported by EMS, an incident report should be completed and submitted to the Director of Public Safety, the Director of the Health Center and the Dean of Students.
Storage and Replacement:
Inspection of the Naloxone should occur weekly by both the Health Center registered nurses and the Public Safety designee.
The following should be checked:
- Expiration date
- Condition of MAD
- Storage conditions are appropriate
  (Avoid extreme heat or cold and direct sunlight)

Expired doses should be replaced as soon as possible.

Roles and Responsibilities:
The roles and responsibilities of the Health Center staff are as follows:
- Conduct yearly training for Public Safety and Health Center staff in the signs and symptoms of an opioid overdose as well as instructions in the proper administration of Naloxone.
- Conduct check of Naloxone supply in the Health Center for expiration date, condition of the MAD, check storage conditions and sign log indicating this has been completed at the start of each work day.
- If Naloxone is administered, complete a detailed incident report and submit to the Director of Public Safety and the Dean of Students.
- Contact the healthcare facility assuming care for the individual receiving Naloxone to monitor condition and schedule a follow up appointment with the individual when medically appropriate.

The roles and responsibilities of the Public safety staff are as follows:
- Attend annual training in the signs and symptoms of an opioid overdose and the proper administration of Naloxone.
- Conduct check of Naloxone supply in Public Safety for expiration date, condition of the MAD, check storage conditions and sign log indicating this has been completed at the start of each work day.
- If Naloxone is administered, complete a detailed incident report and submit to the Director of the Health Center and the Dean of Students.

Legal Authority:
Elms College intends this policy to comply with the following Massachusetts laws:
M.G.L. c. 94C, § 34A which states that “a person acting in good faith may receive a naloxone prescription and administer naloxone to an individual appearing to experience an opiate related overdose.” The statute imposes no limitation on who may possess and administer nasal
naloxone, and only requires that it is (1) obtained with a prescription and (2) administered in good faith.

M.G.L. c. 94C, § 19 which states that “Naloxone or other opioid antagonist may lawfully be prescribed and dispensed to a person at risk of experiencing an opiate-related overdose or a family member, friend or other person in a position to assist a person at risk of experiencing an opiate-related overdose. For purposes of this chapter and chapter 112, any such prescription shall be regarded as being issued for a legitimate medical purpose in the usual course of professional practice.”

M.G.L. c. 258C, § 13 which states that “No person who, in good faith, provides or obtains, or attempts to provide or obtain, assistance for a victim of a crime as defined in section one, shall be liable in a civil suit for damages as a result of any acts or omissions in providing or obtaining, or attempting to provide or obtain, such assistance unless such acts or omissions constitute willful, wanton or reckless conduct.”

If you have questions about this policy or would like more information, please contact the Director of the Health Center at 413-265-2288.

7. **Residence Life**
Located on the second floor of the Mary Dooley College Center. The Office of Residence Life seeks to foster a living environment that supports and promotes academic achievement and personal growth. The office is dedicated to creating a safe living environment that respects and appreciates individual differences and promotes a sense of community. Residents are encouraged to enhance their classroom learning and personal development by being active in the residence life community, initiating activities, understanding human differences, and building friendships. The residence halls are coeducational living environments staffed with an undergraduate resident advisor (RA) on each floor.

RAs are selected on the basis of potential or demonstrated characteristics and skills such as leadership, interpersonal, communication and peer counseling. RAs act as administrators, programmers, peer counselors, resource agents, advocates for inclusion, and policy enforcers.

The college has three residence halls. All three, Rose William, O’Leary, and Devine, are equipped with laundry facilities, common lounges, and kitchenettes. Each room is wired for cable television, and all three residence halls have wireless Internet access. Most students live with one of more roommates.

7. **Office of Student Engagement and Leadership**
   **Student Activities**
The office is located in the Mary Dooley College Center. The mission of this office is to
enhance the social, cultural, and educational experience of all students. Through the exposure to, and participation in a variety of programs and activities, Student Activities strives to prepare students to be engaged, responsible leaders within the campus community and beyond.

Engagement and Leadership office works with the Student Government Association (S.G.A.), and the Student Activities Board (S.A.B) to plan, market, and host a wide variety of travel trips, special events, entertainment artists, and late night programs. The office also helps provide students with leadership opportunities through participation in student clubs. In addition, the department employs a dozen students each semester to work in the office and run the college’s Game Room. The Game Room is open to provide students with a space to relax and interact during their down time. For hours of operation please contact the Director of Student Engagement and Leadership at mcquadec@elms.edu

**ATM Machine**
A Westfield Bank ATM machine is located in the first floor lobby of the Mary Dooley College Center.

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

**Commuter Student Life**
All commuter students are an integral part of the Elms College community and have access to all services and support available to full-time students. In cooperation with the Student Government Association, a Commuter Council has been established to address the needs of commuter students. 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. Please contact the office of student engagement and leadership to get involved; mcquadec@elms.edu or contact the Dean of Students Office at 413-265-2210.

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

Aramark staff pride themselves on meeting student needs. Any time you have a suggestion, comment, or question about food services, please let them know. Everyone on their staff is committed to providing the best possible service. Students with specific food allergies or needs should contact health services and the director of Aramark to determine the best course of action for food options. It is the student’s responsibility to contact the appropriate people with regard to specific food issues and needs. If you have a special diet or need please contact the Aramark food director at 413-265-2217, 413-592-1201 or health services at 413-265-2288. Food and nutrition related issues connected to a disability of any student and/or individual can be facilitated through the Student Accommodations and Support Services Office at 413-265-2333.

Each resident student must choose a meal plan, either the 200 all-you-care-to enjoy or the unlimited all-you-care-to enjoy. The 200 meal plan includes $100 in dining dollars and the unlimited includes $100 in dining dollars. Dining dollars can be used at the café or in place of meal swipes or walk up pricing at the Dining Hall. Your Dining Dollars will carry over from the Fall to Spring Semester, but will not carry over to the next academic year.

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

Commuter students may purchase a meal plan. You may purchase the meal plan by completing a form in the office of Student Affairs or at the Aramark office in the college center. Please note that refunds are not given. If a student leaves the college for any reason the meal plan that they purchased is no longer available for their use. It is the student’s responsibility to keep track of the number of meals and/or dining dollars. Students can also purchase Meal Plans on the dining services website from elms.edu.

Students with special needs with regard to the dining services or access/use of the dining area should contact dining services or the Dean of Students Office at 413-265-2210 or the Student Accommodations and Support Services Office at 413-265-2333.

**Game Room**
The Elms College Game Room is located in the Mary Dooly College Center. Use of the Game Room is available for all Elms students. Available in the Game Room are pool tables, a shuffleboard table, video games and table tennis. To help provide an orderly and safe atmosphere, and to maintain the quality of the equipment, the following policies and procedures have been enacted. The college assumes that all students will abide by these policies and procedures. Violations of established college policy can result in disciplinary action up to and
including suspension from Elms College.

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

Library
The Alumnae Library, completed and dedicated in 1973, provides an atmosphere that is conducive to research, study, and relaxation through its architecture and interior design. Its librarians provide on-demand research assistance, either face-to-face and virtually, from 8:00 am until midnight Monday through Friday, and noon until midnight Saturday and Sunday, and are available to visit classrooms to teach Information Literacy or assignment specific sessions. The library, in conjunction with IT, provides access to computers and laptops for patron use, as well as technology for listening, viewing, and recording various types of media. With a collection of more than 60,000 print books; 250,000 e-books; and access to more than a hundred databases containing millions of journal articles, videos, and art stills, the library serves as an excellent resource for students and other patrons. It is one of four Federal Depository Libraries in the area, with a collection of thousands of online government documents.

Library resources are catalogued and circulated through software called Worldshare Management Services (WMS), and Interlibrary Loan materials are accessed through two consortia, OCLC (Online Computer Library Center) and EAST (Eastern Academic Scholars Trust). These two consortia of academic, special, school, and regional libraries are two of the largest multi-type library networks in the country. Together, they allow over 500 full-member libraries to freely circulate approximately nine million print resources to all registered patrons. Through OCLC the library has access to a worldwide bibliographic utility that allows it to borrow items from anywhere in the world for patrons. Alumnae Library also is host to the Student Success Center, a one-stop shop where students can get help with advising, tutoring, and special access needs.

Mail Services and Mailroom Policy
New students need to request a mailbox through mail services located on the Lower Level of
the Mary Dooley College Center. Returning Students with a mailbox can retrieve their key or combination from mailroom services. The hours of operation are Monday-Friday: 7:30 AM-4:30 PM.

**How to set up a student mailbox:**
- All students who will receive mail are encouraged to sign up for a mail box. All Mailboxes are free of charge.
- Students must go to Mail Room and ask the mail clerk for a mailbox
- A school I.D. is required for setup
- A combination mailbox will be assigned to each student
- The mailbox number and combination will be written on a slip

**Picking up your mail:**
USPS Letters are sorted daily and are placed into student mailboxes. Mail is received around 10AM. Please allow time for sorting.
- Mailboxes allow for pickup 7 days a week.
- Saturday mail does not arrive until Monday during business hours.

**Incoming Packages:**
- Incoming packages are scanned upon arrival.
*Note: Packages regularly arrive between 10:00 a.m. to 2:30 p.m. (Later, on occasion) and take time to process.*
- Please wait for an email from elmsneopost@elms.edu before attempting to pick up any packages.
*Note: An email from the sender, website or courier service does not mean that packages are ready to be picked up. Please wait for our email.*
- Packages can be picked up Monday through Friday during normal business hours.
- School IDs are required to pick up packages.

**Important!** Packages must be picked up by the recipient listed on the shipping label. No student or faculty member is allowed to pick up any package for other students. No Exceptions.

**Outgoing Mail & Shipping Services:**
The Elms College Mail Center offers the following services for outgoing items:
- USPS Postal Services Mail
  - First class mail
  - International Mail
  - Priority mail
  - Certified mail
- Fed Ex
- UPS (with prepaid label only)

Any personal mail must be paid in full prior to being sent. The mail center is cash only.

The following specifications are used to determine price:
- Size
- Weight
• Destination

  *Note: Provide outgoing items ready to ship. Mail center staff are unable to provide an accurate quote without actual shipping materials.*

**Declaration Forms**
A Declaration form is required for all outgoing packages (includes pre-paid packages). These forms are important for the protection of the school. Shipping will be delayed until the form is complete. The mail center reserves the right to refuse any package containing certain harmful or otherwise hazardous materials.

**Address Format**
When shipping items to Elms College, please use the following address structure to avoid delays:
First & Last Name
Address
Box # (Do NOT use P.O. Box, this will cause a lengthy delay at the post office)
City, State Zip

**Example:**
Jane Doe
291 Springfield St.
Box 01
Chicopee, MA 01013

**End of Semester/Leaving the College**
Students that are returning in the fall need to turn in their mailbox key to mailroom services at the end of the spring semester. Please have your student ID with you when returning keys. If a student is not returning to Elms College the student is responsible for returning the key to mail services and informing the Dean of Students and the Registrar’s Office of the correct address they would like to have forwarding mail or packages. Packages or mail for a student who is no longer a student (for reasons other than graduation) will be held for 10 days and then returned to sender. If a student fails to return the mailbox key for any reason a $25.00 charge will be assessed to the student’s account.

**Graduating Students**
Graduating students need to leave a forwarding address with the Registrar’s Office. Mail for a student that has graduated and left no forwarding address will be held for 30 days then destroyed. Any mail received after the 30 days will be returned to sender.

Packages for a student that has graduated and left no forwarding address will be held for 10 days after the commencement date then returned to sender. Any packages received after the ten days will be returned to sender

**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 Office of Student Affairs, Student Engagement &
Leadership, Campus Ministry, Fontbonne Room (classroom), Faculty Dining Room, the Elms Café, a computer lab, the game room, the Switchboard, and the Director of Public Safety. On the lower level are the College Bookstore, the College Mailroom, Document Services for staff and faculty, Nursing Simulation Lab, and Student Government Association. The upper level houses the Borgia Art Gallery, Alumnae Room (classroom), and Institutional Advancement which includes Constituency Relations (Alumni).

Various rooms throughout the building are available for meetings, activities, and classes, the primary meeting space is the Faculty Dining Room. For details regarding room usage, consult the switchboard operator by dialing 0 between 8:30 a.m. and 4:30 p.m. For classroom reservations in the college center please contact the registrar.

Reservations for fundraising tables or tables to advertise a club, an organization, or an event in the college center or any other building must be preapproved through the Student Engagement & Leadership office. This must be done at least two weeks before the requested date.

**Student Government Association**
The Student Government Association serves as the official representative of the student body. SGA’s 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/associations. The SGA contributes to the total development of students by working actively to promote effective communication among all members of the college community.

Any full-time on-campus student may participate in SGA. Students are highly encouraged to participate in this organization, which is comprised of an executive board, class officers, and student representatives. SGA 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 three times 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. 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 September. In order to be nominated for election, a student must have a minimum GPA of 2.5 or the approval of the Dean of Students.

**Sample Student Clubs and Organizations**

**ACADEMIC**
Future Teachers’ Club
National Student Speech Language Hearing Association (NSSLHA)
Student Nurses Association
Law Society
Student Social Work Organization

ATHLETIC
Elms College Cheerleading
Elms College Dance Team
Student Athlete Advisory Committee (SAAC)

SPECIAL INTEREST
Elms Drama
Tabletop Gaming Club
International Club
Student Government Association

DEPARTMENTAL
Active Minds
Bloom Literary Magazine
Campus Ministry Club
Chess Club
Diversity Leadership Council
Student Activities Board
RESIDENCE LIFE POLICIES

Alcohol Policy
It is essential to the mission of the institution that Elms College seek to maintain an academic environment where individual rights are respected and the health, safety and welfare of the community is promoted. Although Elms College acknowledges that students of legal drinking age should be given the opportunity to make responsible use of alcoholic beverages, we must do so in line with the needs of a campus community where approximately more than three quarters of the resident students are not of legal drinking age. All aspects of the Alcohol Policy fall under Conduct Standard G in the Elms College student handbook.

Alcohol Abuse
Alcohol abuse cannot be used as an excuse for irresponsible behavior; rather, it compounds the seriousness of those actions. If excessive consumption of alcohol results in a medical emergency, the first concern of Elms will be for the health and welfare of the student. While concern for the student will be paramount, it must also be recognized that the college has an obligation to investigate and take action on alcohol related incidents that have resulted in a medical emergency. Any misbehavior resulting from the abuse of alcohol will be viewed seriously and will result in disciplinary action up to, and including, dismissal from the College. Such behavior includes, but is not limited to the following:
1. Drunkenness/public intoxication. Symptoms of intoxication include slurred speech, impaired motor coordination and balance, and loss of good judgment resulting in inappropriate behavior including but not limited to loud and/or disruptive behavior.
2. Contributing to drunkenness or intoxication of another person. Includes making alcohol available to another person who is already intoxicated or resulting in any person becoming intoxicated. Any encouragement of another person to overindulge, including participating or encouraging others to participate in drinking games (including simulated drinking games using water); possession or use of alcohol paraphernalia such as kegs.
3. This standard is regardless of age, students 21 and over who chose to consume alcohol must do so in a responsible manner.

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. The following guidelines for the residence halls are designed to protect the rights of all residents, and promote responsible use of alcohol. All residents and guests are expected to comply with these guidelines.
1. If you are under 21, you may not possess, consume, or be in the presence of alcohol, whether it is being consumed or not.
2. If you are 21 or older, you may not provide alcohol to underage residents or guests.
3. If you are 21 or older, you may possess and consume alcohol in your room in compliance with this policy (i.e. if your roommate is under 21 and you are over 21, you may not have alcohol in your room because it would violate guideline #1).
4. If you are 21 or older, you may not store more than a 12-pack of beer or 1.75 liters of wine (or 2 standard size 750 ml bottles) per resident in your room.
5. Hard liquor is not permitted in the residence halls, regardless of age of the student. Kegs and other quantity-dispensing containers (i.e. as beer balls, drinking funnels, punch bowls, etc.)
are prohibited.

6. Alcohol may not be consumed or possessed in any common area of the residence halls including lounges, bathrooms, kitchenettes, stairwells, hallways, or elsewhere on campus.

7. Residents of legal drinking age will be held accountable for consumption of alcohol by their guests and any minors in their rooms.

8. Guests, which include all non-residents of a floor, are subject to all rules and regulations of the college and will be asked to leave if they fail to comply with these regulations.

9. Transportation of alcohol into the residence hall must be direct. All alcoholic beverages must be transported in a bag. Bags may hold only sealed containers. If a student appears to be transporting more than the allowable amount of alcohol, college staff have the right to ask the individuals to open the bag. Sealed containers must be the original containers that the alcohol was purchased in, for example, transporting alcohol in an open container or a used water bottle is not acceptable.

10. Any structure that has by its appearance the function of serving alcohol is prohibited in student rooms. Given that a “bar” is easily identifiable, it is paramount that common sense prevails. The Director of Residence Life/designee will have the final word on determining the function of a structure.

11. Empty alcohol bottles or cans are not permitted in rooms of students not of legal drinking age, and if found will be considered as evidence of possession or consumption of alcohol on the premises.

12. Signs or advertisements promoting alcohol may not be displayed in a manner making them visible outside of the room or building.

**Alcohol Related Minimum Sanctions for First Offenses**

The sanctions listed below are the minimum for a **first alcohol violation**. Subsequent alcohol violations will be sanctioned on a case by case basis, outcomes will be more severe than the first violation.

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**Consumption, Possession, Intoxication, In the Presence:**

- Letter sent to parents/guardians
- Completion of Online Alcohol Education Program- through “mystudentbody.com”- login and information provided with the sanction letter
- Letter of warning or probation depending on situation
  - Display of alcohol containers/signs (hanging in windows or on doors), possession of a “bar,” beer bongs & other paraphernalia:
  - Disciplinary discussion
  - Time limit to remove or confiscation

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**Break Closing Period Policy**

Elms College does not offer housing to students during college breaks and unless prior permission is received from the Office of Residence Life, students may not enter the residence halls during break. Any student found in a residence hall while it is “closed”, or who fails to leave at a designated break closing date and time will be subject to a disciplinary action and/or a fine of $150.00. There are absolutely no guests allowed in Residence Halls during break periods.
**Cable TV**
The residence halls are equipped with a cable access in each room. Students must provide their own TV coax cable. Each Residence Hall has a lounge with a large screen TV available for students to use.

**Change of Residency & Residence Hall Contract**
Change of status forms are available in the Office of Residence Life for commuters who plan to become residents, or residents who wish to commute. The residence hall contract is for the entire academic year and residents may not change their status from resident to commuter except in extraordinary cases as approved by the Director of Residence Life/designee. If a student is approved and changes their status from resident to commuter during an academic year contract period, the $250 room deposit for that academic year is not refundable.

**Children in the Residence Halls**
The residence halls are not designed for children. Childcare or children visiting without their parent or legal guardian is not allowed. The college reserves the right to confirm that a child in the residence hall is with a parent or legal guardian and that the visit is no longer than 8 hours. People under the age of 18 may not stay overnight without the permission and approval of the Director of Residence/Dean of Students or Designee and require written permission from a parent or legal guardian to be considered for an overnight visit.

**Common Areas**
Common areas such as hallways, recreation rooms, lounges, rest rooms, and stairwells are an integral part of community life. Your help in keeping these areas clean and in good repair is both expected and necessary. Lounge and common area furnishings may not be removed from their location. Any student found with lounge or common area furnishings in their room will be referred to the student conduct process.

Examples of student responsibilities for cleanliness of common areas include:
- Flushing toilets after use, not throwing paper towels/trash in them
- Not spitting on floors, washing spit/toothpaste down sinks
- Taking trash and recyclables to designated areas
- Not sweeping dirt into hallways or leaving trash outside of rooms/in common areas
- Assuring any hair from haircuts is cleaned up and thrown in the trash, not left on the floor/in sinks
- Not leaving dishes in common areas, whether they be dining hall or personal use

**Cooking Facilities**
Kitchenettes are located off the main lobby in Rose William Hall and on the lower level of Devine Hall, and microwave ovens are also available in the residence halls for student use. Students are permitted to have only two kitchen appliances in their rooms: hot pots with closed heating elements (such as single serve coffee makers or water kettles with auto shut off mechanism) and small refrigerators (no more than 4 cubic feet). Most rooms are only allowed to have one refrigerator, but rooms designated as triple or quads are allowed to have two (no more than 4 cubic feet each). Any questions regarding appliance restrictions should be directed to the
Office of Residence Life.

**Damage to Common Areas**

As part of being a responsible member of your community, students are expected to maintain the environment in their living area. One way to accomplish this is through Common Area Damage Assessment Program. When damages are done to the common areas of the community (bathrooms, hallways, lounges, basement areas, lobby areas, etc.) the community is jeopardized. Problems that require extraordinary cleaning of residence hall floors will be considered as common area damages. Students who have damaged a floor or building in any manner should take responsibility for their actions; others who know about the individuals causing the damage should confront the individuals in an appropriate manner and notify the Residence Life staff. If this is not done, the community as a group will take responsibility to pay for the damages and/or excessive cleaning.

The benefits of Common Area Damage Assessment are:

- Reduction of student residence hall fees that are applied to repairs and replacement.
- Assessment of charges to the person directly responsible for the damage.
- Increased student accountability and self-discipline.
- A stronger feeling of community responsibility in the living environment.

Charges will be divided into two categories:

1. Building-damage to the outside of the building, to the grounds immediately surrounding the building and to shared areas such as laundry room, entryways, stairwells and common lounges.
2. Floor-damages to the hallway, lounges or bathrooms on a particular floor.

Students wishing to contest a charge should contact the Director of Residence Life. Appeals of charges must be made in writing to the Director within seven calendar days of the posting.

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.

**Damage to Rooms**

Residents of a room will be held responsible for any damage, loss, custodial, or maintenance work to the room or its furnishings above normal wear. Residents may not change the residence hall facilities, remove or replace furniture supplied with the room. All repairs and maintenance in residence halls will be made only by the College through authorized personnel.

When decorating rooms, students should not use nails, screws, or other fasteners which may damage paint and walls. Velcro command strips, command hooks, and certain types of posting putty can be an option to hang decorations, however students are advised that any damage caused by hanging decorative items will be deducted from their damage deposit at the end of the year.

Upon moving out of their room, students must remove all personal belongings, trash, and sweep
out any dirt. Failure to leave the room in clean condition will result in additional charges upon check out.

**Door and Room Decorations**
In accordance with the Massachusetts Fire Prevention Regulations, the following decorative items shall not be permitted in Elms College buildings and residence halls or on doors:
- Candles
- Paper streamers
- Christmas or other sawn, live trees or decorative wreaths (except UL or FMG approved artificial Christmas or decorative trees or garland)
- Corn stalks or shucks
- Cotton or confetti
- Dry moss or leaves
- Sawdust or wood shavings
- Hay or straw
- Tree branches and leaves
- Other flammable materials

Decorations may cover no more than 50% of total wall space in O’Leary and Rose William, and no more than 20% in Devine (non-sprinkled building).

**Drugs**
The federal and state laws prohibiting the use, possession, or sale of narcotics are strictly enforced at Elms College. Elms College further prohibits the illegal possession, use, or distribution of any controlled drug or substance, including marijuana. Elms College students are responsible for informing themselves of state and federal laws. For information on the Elms College policy regarding medical marijuana, please review the Medical Marijuana Policy in the Student Handbook.

**Elms College Overnight Host Program**
Elms College periodically hosts prospective students overnight so that they may experience life on our campus in and outside the classroom. The following areas are approved to sponsor student hosts: Athletics, Admissions, and SGA Club Representatives.

All student hosts must be sponsored by one of the aforementioned departments and be on the approved host list. Prospective students are not allowed to stay overnight during breaks or during Elms Night, 100 Days, or 50 Days. The Office of Residence Life requires at least 2 full business days’ notice of all prospective overnight visitations (5 business days is preferred). This should be in an email to reslife@elms.edu including the prospective student’s information and permission form and student host information. To be on the approved student host list, all student hosts must attend one overnight host training session per academic year and sign the host contract. Group training sessions facilitated by the Office of Residence Life will be offered at the beginning of each semester. Dates, time, and locations of these trainings will be made available to student hosts via their sponsoring departments. Individual training sessions will not be held, so it is extremely important for student hosts to attend one of these scheduled trainings. At this
training, student hosts will sign a contract indicating they have reviewed and understand all policies and procedures associated with hosting a prospective student. Student hosts must follow all policies and procedures set forth in their contract. Any student host found violating the contract will be in jeopardy of losing their host privileges as well as referral into the college’s judicial process.

**Fire Safety**

In the event of a fire, leave the area immediately, pull a fire alarm on the way out if you are safely able to without delaying your exit. Always exit the building when the fire alarms sound. Use the stairways, the closest door to you, and proceed away from the building. Once you are safely out of the building, dial 911. Stay calm, speak clearly, and give as much information as possible (exact floor location, room number, where the building is located). Do not reenter the building until the Fire Department has deemed it safe. For the full fire evacuation plan, please see the “Fire, Fire Drills, and Fire Regulations” section of the current student handbook.

Any misuse of or tampering with fire extinguishers, alarms, or equipment jeopardizes residents’ safety, and should be reported immediately to Public Safety or a Residence Life staff member. Fire safety equipment includes, but is not limited to, smoke detectors, exit signs, fire alarms, breaker panels, fire extinguishers, sprinkler pipes, and sprinklers. No items should be suspended from or otherwise affixed to ceilings, sprinkler pipes, or sprinklers. No personal items should be hung, stored, or displayed in a manner which may obstruct the function of sprinklers. Students are reminded that tampering with or covering smoke detectors for any reason is a violation. Report any problems with fire equipment to Public Safety or a Residence Life staff member ASAP. Tampering with fire equipment or causing a false alarm may subject the student to housing removal and other disciplinary action.

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 to put out a fire, please notify either your RA or Public Safety.

Electrical cords must not pass through walls, floors, above doorways, or above suspended ceilings. Electrical cords may not be beneath carpets, across corridors, or fire escapes. Please only use a power strip with surge protection if not plugging items directly to an outlet, do not use extension cords without this safety mechanism. Students who have questions about electrical cords should contact the office of Residence Life at 413-265-2461.

**Fire Drills**

All fire drills are serious. Anyone pulling an alarm when not necessary not leaving the building during an alarm will be subject to disciplinary action and criminal prosecution. 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.

**Furnishings**

Each residence hall room is furnished with a bed, bureau, chair, and desk for each student in the room. College room furniture may not be removed from the room, nor may furniture from lounges be moved into student rooms. If you have lounge furniture or other college furniture
and/or property other than the assigned furniture in your room, you and your roommate(s) will be subject to the student discipline. The College has the authority to randomly search student rooms to reclaim property such as lounge furniture, any additional policy violations found in a search will be referred through the student conduct process. Absolutely no furniture is to be disassembled, except by express permission of the Office of Residence Life. All furniture originally in the room must remain there. The Resident Advisor will inspect rooms upon check out.

**Bathroom Use and Privacy**

Elms College has multi-stall bathroom facilities corresponding to the number of male and female identified students residing in buildings and on designated floors of our residence halls. Residents and guests should use the bathroom designated for their gender identity. Gender neutral restrooms are located in the lobby of Rose William Hall and O’Leary Hall and in the lower level of Devine Hall.

Bathrooms and restrooms should be used for their intended purposes only. No electronic devices or phones, should be used in bathrooms or restrooms, in the interest of protecting privacy.

**Guest and Visitation Policy**

All students must show their Elms College ID when entering a residence hall. Resident students are permitted to host visitors during the following hours:

- Sunday through Thursday 9 a.m.-11 p.m.
- Friday and Saturday 9 a.m.-2 a.m.

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

**Guidelines for Having Guests in the Residence Halls**

1. Residents must sign in their guests in the lobby of their building, each evening starting at 8 pm
   a. Guests who are in a building before 8 pm must come back down to the lobby with their host, and sign in at 8 pm.
2. The following information must be logged at the desk
   a. Name, Room Number, and Phone Number of Resident
   b. Name of Visitor (photo ID (i.e. driver’s license, college ID) must be presented)
   c. Time of arrival and time of departure.
   d. Overnight Guests must also provide vehicle information and comply with parking regulations.
3. Each guest is the responsibility of the resident host. This includes making sure the guest is signed out on time.
4. Guests must be escorted at all times by their host.
5. Unescorted guests will be asked to leave the building. The resident host will be documented and held accountable for violating the College’s Guest Policy.
6. Each resident may have only two (2) guests at any 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.
7. Guests may not bring alcoholic beverages into the residence halls or onto campus, regardless of age.
8. The right to live in reasonable privacy takes precedence over the right of the roommate to entertain guests—a roommate has the right to say that they do not wish to have guests in the room.

**Commuter Students Visiting Residence Halls**
Commuter students are welcome to visit their resident friends. For the safety and security of all students and consistency in guest policy, all commuter guests MUST be signed in and escorted by a resident host. Commuter students who are found to violate policy may be prohibited from visitation. Commuter students may stay as an overnight guest a maximum of 8 times in any given semester, and not longer than three consecutive nights.

**Residents Visiting Other Residence Halls**
Residents who visit a hall in which they are not occupants are considered guests and must be signed in and out of the building on the designated sign-in sheet by their host. Signed in resident guests must be escorted by the student they are visiting. Resident Guests may not sign into another building after 2:00 a.m. Resident Advisors, public safety officers and Residence Life Professional Staff members have the authority to ask students to leave or document if the students are violating quiet hours, abusing the resident guest policy, or disturbing any resident in any way. Resident students may lose the privilege of visiting other residence halls as a consequence of policy violations while visiting.

**Overnight Guest Policy**
Residents must sign in their guests. Residents may host an overnight guest no more than 8 times a semester, and not longer than three consecutive nights. A non-resident (Elms commuter student or non-Elms student) cannot stay overnight more than a total of 8 times in one semester. Residents wishing to have an overnight guest should make arrangements with their roommate(s) first. The roommates must agree and in some situations the overnight guest may not be allowed so as to accommodate the needs of all parties involved. All overnight guests are expected to be of the same gender as the resident host. Overnight guests under the age of 18 must have prior approval by the Office of Residence Life or designee and in some cases may not be allowed.

**Honor Policy**
When there is no desk worker, residents are expected to adhere to the guest policy as follows: Non-student Guest Rules and Regulations. Students must bring their guest to the desk to sign in, if they remain a guest past 8 pm.

**Hall Sports**
Activities such as (but not limited to) rollerblading, skateboarding, water fights, bike riding, throwing frisbees or balls, golf, basketball, hackey-sack, bouncing balls, wrestling or running in the halls, etc. are not permitted in residence halls due to safety, damage, and noise concerns. Individuals will be responsible for any damage caused as a result of these activities, and referred through the disciplinary process. Any physical activity or sports should take place outside or in designated areas on campus (such as McGuire Center).
Joint Responsibility
All individuals who are present in a residence hall room where College policies are being violated are subject to documentation and judicial action. Residents are responsible for violations that occur in their room (even if they are not present at the time of the violation). Residents are responsible for the conduct of any guests they sign in or grant access to a building.

Key and ID Card Policy
When a student signs their Room Evaluation and Key Record form at either opening in the fall, or when they are involved with any room change or related processes, they agree to the following key terms: the student is responsible for the return of the key to the Office of Residence Life, there is a $35.00 fee for a) the loss of or failure to return the key prior or a change in room assignment or at residence hall closing b) failure to return the back-up key within 24 hours of signing it out, c) signing out a backup key four times in one semester. It is at the discretion of the Director of Residence Life to decide if an emergency re-core is necessary; the cost of a re-core is $150.00.

Student room keys are only allowed to be used and possessed by the students assigned to that space. Student ID cards are only allowed to be used and possessed by the student the card was issued to. Failure to abide by these stipulations compromises Residence Hall security, and will result in disciplinary action. If you are having issues with your student ID card, please contact the Office of Residence Life. If your ID card is lost, broken, or stolen, please contact the Dean of Students Office for a replacement card; the price of a replacement student ID card is $20.00.

Laundry
A laundry room is provided on the lower floor of each residence hall. Washers are $1.50 for a one-half-hour wash; dryers are $1.75 per load. Students wishing to request a refund for any lost change should visit the Mac-Gray website for more information.

http://servicerequest.asicampuslaundry.com/RefundRequestCoin.aspx

For Laundry Machine Work Orders:

http://servicerequest.asicampuslaundry.com/ServiceRequestForm.aspx

Lofts and Bunks
Beds may not be lofted for safety reasons; lofting means stacking two bed ends on top of each other to have one bed frame in the highest possible position. Adjusting the position/height of a single bed frame is allowed within one pair of bed ends. If students in a room wish to bunk their beds, they may contact Residence Life and receive bunking pins and a stabilizing bar from Facilities Staff.

Losses, Theft, and Damage
While the college makes every effort to assist you in the protection of student’s property, the College is ultimately not responsible for loss or damage (please see terms of room and board contract). It is recommended that large sums of money or valuable articles not be kept in the
residence halls or elsewhere on campus. Students should secure items of value at all times. Student room doors should be kept locked at all times. Students should report any lock or door problem immediately to Public Safety 413-265-2278 (24 hour number). The college is not responsible for any items lost, stolen, or damaged. It is recommended that resident students purchase personal property insurance or check with family homeowner’s insurance policies regarding coverage for personal property in their residence hall room.

Elms College is not responsible for any loss, theft, damage, or vandalism involving any vehicle parked on the campus. Students should not leave valuable items in the vehicle and should lock the vehicle at all times.

**Medical and Recreational Marijuana Policy**
Although Massachusetts permits the medical use of marijuana under certain conditions, Elms College receives federal funding and is therefore required to comply with federal law prohibiting marijuana. Elms does not permit the growth, sale, distribution, consumption or use of marijuana anywhere on campus including in student rooms in the residence halls. In addition, no form of marijuana, or marijuana paraphernalia (i.e. smoking devices, etc.), is permitted anywhere on the Elms College campus, at any Elms sponsored events or programs, whether on or off-campus. Please refer to the Student Code of Conduct policy and the Alcohol and Drugs section of the Student Handbook for additional information concerning the College’s prohibition on the possession, use, or distribution of illegal drugs. Students who have obtained a state-approved medical marijuana card permitting the use of medical marijuana in Massachusetts, are subject to the same restrictions outlined above. Students who seek assistance with the management of significant episodic and chronic health issues are encouraged to contact Health Services.

**Neighbors**
All Elms College students are asked to respect the neighborhood in which we are located. Loud music, loud voices, speeding vehicles, and inappropriate behavior, negatively affect those who live around us. This behavior will not be tolerated and will be referred to the disciplinary process if necessary.

**Pets**
Out of consideration for all members of the Elms College community and for reasons of health and cleanliness, the only pets allowed in the residence halls are fish in tanks no larger than ten gallons. Animals are not allowed on campus, except in the case of service animals and Student Accommodations & Support Services (S.A.S.S.) approved support animals. Resident students should contact the SASS Office first regarding support animals.

*Suspicion of an unauthorized animal on campus shall serve as grounds for Residence Life to check a student room, without prior notification.

**Policy Amendments**
Due to the unpredictable nature of changes in technology and safety standards, the Office of Residence Life, Dean of Students, and Public Safety reserves the right to change, amend, or add any policies during the academic year. Any such changes will be communicated to students in
writing.

**Prohibited Items**
The following items may be a safety, fire, or other hazard, and are not allowed in the residence halls:

- Halogen lamps and lava lamps
- Candles or incense
- String lights without a Underwriters Laboratory (UL) sticker
- Extension cords (students must use power strips only)
- Any items attached to the ceiling (including tapestries, lights, posters, etc.)
- The use of speakers in the bathroom
- Cooking appliances with open heating coils
- Toaster/ toaster oven or microwave ovens
- Popcorn poppers
- Electric frying pans
- Gas powered items of any kind (i.e. grills, scooters, etc.)
- Charcoal grills air
- Weapons or replicas of weapons of any sort
- Satellite dishes or antennas
- Air conditioners or space heaters
- Live Christmas trees
- Water beds
- 3D Printers
- Electronic personal assist mobility devices (self-balancing scooters, “Hover Boards” etc.)

Note, Residence Life will work with students who have a documented accommodation through the office of Student Accommodations and Support Services. However, these types of devices are not likely to be approved for an accommodation.

- Drones or remote flying devices of any kind
In accordance with the Massachusetts Fire Prevention Regulations, the following decorative items shall not be permitted in Elms College buildings and Residence Halls:

- Candles
- Paper streamers
- Christmas or other sawn, live trees or decorative wreaths (except UL or FMG approved artificial Christmas or decorative trees or garland)
- Corn stalks or shucks
- Cotton or confetti
- Dry moss or leaves
- Sawdust or wood shavings
- Hay or straw
- Tree branches and leaves
- Other flammable materials

Having these items is a violation and will result in disciplinary action. Failure to remove the items will lead to the item being confiscated. For a list of helpful hints on what to bring to campus and what is allowed please refer to the college website or contact the Office of
Residence Life at 413-265-2461.

**Quiet Hours and Noise Policy**
The intent of the Quiet Hours Policy is to create an atmosphere in the residence halls that is conducive to pursuing an education as well as promoting social development, respect, and courtesy among residents. Courtesy hours are in effect at all times. Courtesy means being respectful of others and mindful that behavior and actions affect the college community. During courtesy hours, there will be no yelling, loud music/TV, or other activity that would be disruptive to other residents.

Quiet hours are from 10 p.m.-9 a.m. Sunday through Thursday, and 12 midnight-9 a.m. Friday and Saturday. Excessively loud music or noise is not permitted at any time. There will be 24-hour quiet hours in effect from 10:00pm the Friday prior to exam week until 6:00pm the following Friday. The College reserves the right to adjust quiet hours in the event of excessive or recurring problems in the residence hall community.

As a matter of courtesy, music should not be played in common areas such as bathrooms, stairwells, hallways, or lounges, unless as part of a scheduled and approved event.

**Reassignment**
The College may reassign a resident to a different accommodation, to a temporary accommodation, or increase or decrease the number of residents assigned to any residence accommodation if the College, at its sole discretion, deems such reassignment necessary or advisable. Reassignment may occur as a sanction for a resident’s failure to comply with any rule/regulation, in the interests of health or safety, for prudent use of resources, or efficient administration of the residential system. The college does not guarantee assignment to a particular building, type of accommodation (with the exception of approved medical situations), or specific roommate.

**Room Change Policy**
There are no room changes allowed for the first two weeks of any semester. Room changes may be requested during weeks 2-5 of any semester, and are granted based on availability of space and guidelines below. 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 there is a conflict). The room change request form can be found on the Residence Life website. If the Residence Life staff has approved your request and you’ve been notified of an approved room change, you will need to sign paperwork before moving in to the new space. Please note: room changes are not guaranteed, but will be considered on a case by case basis. Residents CANNOT move without permission from the Office of Residence Life; to do so is a policy violation and they will be subject to the Student Conduct process. Each student is allowed only one room change per academic year.

**Possible room change options include:**
1. Roommate “swap” which requires written agreement from all parties involved. This means two students will move and swap places, thus creating new roommate pairs.
2. Moving from a shared space into an open single (if one is available).
3. Moving into a shared space which has a vacancy. Student A can request to move into room 101, where student B is living without a roommate and did not buy out the space.
4. Moving into an empty double, with a roommate who agrees to this change (based on room availability).
5. Moving into an empty triple or quad space, with the appropriate amount of roommates (based on availability and agreement of all involved).

**Room change requests which will not be approved:**
- Moving into a vacant double, without a roommate (unless approved to buy out the space).
- Moving into a vacant triple or quad space without the appropriate amount of roommates to fill the space (unless approved to buy out the space).
- Students requesting multiple moves in one academic year.

Note: students who have a vacancy in their shared room do not have the authority to refuse being assigned a roommate, unless they have been approved to buy out the space.

**Room Consolidation**
The Office of Residence Life reserves the right to consolidate empty spaces or make reassignments when vacancies occur. Room consolidation is the process for filling rooms to capacity. This practice allows us to extend campus housing opportunities to the largest number of students possible, and helps ensure that students are living in the type of accommodation corresponding to the rate which they are paying. When a vacancy occurs in a double, triple, or quad, the Office of Residence Life will move to fill the vacancy in the room, and will make every effort to include the students in the process.

Consolidation will take place during the fall semester. Starting the second week of the fall semester, residents will be notified that they are in a double, triple, or quad with a vacancy. The Office of Residence Life will move to fill the vacancy in the room, and will make every effort to include the students in the process. Students in this situation have the following options, and will be given two weeks to make arrangements:

1. Voluntarily move to another shared space with a vacancy.
2. Another student may voluntarily move to their space to fill the vacancy.
3. If available, the student can move to a single space.
4. If plausible based on occupancy, the student may “buy out” a vacant space, at a rate 20% higher than a single room fee. “Buying out” a space means that no other student would be placed in that space.

If the space cannot be filled by the remaining resident(s) within a reasonable time-frame (no longer than two weeks from receiving the notice from Residence Life), the Director or Assistant Director of Residence Life will make an administrative assignment. When an administrative assignment is made, the decision is final; the student(s) do not have veto power. In this case, the student who is moving and the student who is receiving a new roommate will be given 48 hours’ notice to make appropriate arrangements. There will be a meeting set up by the Director or Assistant Director to facilitate a roommate agreement, in the event an administrative assignment is made. Students who have a vacant space must keep a set of furniture (bed, dress, desk/chair,
and closet) vacant at all times. Failure to keep furniture free of belongings/unused will result in a $100 blocked room fee for each observed occurrence.

**Room Deposits**
A $250 room deposit will be charged to a student’s account once a room has been chosen for the following semester. This deposit will be returned if the room is in its original condition upon student check out. Any room damage or damage to public areas in the residence halls will be deducted from this deposit. The balance of the deposit for each student is credited to the student’s account at the end of each academic year. A student only receives a refund check at the end of their time as an Elms College student, so long as their student account shows a credit upon graduation. It is possible a student may not receive any refund depending on the charges, any remaining balance at the end of an academic year shall show up as an account credit to the next academic year.

**Room Inspection and Right of Entry**
The rights of students to be secure in their residence hall rooms against unreasonable entry, searches and seizures are assured. College officials may enter a student’s room when:
- Maintenance requested by the occupant(s) or College personnel is being performed.
- Routine inspection of rooms for safety, health, and general upkeep purposes or if maintenance is performed. Institutional initiated inspections are generally preceded by at least 24 hours written or posted notice to occupant(s).
- There is perceived imminent risk to safety, health, and/or occupant(s) or institutional property.
- During announced break periods.
- Reasonable suspicion that a College policy is being violated.
- Conducted pursuant to an administrative search permit signed by the Dean of Students, or designee. Such permit must include:
  - The residence hall room(s) to be searched.
  - The regulation(s) allegedly being violated.
  - The item(s) being sought (if applicable).
  - The names of those authorized to enter/search.

Entry, search and seizure by civil officers is governed by civil law. It is a reasonable and lawful request for College officials to ask residents to open room doors in any situation. Failure to comply with such a request is a policy violation.

Please note: In the event of an emergency or concern for student’s safety the Director of Public Safety, Public Safety Officer, or if necessary any professional staff person (facilities, health services, counselor etc.) may enter the room.

**Room Lockouts**
In the event that you lock yourself out of your residence hall room, please call public 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.

After the third lockout of an academic year, a student will be billed $25 for each subsequent lock
Room Selection
Each spring resident students have the opportunity to select their room for the upcoming academic year. The room selection process runs for one full week, usually at the end of April. This process is done by lottery. Each student is assigned a random lottery number based on which cohort they are a member of, rising seniors pick first, rising Juniors second, and rising Sophomores third. Students then attend the room reservation session that is designated for their cohort. On the evening of room selection, students must show up with their roommates before they can pick a room. In other words, students can only pick a room that can be filled to capacity, and the students living in that room must be present at the time the room is picked (must have two people for a double, three for a triple, and four for a quad). If the room that is being picked cannot be filled to capacity, the students will be asked to pick another room.

If for some reason a student cannot be in attendance at Room Selection, they can fill out a Room Selection Proxy Form and designate someone else to select their room for them. These forms can be picked up in the Office of Residence Life, and must be filled out prior to the Room Selection night. Students who cannot attend Room Selection and have not filled out a Proxy Form will be moved to the bottom of the lottery list and will have to pick their room on the designated make-up date. If a commuter student would like to move onto campus and go through the Room Selection process, they should contact the Office of Residence Life so they can be assigned a lottery number with their respective cohort and complete a change of status form.

Any student who does not take the option to choose a roommate during selection may select a double room by themselves and be randomly assigned a roommate at a later date; once the assignment is made it is not negotiable. Residence Life is not able to consider compatibility when making random roommate assignments, only available space. Students wishing to request a roommate who will be an incoming student to Elms College will follow the same process, and must assure that the incoming student they wish to room with also requests them as a roommate and has deposited as an Elms Student.

In addition, all resident students will be required to select their meal plan choice for the following year at Room Selection. If a resident student does not pick a meal plan, they will be assigned the default meal plan choice, which is the “All You Care to Enjoy 200” (AYCE 200). Meal Plan Option for resident students include:

- AYCE 200: This plan offers students 200 all-you-care-to-enjoy meals per semester, $100 in Dining Dollars and five (5) guest meals.
- AYCE Ultimate Value: UNLIMITED all-you-care-to-enjoy meals per semester, $100 in Dining Dollars and five guest meals. (Additional charges apply.)

Members of the Student Government Association, Class Officers, Student Activities Board and other designated clubs are given first pick(s) during Room Selection due to their service to the campus community. Any questions regarding Room Selection should be directed to the Office of Residence Life.
**Rose William Hall Floor and Wing Access Policy**
The floor keyscan system in Rose-William is designed to provide additional security and privacy for residents. The scan system assures that residents may visit each other on different floors, while at the same time making sure guests are escorted at all times since they will not have an ID to scan into different wings:
1. Residents must carry their ID cards at all times.
2. Each wing in Rose William Hall is accessed by use of your ID Card.
3. Residents must scan into the first floor wing door corresponding to the side of the building they live on, this helps limit excess foot traffic for residents living on these hallways.
4. You may not give your ID card to anyone else (same policy for all students at the College).
5. Hallway doors should never be propped, tampered with, nor should they be held open for someone who you are not 100% certain lives on the wing you are entering.
6. If you find a problem with a door, please report it immediately to a Residence Life staff person or to Public Safety.
7. In the event of a fire, the system will automatically disable doors so that residents can quickly exit the building.
8. Report lost or stolen ID cards to the Dean of Students Office or Residence Life immediately.

**Smoke-Free Environment**
All of our residence halls and buildings are smoke-free environments; this includes inhaling, exhaling, vaporizing (including e-cigarettes), or possessing any lit tobacco product (i.e. cigarettes, cigars, pipes, etc.).

*Please note: any student using chewing tobacco of any kind is responsible for hygienic disposal of spit and related waste.*

**Statement on Building Access**
For the safety and security of all students, as well as personal and College property, it is a policy violation for any student or guest to use another student’s ID card or key to enter a Residence Hall or room they do not reside in. All resident students must show their Elms College ID card when entering a building during security hours (or as requested by a College official), and sign in their guests according to visitation guidelines. Anyone wishing to visit a Residence Hall they do not reside in during non-security hours must have the person they are visiting let them in the front door, and be with them at all times. Following other students in, entering the building through windows or other non-designated entrances, waiting for the door to be opened to be let in, or any other variation of these actions observed in person (or on security camera) will result in student disciplinary action.

**Telephone Service**
The college does not provide in room telephone services. Emergency phones are available in the residence hall, hallways, and at the front desk of Rose William Hall and O’Leary Hall. These phones may be used to call 911 or call public safety at ext. 2278 (413-265-2278).

**Windows**
Students may not have any items outside of Residence Hall windows, including (but not limited
to) string lights or TV antennas. For reasons of safety and security, students/guests may not throw any items out of windows, climb in or out of the building through windows, or pass items into out of the building through windows. There is absolutely no reason to be on a roof or window ledge, any such incident will result in student disciplinary action. Students must report any malfunction or damage to windows and/or window screens immediately to Public Safety 413-265-2278.

JUDICIAL SYSTEM AND CONDUCT STANDARDS
PURPOSE & GOALS
All students at Elms College are voluntary members of a College community, whether enrolled on the Chicopee campus, off-campus program, or an online program and attend to accomplish many purposes. Among these purposes are:

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

The College’s programs and policies, including this conduct policy, have been developed to help support these purposes, and to reflect the standards and educational values of Elms College. It is assumed that all students attending a Catholic institution of higher education will maintain standards of conduct appropriate to membership in this College community. This includes students on our main Chicopee campus as well as students enrolled in off-campus programs or online programs. Good citizenship implies civility and respect for oneself and one’s neighbors, and in the spirit of the Sisters of Saint Joseph, the founding community of Elms College, the student code of conduct hopes to support the development of respectful relationships.

The student conduct system provides a guide for the minimal standards of conduct that are expected of all students, and the consequences of failing to live within these standards. Among the reasons for establishing and enforcing conduct standards are:

1. The College has a concern with matters that impinge upon academic achievement and integrity.
2. The College has a concern with conduct that breaches the peace, causes disorder, and/or substantially interferes with the rights of others.
3. The College has a concern with conduct that threatens or imperils the physical and/or mental health of members of the College community.
4. The College has a concern with conduct repugnant to or inconsistent with an educational climate.
5. The College has an obligation to protect its property and reputation, and the property of community members from theft, damage, or misuse.
AUTHORITY/COMPLAINTS
All violations of Student College policies/Student Code of Conduct are adjudicated through the Office of the Dean of Students hereafter referred to as the Dean of Students. Any member of the College community may file a complaint with the Dean of Students/designee regarding an alleged conduct violation by a student or guest. The Code of Conduct applies to all students and applies to conduct that occurs on campus and to student behavior that occurs off-campus (including online student behavior) that is in violation of the Code or local, state, or federal laws and which could adversely affect the mission of the College, its relationship with the surrounding community, or the college community and its members.

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

STUDENT CODE OF CONDUCT
The Code of Conduct applies to all students, including part-time, undergraduate, graduate, full-time, on the Elms main campus or enrolled in any Elms off-campus programs as well as online courses and programs. The Code of Conduct applies to conduct that occurs on campus and to student behavior that occurs off-campus on property either owned or leased by Elms College. All student behavior, on or off-campus that is in violation of the Elms College Code of Conduct or local, state, or federal laws and which could adversely affect the mission of the College, its relationship with the surrounding community, or the college community and its members.

Conduct Standard Violations:
A. Forgery, alterations, destruction, or misuse of College documents, records, ID cards, or papers. Unauthorized reading, removing, duplicating, photographing of any College file, document, or record of any member of the College community.

B. Actions that interfere with, inhibit, or prevent regular and/or essential College operations including any behavior that disrupts the learning environment.

C. Furnishing false information to any College official or office, including acts of academic dishonesty.

D. Failure to comply with the directions of, or cooperate with, a College official operating within the scope of his/her job responsibilities including, failure to present a College ID upon request to a College official. College officials include student employees/volunteers who have been assigned administrative or supervisory responsibilities as well as all faculty and staff.

E. Failure to comply with sanctions resulting from disciplinary proceedings.

F. Use, possession, providing, or selling of illegal drugs or drug paraphernalia.

G. Use, possession, or providing of alcoholic beverages on College premises, or at College
events or activities, or violation of any other provision of the alcohol policy except as expressly permitted by College policy. Included in this policy is possession or construction of any piece of furniture or any structure that would be thought of as being used to serve alcoholic beverages or used for games that involve alcohol consumption.

H. Possession or use of any weapon (including air, pellet, BB & paint guns) or incendiary device (including fireworks), or using any object in a way that creates a risk of bodily harm.

I. Theft, burglary, attempted theft, unauthorized borrowing or use of property of the College, or property of any of its members or visitors on the main campus or at off-campuses; possession of stolen property; damage to, malicious use or abuse of College, public, or private property.

J. Unauthorized presence in, or use of College premises, facilities or property including but not limited to unauthorized presence in another student’s residence hall room or any College building. Unauthorized possession, duplication or use of keys or key cards to any College premises. This includes unauthorized presence or use of facilities at our off-campus programs or misuse or unauthorized use of facilities at off-campus functions.

K. Any verbal abuse, harassment, sexual harassment, bullying, hazing, stalking, intimidation, making of racial slurs, offensive verbal or written statements (including those made on/using social media), or any other conduct that threatens or endangers a person’s emotional, mental or physical well-being. Also, making unwelcome phone calls or sending unwelcome e-mails, or posting or sending unwelcome correspondence in any written or social media form.

L. Sexual behavior including but not limited to: sexual harassment, unwelcome touching of another person; indecent exposure; acts of voyeurism; the use of force (actual, implied or threatened) to gain sexual favors; sexual activity with a person who is unconscious or substantially mentally impaired (including impairment through intoxication). (Please refer to the Sexual Misconduct Policy for specific definitions).

M. Fighting, assault, any act of physical violence or any conduct that endangers the health or safety of any person.  

(Minimum sanction of Disciplinary Suspension for fighting, assault, or acts of physical violence, including acts of sexual violence.)

N. Smoking or vaping on campus except in designated public areas on campus or smoking/vaping in unauthorized locations at off-campus events or programs. This includes smoking/vaping in unauthorized locations at off-campus properties. Vaping is not allowed inside any building.

O. Solicitation, including the distribution of advertisements and samples, except as authorized by College policy.
P. Disorderly conduct, or any conduct that disturbs the peace. Includes violations of residence hall quiet hours, includes disorderly conduct or conduct that disturbs or disrupts at off-campus events and programs, and at off-campus programs.

Q. Violations of policies, regulations or contracts pertaining to student organizations, residence, use of facilities, or other College related activities, or violation of any College policy.

R. Failure to meet financial or other obligations to the College.

S. Tampering with or damaging fire equipment, causing a false alarm or arson.

T. Any violation of federal, state, or local criminal codes.

U. Violations of approved policies regarding use of College computing resources or violations of computing resources at off-campus locations or as an online student.

V. Violation of College parking/motor vehicle regulations, or the unsafe or illegal operation of a motor vehicle. This includes violations at off-campus events or program locations as well as at our off-campus program locations.

W. Any other action not specified above which violates the College’s purposes and goals as stated in this policy, or any other policy of the College, and/or which constitutes conduct unbecoming a student at Elms College.

**Disciplinary Process**

**Overview**

The Elms College disciplinary process is designed to be educational. We hope to help students who have violated conduct standards understand how their behavior affects other community members, the College, and themselves. The goal is for students to grow and learn from their mistakes, correct their behavior, and continue their education at Elms. Repeated or more serious violations, however, can lead to suspension or dismissal.

When a student is found to be involved in an incident that is a violation of the college policy, in almost all cases, the student will have a judicial meeting with a hearing officer, who is a member of the residence life professional staff, Dean of Students/designee, to discuss the incident. The hearing officer will determine a sanction. In cases of a more serious nature, or where the material facts are in question, the Dean of Students/designee may decide that the case is best adjudicated by the College Judicial Panel.

Regardless of how the initial case is heard, a student always has the right to appeal the sanction as described in the appeal procedures.
Questions about the process should be directed to the Office of the Dean of Students.

**Due Process & Standard of Proof**
College disciplinary procedures are different from those used in criminal or civil courts. The focus of inquiry in disciplinary proceedings will be on whether the Respondent students is responsible for a violation of College policies, codes or standards for behavior. Formal rules of evidence will not be applicable, nor will deviations from prescribed procedures necessarily invalidate a decision or proceeding unless there is significant prejudice to a Complainant (the person bringing the complaint) or a Respondent. Unlike a criminal court where “beyond a reasonable doubt” is the “standard of proof” used to determine guilt, at Elms students will be found to be responsible for a policy violation when a “preponderance of evidence” is found to exist. Simply put, a “preponderance of evidence” means that the act is more likely to have occurred than not to have occurred.

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

**Complaint Procedures**
Normally within 20 working days of receipt of a complaint and provided that the Dean/designee finds the complaint to describe conduct subject to these procedures, a written notice shall be sent to the student charged (the Respondent). The notice will include the charges, approximate time and place of the alleged offense, and the name of the party making the complaint (the Complainant). The notice will establish a time and location for the judicial meeting/hearing. In most cases the notice will be delivered to the student’s campus mailbox, or sent to the student via their Elms College e-mail address. The notice will also indicate that failure to attend the judicial meeting/hearing, unless excused by the College for good cause, will be considered an admission of responsibility, and appropriate corrective actions will be assessed without the benefit of input from the Respondent.

**Rights of Respondents**
1. Respondents are entitled to know the nature of the evidence that will be presented against them.
2. Respondents will have an opportunity to present witnesses and evidence.
3. Respondents have the right to have present an Elms faculty, staff, or student, who may serve as their advisor but who may not otherwise speak or act on their behalf. At no time may a student proceed through an attorney.
4. Respondents shall receive written notice of the outcome of a disciplinary proceeding.
5. Respondents have the right to appeal a finding of responsibility for a violation for the following reasons:
   a. An error in procedure substantial enough to have changed the hearing outcome.
   b. The discovery of new evidence substantial enough to have changed the hearing outcome.
   c. The severity of the corrective actions is greatly disproportionate to the misconduct for which the respondent was found responsible.

Rights of Complainants
1. Complainants have the right to have present an Elms faculty, staff, or student who may serve as their advisor but who may not otherwise speak or act on their behalf. At no time may a student proceed through an attorney.
2. Complainants may present witnesses and evidence in support of the case.
3. Complainants shall receive written notice of the outcome of thedisciplinary proceeding, including any corrective actions applicable to them.

Hearing Officers and Judicial Panel
The Dean of Students/designee will determine if a conduct matter will be adjudicated by a Hearing Officer or the Judicial Panel. In making that determination, the Dean/designee will take into consideration which route will best meet the needs of the campus community and the individuals involved. In general, the Judicial Panel is used for the more serious incidents.

Hearing Officers: The Dean of Students/Desigee in Student Affairs, Director of Residence Life, Assistant Director of Residence Life, and the Assistant Residence Directors, will serve as the primary administrative hearing officers, and will hereafter be referred to as the “designee” for implementation of these procedures. The Dean of Students may appoint additional hearing officers as needed. As trained hearing officers the Director of Residence Life and the Assistant Director of Residence Life may hear cases that involve students who are not living in the residence halls.

Judicial Panel: The Judicial Panel normally consists of 2 students, 2 staff members, and 3 faculty members. One student member of the panel will be nominated by the Student Government Association President, one student from the School of Graduate and Professional Studies (SGPS) (either Graduate, off campus program student, or post baccalaureate student) will be nominated by the SGPS department administration, and all are approved by the Dean of Students in Student Affairs. Faculty and staff members will be appointed to the Judicial Panel by the President/designee. The faculty and staff will serve three academic year appointments. The students will serve two academic appointments.

Hearing Officer Procedures:
1. During the judicial meeting with the hearing officer, the student will:
   a. Be given the opportunity to share their side of the story regarding the alleged incident.
   b. Be required (as necessary) to provide a written statement describing the incident(s) which led to the charges.
c. Be given an opportunity to admit or deny the facts as stated in the complaint.
d. Be given the opportunity to present evidence.

2. Judicial proceedings will be closed to anyone not directly involved in the case as determined by the Dean of Students/designee.

3. The “standard of proof” used in reaching a decision by a Hearing Officer will be a “preponderance of evidence.” Preponderance of evidence means that the act is more likely to have occurred than not occurred.

4. At the Judicial proceedings the hearing officer may take notes.

5. The possible outcomes of a Judicial Meeting are:
   a. A finding of “not in violation,” in which case the disciplinary process ends.
   b. A finding of “responsible,” in which case corrective actions are imposed.
   c. A determination by the Hearing Officer that additional information is needed before a final decision can be made.
   d. A determination by the Hearing Officer that the nature of the incident warrants a recommendation to the Dean of Students that the case be heard by the Judicial Panel.

6. Students will be notified in writing of the outcome of the hearing.

Judicial Panel Procedures:
A hearing before the Judicial Panel:
1. Hearings are open only to those people involved in the proceedings as determined by the Dean of Students/designee.
2. The Dean of Students/designee shall serve as a non-voting moderator of the Judicial Panel.
3. A judicial panel member who is an interested party or witness in a proceeding shall be disqualified from participating.
4. The “standard of proof” used in reaching a decision by the Judicial Panel will be a “preponderance of evidence.” Preponderance of evidence means that the act is more likely to have occurred than not occurred.
5. Decisions will be arrived at by majority vote. Three members must be present to constitute a quorum, 1 faculty member, 1 staff member, 1 student, 2 staff or faculty members.
6. Normally, within two (2) business days of the hearing, the Judicial Panel shall deliver to the Dean of Students a written or oral notice of their decision along with the recommended sanction. The Dean may approve the corrective action, amend the corrective action, or refer the case back to the Judicial Panel for reconsideration.
7. The College may record notes during the Judicial Panel Hearing.
8. Hearings related to sexual violence, sexual assault, sexual misconduct, or threats of violence, while serious, may not always go before the Judicial Panel because of the sensitive nature of the incident and to safeguard students; please note that student panel members may not participate on the panel for these investigations.

Corrective Actions and Sanctions*
Corrective actions are intended to educate students as to the consequences of their behavior (how it impacts others and themselves), discourage further misconduct, and redress the harm caused in a manner that strengthens our college community. Corrective actions are determined on a case by case basis, and will take into consideration the nature of the offense; the previous
disciplinary history of the student, and the student’s attitude and behavior throughout the disciplinary process. Corrective actions may be comprised of two components: a written formal sanction and if deemed appropriate, an “active sanction” that requires the student to complete some form of service or assignment that requires the student’s active participation. Formal corrective actions imposed may include:

1. **Disciplinary Warning** is a written notice to the student that their conduct is in violation of College policies and that such acts of misconduct are not condoned. Students receiving a warning may be subject to monetary fines and/or additional stipulations.

2. **Housing Warning** is a written notice to the student that their conduct while in College Residence Halls is in violation of College policies and that such acts of misconduct are not condoned. The student is notified that future misconduct may jeopardize their status as a resident student or visitor.

3. **Housing Probation** places the student on notice that another violation of any College policy could result in their removal from the residence halls or any college operated housing.

4. **Housing Removal Deferred:** this sanction places the student on notice that one additional violation of policy, no matter how minor, will result in immediate removal from residence. At the discretion of the Director of Residence Life, students may also be disqualified from the housing lottery if they are placed on Housing Removal Deferred. If you are disqualified from the housing lottery, you may not be a guest in any residence hall at any time.

5. **Removal from Residence** this sanction prohibits the student from residing in any college operated housing. If this action is assigned for a stated period of time, the student may reapply for housing at the end of that period. Students are typically given up to a 24-hour notice (depending upon the situation) in which they must completely vacate their room and return their keys to a member of the residence life staff. If your housing is terminated you may not be a guest in any residence hall at any time. Failure to return the key will result in a charge to the students account for the replacement of a new lock and keys.

6. **Disciplinary Probation** places the student in serious jeopardy with the College. This sanction may be imposed on any Elms College Student enrolled in any Elms program. Probation may be imposed for an indefinite period of time, although generally not more than twelve months. Students on probation may be subject to monetary fines, additional restrictions, and/or one or more of the additional stipulations noted below. **Students placed on disciplinary probation are not eligible to hold positions of leadership in student organizations or student government, nor participate in varsity athletics, dance team, cheerleading, nor represent the College at conferences or other off-campus events.**

7. **Disciplinary Suspension** is an involuntary separation of the student from the College. This sanction may be imposed to any Elms College Student enrolled in any Elms program. Suspended students are prohibited from being present anywhere on College property or any College leased or shared property and includes all off-campus programs. Disciplinary
suspension means that a student may not attend any College function during the period of the suspension. Students who are a member of an off-campus program are prohibited from being present at that campus location and are not allowed to attend any College function associated with the program. A suspended student shall not receive a refund for services not received during the period of the suspension, and will receive grades or marks that would be appropriate if they were voluntarily withdrawing. Official notification of the suspension will be sent to the Registrar’s Office. A student suspended may be required by the Dean of Students to meet certain criteria prior to or after returning to the College.

8. **Disciplinary Dismissal** is permanent involuntary separation of the student from the College. Dismissed students are prohibited from being present anywhere on College property and may not attend any College function during the period of the dismissal. Students who are a member of an off-campus program are prohibited from being present at that campus location and are not allowed to attend any College function associated with the program. A dismissed student shall not receive a refund for services not received during the period of dismissal and will receive the grades or marks that would be appropriate if they were voluntarily withdrawing. Official notification of the dismissal will be sent to the Registrar’s Office.

9. **Notice of Trespass:** A student or any other individual who has conducted themselves in a manner deemed inappropriate or in violation of College policy may receive a trespass notice prohibiting their presence on the Elms College campus, or any particular building or area of campus. Students who are a member of an off-campus program may be trespassed from the campus location associated with their program.

*A student must be enrolled at Elms during the period a corrective action is imposed. Students who leave the College during the period of a corrective action will remain subject to the corrective action when they return to Elms. If a student leaves the College before a disciplinary matter is resolved, the student’s transcript will reflect a withdrawal with disciplinary charges pending.*

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

**ALCOHOL RELATED MINIMUM SANCTIONS/CORRECTIVE ACTIONS FOR FIRST OFFENSES:**
The sanctions listed below are the minimum for a first alcohol violation. The nature and severity of the incident shall determine the final corrective action/sanctions. Subsequent alcohol violations will be sanctioned. Alcohol violations are always taken into consideration during subsequent policy violations.

- **Consumption, Possession, Intoxication, or Procurement of alcohol:**
  - Letter sent to parents if under the age of 21
  - Completion of On-line Alcohol Education Program through mystudentbody.com- login
information will be provided in the sanction letter

- Letter of warning or probation depending on severity of the situation

  *Display of alcohol containers/signs (hanging in windows or on doors), possession of a “bar,” beer bongs or other paraphernalia will result in:*

- Disciplinary discussion and
- Time limit to remove or confiscation

1. **Interim Suspension:** When the Respondent’s alleged misconduct poses an unreasonable health or safety risk to any member of the College community, or interferes with the operation of the College, the Dean of Students/designee can impose a temporary interim suspension (prior to a hearing or finding of responsibility). Before implementing an interim suspension, the Respondent shall be given oral or written notice of the intention to impose the sanction and shall be given the opportunity to present oral or written arguments against the imposition of interim suspension. Notice of an interim suspension shall be provided in writing to the student. Once an interim suspension is imposed, the Respondent has a right to a hearing within nine working days. During the interim suspension the Respondent may not enter the campus property nor attend any College function without obtaining prior permission from the Dean of Students/designee. Students who are a member of an off-campus program are prohibited from being present at that campus location and are not allowed to attend any College function associated with the program.

2. **Conduct Hold:** A conduct hold is a restriction placed on a student’s academic records for failure to complete a corrective action, to pay a fine/restitution, or to attend a hearing. A conduct hold prevents the student from registering for classes and receiving grades, and/or other services normally provided by the Registrar’s Office. A registration hold is also placed on a student’s record when the student is suspended from the college for a violation of conduct standards.

3. **No Contact Order (NCO):** A no contact order may be put in place by the Dean of Students, or designee or a hearing officer, or Director of Public Safety/Designee, because of a physical incident, alleged stalking, harassment, threats, or bullying or for any other reason demeaned appropriate by the Dean of Students/Designee or hearing officer. A no contact order is mutual in that any student on one side of an NCO is prohibited from contacting any student(s) on the side of the NCO. The students involved cannot have contact of any kind, no physical contact, and no contact directly or indirectly, no contact through any form of social media; no contact through friends or other people. The student(s) involved will receive specific no contact orders in writing as soon as it is necessary to safeguard the community and students involved. This means the no contact may be in place during an investigation and during the hearing process. Each no contact order may contain specific details necessary to the incident and each student should refer to the details of the no contact and is responsible for following it. The NCO is agreed to in good faith by all students affected. The NCO may restrict a student from being in close proximity to another student, may restrict access to certain campus locations, may restrict times and or use of locations, may require that students not be enrolled in the same course, or may require restriction from co-curricular activities or events. Violations of the NCO are subject to disciplinary action under the College’s policies.
Retaliation is strictly prohibited.

Students who have interpersonal conflicts that do not raise concerns for an individual’s health and safety will not be granted NCOs. NCOs are issued at the College’s discretion and the College may decline to issue an NCO where it determines the process is being misused.

Students with conflicts for which an NCO is not appropriate should consider other forms of conflict resolution such as mediation or conflict resolution. If you would like to pursue one of these options, please talk to a staff member in Residential Life or the Dean of Students Office.

An NCO does not replace and should not be compared to a court-issued protective order. To receive a court issued protective order the local police, Chicopee Police Department may be contacted at 413-592-6341.

**Appeal Process**

**Appeal Procedure for Warning or Probation**

Appeals may be submitted by the Complainant or the Respondent and delivered to the Dean of Students or designee.

1. Appeals may be made for the following reasons only:
   a. An error in procedure substantial enough to have changed the hearing outcome.
   b. The discovery of new evidence substantial enough to have changed the hearing outcome.
   c. The severity of the corrective actions is greatly disproportionate to the misconduct for which the Respondent was found responsible.
   d. A third party may not file appeals, nor may third parties be involved in the appeal process except as the advisor to a student.
   e. Appeals must be received in the Dean of Students Office in writing, within three (3) calendar days of receipt of the written notice of the hearing outcome.
   f. The Complainant and the Respondent will be notified of an appeal.
   g. A complainant may submit an appeal within three (3) calendar days of receipt of the hearing outcome (if they are allowed to be informed) that a sanction was not severe enough.
   h. If the Dean of Students or designee finds that one of the criteria for an appeal has been met, the Dean may remand the case back to the Hearing Officer or Judicial Panel for reconsideration, amend the corrective action, or overturn the finding of responsibility. The Dean or designee will notify the student in writing of the outcome of the appeal.

**Appeals of Suspension/Dismissal**

In cases of suspension or dismissal, the appeal will be heard by the College Appeals Review Board. The Appeals Review Board is normally comprised of 3 faculty, 2 staff. One student from the School of Graduate and Professional Studies (SGPS), nominated by the administration from the SGPS. One undergraduate student member will be nominated by the Student Government Association President. The students are approved by the Dean of Students. Three
members must be present to constitute a quorum. Faculty and staff members will be appointed to the College Appeals Review Board by the President/designee. The faculty and staff will serve a three year academic term and students a two year academic term.

Appeal of suspensions and dismissals shall follow the procedure described above, except as follows:
1. The Dean of Students shall schedule an appeals hearing at the earliest possible convenience, and shall serve as the moderator of the appeals hearing.
2. Upon completion of the appeal hearing and Appeals Review Board discussion, a member of the Appeal Review Board will summarize the Appeal Review Board’s position and make its recommendation to the Dean of Students either verbally or in writing.
3. The Dean may accept the recommendation of the Appeal Review Board, amend the recommendation or reject the recommendation. The Dean will reach a decision as soon as practical.
4. The Dean will inform the parties of the final decision in writing.

**Presidential Review of Suspension or Dismissal Request**
If the suspension or dismissal is upheld on appeal, the student may request a review of the case by the Office of the President/President’s designee. The request for a review must be made in writing to the Office of the President/designee within three business days of receipt of the final decision of the Dean of Students. The President or designee may affirm or reverse the final decision and/or modify the corrective actions. The President or designee will reach a decision as soon as practical.

**Discipline Records**
Records of disciplinary actions are maintained in the Office of the Dean of Students. Students have the right to review their disciplinary records but may not take photos or make copies.
PUBLIC SAFETY POLICIES & PROCEDURES

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

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

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

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

Residence Hall Keys/ID cards
Resident students receive a building entrance key, an ID/Keyscan card, and a key to their own room at the beginning of each academic year.

Commuter students receive a student ID as well but it does not grant access to the residence halls.

Room keys and ID cards are the property of the college and the responsibility of the assigned student. Keys or an Elms ID may not be given to guests or anyone other than the assigned individual and may not be duplicated. Violation of this policy may result in a termination of the resident contract and/or other disciplinary sanctions. If you lose your ID card or key, notify the Office of Residence Life or Dean of Students Office immediately so that the card can be disabled from the entry system. Loss of keys or ID will result in a charge for replacement.

Staff members are issued residence entrance keys and identification and access cards on a need-to-have basis only. It is expected that the identification and access cards and keys are in their possession at all times, and no attempt is made to duplicate them.
Students should carry the Elms College student ID at all times, and are required to present it upon request of a college official including student staff. Possession or use of someone else’s ID is prohibited.

**Residence Hall Alarm System**
Side doors have been alarmed for your protection, and only the main entrance of the residence hall may be used, except when approved by the Office of Residence Life during move-in/move-out periods.

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

**Access Policy: Computer Labs**
To use any computer facility, students must have a valid Elms College ID. The computer labs are located on the first floor of the Mary Dooley College Center and the lower level of the Alumnae Library.

The computer lab in the Mary Dooley College Center is available 24 hours a day, seven days a week for academic work. Students may need to contact public safety at 413-265-2278 for access during late hours. The Alumnae Library Computer labs are open during regular Library operating hours (see below). The Alumnae Library computer labs function as computer classrooms and availability is dependent upon when classes are scheduled in those rooms.

**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. Elms College IDs or Maguire Center membership cards are needed to use the facilities and should be left at the front desk. Public 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 Public 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 Public 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, C/W MARS card holders, and residents of Chicopee. Identification cards are issued to all who are eligible, and they must be shown for admittance or upon request.

The Alumni Library hours of operation are:

- Monday-Thursday: 7:45 a.m. to 11:00 p.m.
- Friday: 7:45 a.m. to 7:00 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:

- Berchmans Hall houses Criminal Justice and Legal Studies Departments and Business.
- The Institute for Theology and Pastoral Studies as well as History is located at 15 Gaylord Street.
- 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: Residence Halls**

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

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

**Active Shooter**

If you witness an armed individual on campus at any time or an individual who is acting in a hostile or belligerent manner, immediately call 911 and Elms College Public Safety at 413-265-
Active Shooter Situation Definition:
An active shooter is a person(s) who appears to be actively engaging in killing or attempting to kill people in a populated area; in most cases, active shooters use firearms, and there is no apparent pattern or method to their selection of victims. These situations are dynamic and evolve rapidly with immediate deployment of law enforcement to stop the shooting and mitigate harm to innocent victims.

If an active shooter is outside your building:
• Go to a room that can be locked. Lock the doors and windows, and turn off the lights.
• Get everyone to lie on the floor and out of the line of fire.
• Call 911 and inform the operator of the situation. Give your name, location and any other details that can be provided about the shooter(s), if possible.
• Stay at your location until the police or a known college official gives the “all clear.”
• Determine if the room you are in can be locked. If so, follow instructions above.
• If your room can't be locked, move to a room that can, or exit the building - ONLY IF IT IS SAFE TO DO SO.

If an active shooter enters your office or classroom:
• If possible, call 911 and alert the police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen and try to pinpoint your location.
• If you can't escape, attempting to overpower the shooter(s) by force is a LAST RESORT.
• If the shooter(s) leaves the area, proceed immediately to a safer place, if possible. Do not touch anything that was in the vicinity of the shooter(s).
• If you decide to flee, make sure you have an escape route/plan in mind. Do not carry anything; move quickly and quietly, keep your hands visible, and follow any instructions given by police officers.
• Do not attempt to remove injured people; tell the authorities of their location as soon as possible.
• Do not leave campus until advised to do so from the police.

If an active shooter is in your building, the police will:
• Respond to the last area where shots were heard in order to stop the shooting as quickly as possible.
• They will normally be in teams of four (4) and armed with rifles, shotguns, and/or handguns, as well as possibly using tear gas or pepper spray to regain control.
• Try to remain calm and do not be afraid; follow all instructions.
• Put down bags and/or packages, and keep your hands visible at all times.
• If you know where the shooter is, inform the officer of their location.
• The first officers to arrive will not respond to or aid those who are injured. Rescue teams and emergency personnel will assist injured as soon as the area is secure.

• The area will still be a crime scene; police usually will not let anyone leave until the area is secure and all witnesses have been identified and questioned. Stay where you are and follow instructions until released by the police.

• Please visit the Elms College website for further information in the case of an active shooter on campus.

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

Elms College recognizes that its future is 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.

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

Alcohol
The Massachusetts Legislature has set the legal drinking age at 21 years of age. 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. The law forbids the falsifying of IDs 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.
Drug Abuse Prevention Program

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

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. Where federal and state laws conflict, the college will enforce the federal statute.

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

In the interests of removing any possibility of misunderstanding on the part of the student body, the following is specified as official policy of Elms College with regard to drugs.

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

2. 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.

3. Exception: Prescription medication ordered by a physician for personal use of the identified individual that is approved at the federal level.

4. Note: Student-athletes should check the NCAA website (www.ncaa.org) for a banned substance list.

5. The presence of drugs will be considered as evidence that such drugs are for use, sale, or dispensing.

6. 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.

7. The presence of drugs in buildings, rooms, or in or on persons present on college property will be considered a violation of college policy.

8. Students will be held responsible for the behavior of their guests on college property.

9. Students in violation of college policy will be subject to disciplinary action, including suspension, dismissal, 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 Dean of Students Office, Residence Life, Counseling Center, or Health Center. No penalty will be involved and no disciplinary action will result. A helping program will utilize both on-campus and off-campus facilities. In some cases it will be necessary for students to bear part of the expense involved. The student will be advised of
details of the program that is designed to overcome her/his drug dependency and to expedite recovery.

**Bomb Threats**

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

**Camera, Video and Audio Recording Privacy**

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

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

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

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

**Campus Crime Report**

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

http://www.elms.edu/Documents/Elmsmain/StudentServices/Cleary%20Report%202010.pdf

Campus Events
1. Reservations for space on campus must be made with the switchboard operator (depending on the location it may another person), at least two weeks prior to any event.
2. Any student event including more than 75 invited guests will require the sponsoring agent to hire a Chicopee police officer, in addition to campus public safety officers.
3. Sponsors of the event are responsible for upholding and enforcing state and college regulations.
4. Only non-alcoholic beverages may be served at student events, and the sponsors of the event should provide appropriate food items.
5. Elms College students are responsible for the behavior of their guests at all times.
6. Damage to college property is the responsibility of the event sponsor.
7. Violations at Campus Events
   a. Violators at the event will be asked to leave by college staff, public safety, or the police.
   b. Event sponsor will be asked to correct the infraction.
   c. Event may be terminated.
   d. Sponsor will be barred from holding future events.

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

Students employed in the summer months who work with children at Elms College will be required to go through this CORI check. Elms College students working with children in clinics, camps, or other events on campus, are required to complete a CORI check. Please follow up with the appropriate department. In addition, all students who will be doing off-campus clinical work in nursing, education, and social work may also be required to go through this CORI check.

Crime Prevention
• Lock your door, even if you intend to leave the room for only a few moments.
• Be wary of isolated spots such as locker rooms, laundry rooms, computer rooms, library study areas, etc. Ask a friend to accompany you (especially at night).
• If you feel uneasy about walking alone from your car to the residence hall or office at night, call Public Safety at 413-265-2278. 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.
- Do not prop open doors that are meant to be locked…don’t sacrifice security for a little convenience.
- Never permit someone who is not a resident to enter the residence hall behind you.
- 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.
- Report any suspicious behavior immediately to Public Safety or call 911.

Please familiarize yourself with the emergency numbers and procedures.

While the college makes every effort to protect your property, it is ultimately your responsibility to care for your belongings.

**Drone/Unmanned Aircraft System (UAS) Policy Statement:**
The operation of a drone, an unmanned aircraft system (UAS) or an unmanned aircraft vehicle (UAV), herein called “drone” is regulated by the Federal Aviation Administration (FAA). Operation by any person of a drone from or above the campus is governed by this policy. The scope of this policy applies to, but is not limited to, the operation of drones on or over the lands of Elms College property, College controlled property, or for College-affiliated events held elsewhere and is applicable to all employees, students, contractors, volunteers, and guests. The scope of this policy encompasses civil, commercial, hobby or research purposes. This policy does not apply to use by law enforcement within the scope of their duties. This policy is established to require and ensure compliance with ALL applicable laws, reduces safety risks, and preserves the security and privacy of members of the Elms College community. Any Elms College student or employee wishing to operate a drone on the College campus as defined above:

For educational or hobby use:

- Everyone must obtain prior approval from Public Safety at least 48 hours prior to the use of the drone. (The applicant will be notified of approval in writing and advised if any additional restrictions will be necessary.)
- Must file a “flight plan” with Public Safety that provides date/time, purpose, and duration of drone operation, as well as the operational area of the campus where the drone will be used.
- Must comply with all federal and state laws.
- Must operate the drone in a responsible manner.
- Must not operate over areas of public assembly, stadium, or areas of construction.
- Must not photograph/video or monitor areas where other members of the Elms College community would have a reasonable expectation of privacy, such as, locker rooms,
restrooms, individual residence rooms, or other private areas.

- Any violations of law (trespassing/illegal surveillance) or violations of College policies may subject the individual to both criminal and/or disciplinary action. Damage or injury occurring to College property or individuals will be the responsibility of the drone operator.

For commercial use:

- A commercially owned (for hire) drone requires an FAA Sec.333 Exemption or a Special Airworthiness Certificate (www.faa.gov) must first obtain an authorization from the FAA for a Section 333 Exemption via register UAS.faa.
- A commercially owned (for hire) drone operator must file a certificate of insurance with the College naming Elms College as the additionally insured. Liability insurance coverage must be for $1M.
- A contract operator must be accompanied by a representative of the College at all times while operating a drone.

Guidelines

1. Drones may not be operated in any way that would create a public safety hazard, an undue hazard to property or privacy, or in such a way that unduly affects the environment of those working or living within a building, to those entering or exiting a building, or those moving about the property. More information can be found at www.knowbeforeyoufly.com
2. Operators must be under the control of the aircraft at all times, remain within the line of sight of the aircraft, and flown only during daylight hours.
3. Drone may not be operated directly above public open-air events (over crowds or sporting events), inside or directly above any public building or above public access road with or without traffic.
4. Drones cannot be flown within 30 feet of a building or other structure.
5. The Director of Public Safety (or his/her designee) or Dean of Students (or his/her designee) reserves the right to rescind the approved use of a drone at any time and/or for any reason.
6. Per FAA regulations, drones may not exceed a flying height of 400 feet or be operated within a 5 mile radius of any airport designated by the FAA without prior notice by the drone owner to the airport operator and/or air traffic controller.
7. There may be liability and property insurance considerations for bodily injury, personal injury, and property damage depending upon the size, weight, and flying altitude of the drone; privacy violations or other unlawful use. It is the responsibility of the owner and/or operator of each drone in each instance to assure these considerations are taken into account and addressed at all times.
8. The flight plan will include the following information:
   a. Equipment to be used including make, model and weight, date and time to be used.
   b. Specific location (flight path)
   c. Purpose of the flight
   d. The identity of the operator with contact information for the pilot
   e. Data to be collected
   f. A hard copy of the proof of registration from the FAA.
   g. If the intent of the flight is to collect photography or video this must be stated in the plan.
9. Metal blade propellers are prohibited at all times.
10. Do not operate while under the influence of alcohol or drugs.
11. Drones may not be flown during inclement weather or when wind speed would jeopardize operational control.

12. Commercial operators must have proof of FAA registration in possession during flight operations. This certificate can be provided to the requestor in print or electronic format. More information can be found at [www.faa.org/uas](http://www.faa.org/uas).

13. Commercial drones must have their unique FAA registration number visibly displayed on the aircraft.

14. At the direction of Public Safety or Student Affairs, a flight can be terminated at any time.

**Emergencies**

In the event of a serious injury, call 911 for an ambulance immediately, and then contact Public Safety 413-265-2278, or ext. 2278 if you are calling from a campus phone. In some situations the Dean of Students/Designee may contact a student’s parents/emergency contact out of concern for the student’s well-being to communicate the ambulance transport.

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 Public Safety (ext. 2278).

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

If other less serious security problems arise, and you are a resident student, during non-business hours you may call the resident assistant on duty, 413-374-7145 or Public Safety. During business hours M-F, you may contact the appropriate office or call public safety 413-265-2278. You may contact the main college number at 413-594-2761 extension 0 for additional assistance.

**Emergency Notification System**

In case of an emergency, Elms College sends out an emergency email alert message to anyone with an Elms College email address. In addition, the college has a system to rapidly communicate with students, faculty, and staff by sending a voice message and/or a text message to home and cellular telephones. The system is active and always ready for use. **Individuals are responsible for submitting accurate and up to date phone numbers to the appropriate offices.** Staff should submit up to date information to human resources. Faculty should submit information to the academic dean’s office, and students should submit up to date information to the registrar’s office or the Dean of Students Office. Anyone who is part of the Elms community will receive the notifications.

If you do not have a cellular phone please provide the best number possible to reach you in the event of an emergency. An emergency notification is generally sent to both the Elms email address as well as the phone numbers provided.

**Emergency Telephone Numbers**

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

If calling from your cell phone you will need to identify the city.
Elms College Public Safety 413-265-2278

Additional contacts:
Switchboard Operator Office 413-594-2761, or ext. 0
Health Center 413-265-2288
Counseling Center 413-265-2275
Student Affairs/Dean of Students Office 413-265-2210
Poison Hotline 800-222-1222
Alcoholics Anonymous 413-532-2111

Hospitals
Mercy Hospital, Springfield MA 413-748-9000
Providence Behavioral Hospital, Holyoke MA 413-536-5111
Baystate Medical Center, Springfield MA 413-784-0000
Baystate Emergency Room, Springfield MA 413-794-3233

Sexual Assault Resources
Center for Woman and Community Crisis Hotline 413-545-0800
ARCH (Rape Crisis) 413-733-7100

Women’s Shelters
Springfield 413-733-7100
Main Street Shelter (Holyoke) 413-534-2466

Pregnancy Centers
Birthright 800-550-4900 or in CT 860-290-8800
Brightside 413-788-7366
Tapestry Health 413-733-6639
Pediatric Unit at Baystate Medical 413-794-5641

Sexually Transmitted Disease Resources
STD Testing 413-794-8354
STD Hotline 800-227-8922
AIDS Hotline 800-235-2331
Statement of Equal Opportunity
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, admissions 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 race, color, religion, gender, age, national or ethnic origin, sexual orientation, or mental or physical disability.

Elms College is committed to ensuring that all education and personnel actions are 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.

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 VI of the Civil Rights Act as amended which prohibits discrimination on the basis of race, color or national origin; Section 504 of the Rehabilitation Act of 1973; and Title IX of the Education Amendments of 1972. Accordingly, Elms College does not discriminate on the basis of race, color, religion, gender, age, national origin, sexual orientation or mental or physical disability in the administration of the College’s educational policies, scholarship and loan programs, athletics, housing and other College-administered programs, nor in recruiting, hiring, promoting, training and providing benefits for students employed by the College.

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

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

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

The Family Educational Rights and Privacy Act (FERPA)
In accordance with the provisions of the Family Education Rights and Privacy Act of 1974 (Section 438 of the General Education Provisions Act 20.USC 1232g, commonly referred to as the “Buckley Amendment”), Elms College has adopted the following regulations to protect the
privacy rights of its students. Student education records are confidential and may only be released with consent of the student or as otherwise permitted by law. According to this law, a person becomes a student for purposes of FERPA when they "begin attendance" at an institution. This includes attendance in-person or remotely by videoconference, satellite, Internet, or other electronic and telecommunications technologies. At Elms College, we define a student as anyone currently or previously enrolled in any academic offering of the College. This does not include prospective students or applicants to any academic program of the College. According to Elms College policy, FERPA becomes effective on the first day of classes for those newly-admitted students who have scheduled at least one course.

Disclosure of Information

Elms College shall consider as “Directory Information” subject to public disclosure the following items: student’s name, telephone number, address, College email address, date of birth, dates of attendance at the College, major, degrees awarded, graduation date, academic honors, participation in officially-recognized College activities, height and weight of members of athletic teams, and photographs. All other student information will not be released to students, parents, or outside agencies unless accompanied by a written release of information from the student.

Students may request that “directory” information not be released to any person by completing a Request to Prevent Disclosure of Directory Information Form available in the Office of the College Registrar. No office maintaining an education record of a student will disclose any non-directory information from that record to anyone other than the student himself/herself without the written consent of the student, except as provided below:

1. The records of a student will be disclosed without his/her written consent to any academic and administrative offices within the College who have legitimate educational interest in the information. “Legitimate educational interest” means the demonstrated need to know by those persons who act in the student’s educational interest. This includes faculty, staff, members of the Board of Trustees, third-parties acting on behalf of the College, and individuals, including students, serving on College committees.

2. The records of a student will be disclosed without his/her written consent to federal and state government agencies and officials as required by law.

3. The records of a student will be disclosed without his/her written consent to any agency to which the student has applied for or from which s/he has received financial aid, or which has made decisions concerning eligibility, amount, conditions, or enforcement of terms of such aid.

4. The records of a student will be disclosed without his/her written consent to certain educational agencies and institutions, as permitted by law.

5. The College reserves the right to furnish to parents or legal guardians of students proven to be financially dependent any information relating to academic status.

6. The records of a student will be disclosed without his/her written consent to comply with a judicial order or subpoena.

7. The records of a student will be disclosed without his/her written consent in a health or safety
emergency, as provided by the law.

8. The records of a student will be disclosed without his/her written consent to victims of crimes of violence or non-forcible sex offenses concerning the results of disciplinary proceedings about those incidents.

**Student Rights**

1. The right to inspect and review the student's education records within 45 days of the day Elms College receives a request for access.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Elms College to comply with the requirements of FERPA.

4. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

**NOTE:** Students should be aware that the definition of directory information differs between FERPA and the Solomon Amendment as described below:

Under the Solomon Amendment, Elms College may not in policy or practice prohibit or prevent the Secretary of Defense from obtaining, for military recruiting purposes, entry to campus, access to students on campus, access to directory information on students or have an anti-ROTC policy.

According to the Solomon Amendment, Elms College must provide the military with access information including name, address, telephone listing, date and place of birth, level of education, academic major, degrees received and the educational institution in which the student was most recently enrolled, unless a student has formally requested that such information be withheld from third parties.

For more information on Elms College’s FERPA Policy, please refer to the College Catalog or contact the Office of the Registrar.

**Fire, Fire Drills, and Fire Regulations**

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

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

Always exit the building when the fire alarms sound. Use the stairways, not the elevator, and proceed away from the building. Residence Hall resident advisors or department supervisors should immediately contact public safety (ext. 2278). Do not re-enter the building until the fire department has declared it safe.

**Fire Drills**

All fire drills are serious. Anyone pulling an alarm when not necessary or not leaving the building during an alarm will be subject to disciplinary action and criminal prosecution. 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 permits:
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 evacuation plan.
4. Walk quickly and carefully.
5. Once outside, meet your RA and floor-mates in your designated area as outlined in the fire evacuation plan.

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 public safety.

There will be a minimum of one fire drill per semester. You will **not** be notified in advance of a drill.

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

**O’Leary Hall**

**Rooms**
98-100  Use side stairs to exit out fire door closest to Rose William Hall, meet on the quad by the front doors of the Mary Dooley College Center.
101-106 Out the front door, meet on the quad by the front doors of the Mary Dooley College Center.
107-112 Out the fire exit facing the parking lot, meet on the quad by the front doors of the Mary Dooley College Center.
114-121 Out the fire exit closest to Rose William Hall, facing the entrance to C lot, meet on the quad by the front doors of the Mary Dooley College Center.
201-206 Use main staircase to exit through the fire exit by the Great Hall. Meet in the parking lot by the garage.
207-214 Use side stairs to exit out fire door closest to Rose William Hall. Meet in the parking lot by the garage.
208-230 Use the back stairs to exit the rear fire door by the parking lot. Meet in the parking lot by
the garage.
301-307 Use main staircase to exit through front doors. Meet by the Maguire Center.
308-315 Use side staircase by Rose William to exit fire door closest to Rose William. Meet by the Maguire Center.
316-318 Use main staircase to exit through the front doors. Meet by the Maguire Center.
319-331 Use back stairs and exit through rear fire door by parking lot. Meet by Maguire Center.
401-406 Use main staircase to exit through front door. Meet on the athletic field.
407-411 Use side staircase to exit through fire door closest to Rose William Hall. Meet on the athletic field.
412-415 Use main staircase to exit front door. Meet on the athletic field.
416-422 Use back staircase to exit fire door facing the parking lot. Meet on the athletic field.

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

**Devine Hall**
101, 103, 105, 114 Exit the room to the left, down the stairs out the front door; meet at the main entrance of the Maguire Center.
100, 102, 107, 109, 111, 113 Exit the room to the right, down the stairs out the front door; meet at the main entrance of the Maguire Center.
201, 203, 205, 214 Exit the room to the left, down the stairs out the front door; meet at the main entrance of the Maguire Center.
200, 202, 207, 209, 211, 213 Exit the room to the right, down the stairs out the front door; meet at
the main entrance of the Maguire Center.

**Hate Crime**

If an individual is targeted because of their Religion, Race or Ethnicity, National Orientation, Gender, Sexual Orientation, or Disability then the crime that has been committed is called a Hate Crime.

According to the Massachusetts Hate Crimes Reporting Act, a hate crime is any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to a threatened, attempted, or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender or sexual orientation prejudice, or which otherwise deprives another person of his constitutional rights by threats, intimidation or coercion, or which seek to interfere with or disrupt a person’s exercise of constitutional rights through harassment or intimidation. Hate crimes shall also include, but not limited to, acts that constitute violations of sections thirty-seven and thirty-nine of chapter two hundred and seventy-five, section one hundred and twenty-seven A of chapter two hundred sixty-six and chapter two hundred and seventy-two.” (Definition of “Hate crime” as amended by 2011, 199, Sec. 2 effective July 1, 2012, Massachusetts General Laws, Chapter 22c, section 32)

Take special note that retaliation against an individual who has reported a bias related incident/hate crime and against witnesses of a bias related incident/hate crime will not be tolerated by the College.

**Procedure**

A student who has been a victim of or witness to a bias related incident or hate crime may report it in writing to any of the following campus professionals:

• Dean of Students Office
• Residence Life Staff

If the incident occurs between a member of the faculty, staff or administration and a student, the student or the witness may file a complaint with any of the following campus professionals:

• Director of Human Resources
• Dean of Students Office
• Vice President of Academic Affairs

**Investigation**

When a report is received, the matter will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentially to the extent practicable under the circumstances.

**Disciplinary Action**

Elms College students are expected to behave in a manner consistent with community standards outlined in this Handbook. A bias related incident or hate crime is contradictory to the community standards mentioned above. It may also, contribute to creating an unsafe, negative, or unwelcome environment for the victim, and/or other members of the college community. Students who engage in behavior that can be classified as a bias related incident or hate crime are subject to disciplinary action through the Student Judicial System.
Hazing Policy

Hazing is a crime under Massachusetts law, Massachusetts General Laws, Chapter 269, Sections 17-19, and will not be tolerated by Elms College.

Whoever knows that another person is the victim of hazing, and is at the scene of such hazing, shall, to the extent that such person can do so without danger or peril to herself or others, report such crime to an appropriate law enforcement official, the Dean of Students Office or Vice President for Academic Affairs, as soon as reasonably practicable.

If any organization or individual is found to have engaged in hazing, the organization or individual may be sanctioned and the relationship between the College and the individual/organization may be severed.

The Massachusetts Hazing Statute, Massachusetts General Laws, Chapter 269, Sections 17-19, is below:

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

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

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

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

Section 19.
Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

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

Is it Hazing?
Make the following inquiries of each activity to determine whether or not it is hazing:
1) Is alcohol involved?
2) Will active/current members of the group refuse to participate with the new members and do exactly what they’re being asked to do?
3) Does the activity risk emotional or physical abuse?
4) Is there risk of injury or a question of safety?
5) Do you have any reservation describing the activity to your parents, to a professor or University official?
6) Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of these questions is "yes," the activity is probably hazing and you should report this activity to the Dean of Students/designee.

ID Cards
You should have your ID on your person at all times. If a public safety officer or any college official asks you for your ID, you must present it. Possession or use of someone else’s ID is prohibited. The cost to replace a student ID is $20.00.

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

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

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

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

If you have any questions about jury duty, including confirming, postponing, rescheduling, or
limiting service, please consult the Student's Guide to Jury Duty brochure which is available to
you by contacting the Office of the Jury Commissioner (1-800-THE-JURY/1-800-843-5879).
Further information can be found on the Office of Jury Commissioner's website at

**Parking Regulations**
Every student bringing a vehicle on campus must obtain a color-coded parking sticker from the
switchboard operator. All cars parked on college property must be properly insured and legally
registered.

You may park only in your designated parking lot. Designated parking areas are listed in the
parking rules and regulations flyer obtained with your parking sticker. You may contact public
safety at 413-265-2278 if you have questions.

Cars parked illegally in any area will be ticketed and/or towed at the owner’s expense. Parking
fines should be paid within one week to the Student Accounts Office in Berchmans Hall.
Repeated violations may result in towing at the owner’s expense. **Fines will accrue. Notification
of these unpaid fines will be given at the end of each semester.** Unpaid tickets will remain on
the student’s account and the student may not be allowed to register for classes, receive their ID
or room key, and/or may not be allowed to participate in campus activities or athletics. Unpaid
fines will also result in withholding of grades for underclass students, and a hold-up of application
for degree for seniors.

In the event of inclement weather, students may be asked to move their cars as necessary so that
lots may be plowed

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

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

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

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

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

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

The college encourages the use of “electronic postings” to conserve paper and reduce waste. Please contact the Switchboard or Dean of Students Office for additional information.

**Campus Protest Policy**

**Rationale:** Elms College aspires to the highest standards of social responsibility as an institution and is committed to instilling values of equal opportunity and justice in our college community. Individually and collectively, we are dedicated to pursuing the common good and improving the lives of all people. As an academic institution, our mission is to create an environment where minds are enlightened, ideas are expressed and examined, and critical analysis and creative thinking are encouraged. We encourage students to be aware of ongoing current events and to become engaged in the world around them. In order to prepare students for the challenges they face in the future, a respect for the diversity of other individuals in regards to beliefs, experiences, backgrounds and viewpoints should be developed, understood, and accepted. To accomplish this, Elms College encourages this exchange amongst individuals and understands that it is an important part of the educational process. Elms College also realizes that often this exchange may include individuals who may not agree and as result conflict may ensue. These conflicts may be the result of actions or policies that have transpired on or off-campus. Disagreement is a reality and the challenge is to deal with it in a peaceful and respectful manner.

**Process:** Part of the process in expressing dissent is the privilege to demonstrate in a peaceful and non-disruptive fashion. Elms College strongly feels that it is fundamental to our democratic process for the community to express their views and to protest if desired. However, these protests must be conducted in a peaceful, orderly manner with respect for the rights of all. The
college community should maintain an understanding that civility, respect and tolerance are crucial in our interactions with each other when involved in campus protests. In order to keep the sense of community on the college campus, it is important that the exchange of ideas include the understanding and respect for the rights of all of the members of the college community. This is an integral part of the learning environment; to respect the rights of all individuals whether they agree with you or not.

**Policy:** The following are guidelines for protests and demonstrations: Any assembly for protest or demonstrations may not interfere with the normal operations of the College and may not prevent access to any building or college facility. This includes disrupting a class, conference, meeting, athletic event or other type of college event. The assembly cannot threaten the wellbeing or safety of any individual. No posters, flags, banners, or any other item can be hung in association with the demonstration. Property cannot be damaged or defaced due to a protest. Individuals who are not affiliated with Elms College are prohibited from participating in demonstrations at the college, this includes individuals that may have been invited by a member of the college community. To ensure that the assembly and demonstration do not violate directly or indirectly the rights of others by interrupting the orderly operation of the college, applications for permits to assemble for the purpose of protest and demonstration must be submitted to the Dean of Students two business days in advance of the assembly. The Dean of Students reserves the right to determine the time and place of any public demonstration. Unapproved assembly/demonstration could result in college disciplinary action.

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

Public safety officers have no arrest powers, nor do they carry firearms. They are equipped with radios and cell phone to communicate with the campus. When Ext. 2278 is dialed on campus, it is forwarded to the cell phone so Public Safety can intercept the call from anywhere on campus.

When Public Safety officers are alerted to a crime in progress, or when an emergency situation arises, they have been instructed to contact Chicopee Police. They can also be in direct contact with Chicopee Fire and Emergency Medical Services.

When the Chicopee police are on campus, they have full arrest powers, carry a full complement of police equipment with them and are in direct contact with police headquarters and Elms College Public Safety. They have the authority to respond to a crime in progress, to investigate this crime and to make arrests or summons offenders. They will be assisted by Public Safety as needed or necessary.

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

Officers file reports on incidents that occur during their shift, and submit them to the director of public safety, Dean of Students Office and Residence Life is necessary. 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 needed repairs, structural safety problems, or natural obstructions.

**SEXUAL MISCONDUCT POLICY**

**POLICY STATEMENT**

Elms College supports the rights of all College community members to live, study, and work in an environment free from sexual misconduct, including, but not limited to, sexual harassment and sexual violence. In accordance with relevant law, all forms of sex discrimination, including sexual harassment and sexual violence are strictly prohibited by the College. The use of alcohol or other drugs is not a defense to an allegation of sexual misconduct and will never excuse engaging in prohibited conduct. Sexual contact with another person without consent, or with the use or threat of force, violates the standards of civility, decency, and respect expected of all members of the College community.

**PURPOSE OF THE POLICY**

- Reaffirm Elms College’s commitment to providing a positive, humane environment free of sexual misconduct, including sexual harassment and sexual violence.
- Prevent sexual discrimination and harassment and other forms of sexual misconduct.
- Inform the Elms community about what conduct is expected and what conduct is prohibited.
- Inform Elms community members who have been subject to sexual misconduct of their options and rights.
- Inform Elms community members about the procedures available for addressing, investigating, and resolving reports of sexual misconduct.
- Prevent retaliation against persons who assert their rights under this policy or otherwise participate in the investigation of a sexual misconduct report.

**II. SCOPE**

This policy and all aspects of the procedures described below apply to all College community members, whether they are on College property or participating in a college-related event or activity off-campus.

**III. DEFINITIONS**

A. General Terms

Conduct prohibited by this policy is referred to as “sexual misconduct” or “prohibited conduct.” When used in this policy, “complainant” refers to individuals who have been subject to prohibited conduct. “Respondent” refers to individuals who have been accused engaging in prohibited conduct. A “third party” refers to any other person with information concerning a report of prohibited conduct, including a witness to the incident or an individual who makes a report to the College concerning someone else. “Employee” refers to both staff and faculty members, unless
otherwise specified. The term “report” or “complaint” refers to any incident or concern regarding prohibited conduct that is reported to the College. A “College community member” includes student and employees. “Title IX Coordinator” refers to the College official who is primarily responsible for this policy and compliance with Title IX. The duties of the Title IX Coordinator under this policy may be fulfilled by designees.

B. Prohibited Conduct

For the purposes of this policy, prohibited conduct includes sexual harassment, non-consensual sexual activity, sexually exploitive behavior, relationship violence (including dating and domestic violence), stalking, retaliation, aiding or facilitating sexual misconduct, and indecent exposure.

The College will review all reports that vendors, independent contractors, visitors, and others who conduct business with the College or on College property have engaged in conduct prohibited by this policy, and retains the right and discretion to take corrective action in response to such reports, up to and including, barring the individual who is the subject of the report from College property or ending the subject of the report’s contractual or other relationship with the College. The College retains discretion to decide how to resolve reports concerning vendors, independent contractors, visitors, and others who conduct business with the College or on College property, and is not required to follow the investigative process described in this policy in resolving such reports.

**Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of 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 education, grades, recommendations, or extra-curricular or employment opportunities; or

2. Such conduct has the purpose or effect of creating an intimidating, hostile, demeaning, or offensive educational, employment, or living environment for a College community member. An intimidating, hostile, demeaning, or offensive environment is defined as one that is so severe, pervasive, or objectively offensive that it interferes with an individual’s educational, living, or work environment.

In either type of sexual harassment noted above, the effect will be evaluated based on the standard of a reasonable person in the position of the complainant.

Sexual harassment can take many different forms. The determination of what constitutes sexual harassment will vary according to particular circumstances. Examples of sexual harassment include but are not limited to:

- Unwelcome sexual propositions, attention, invitations, flirtations, solicitations and leering.
- Unwelcome and inappropriate touching, patting, pinching, fondling, or obscene gestures.
- Use of a position of power or authority to condition and education-related or employment-related action (e.g., promotion, advancement, grades, hiring, promotion, salary increase, performance evaluation, corrective action, termination) on a sexual favor or relationship.
- Unwelcome verbal expression of a sexual nature, including graphic sexual commentaries about
a person’s body, appearance, dress, or sexual activities;

- Unwelcome use of sexually degrading language, innuendos, or jokes;
- Unwelcome suggestive or insulting sounds, whistles, telephone calls, or written communication.
- Display or circulation of sexually suggestive objects, pictures, videos, audio recording or literature, or computerized and electronic messages.
- Abusive, disruptive or harassing behavior, whether verbal or physical, which endangers another’s mental or physical health, including but not limited to threats, acts of violence, or assault based on gender related status and/or in the context of intimate partner violence;
- Physical coercion or pressure of an individual to engage in sexual activity or punishment for a refusal to respond or comply with sexual advances;
- Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping. Harassment of exhibiting what is perceived as a stereotypical characteristic for one’s sex, or for failing to conform to stereotypical notions of masculinity and femininity, regardless of actual or perceived gender related status of the harasser or her/his/their target.

Such unwelcomed behavior has the potential to severely alter the educational, living, or work environment and results in an environment that a reasonable person would find abusive or offensive.

Non-Consensual Sexual Activity

1. Non-consensual sexual activity includes, but is not limited to, having or attempting to have any sexual activity without the effective consent of the other individual involved. Effective consent is shown by the exchange of mutually understandable words or actions between parties to a sexual interaction. Consent must be informed and freely and actively given and must exist from the beginning to the end of each instance of sexual activity and for each form of sexual contact. Silence in and of itself is not an indication of consent. Consent to one form of sexual contact does not constitute consent to any other forms of sexual contact. Consent may be withdrawn at any time.

2. To be effective, consent cannot be procured by use of physical force, threats, intimidating behavior, or coercion. Coercion includes the use of oppressive behavior, including severe or pervasive emotional intimidation or express or implied threats of harm, which places an individual in fear of immediate or future harm or physical injury or causes a person to engage in unwelcome sexual activity. After a person has expressed an intention not to engage in sexual activity, continued pressure to engage in sexual activity can be coercive.

3. To give effective consent, one must be of legal age (18 in Massachusetts) and have the capacity to consent to sexual activity. Sexual activity with someone a person knows to be- or should know to be-mentally or physically incapacitated (because of disability, alcohol or other drug use, sleep, unconsciousness, blackout, or bodily restraint) is a violation of this policy. A person engaging in sexual activity must be capable of controlling his or her physical actions and capable of making rational, reasonable decisions about the sexual activity. A person who has consumed alcohol or other drugs may experience diminished capacity for effective decision-making and action, and thus may be incapable of consenting to sexual activity.

4. Sexual activity with a person whose incapacity results from the ingestion of a “date-rape”
drug is a violation of this policy. Administering or attempting to administer a drug to a person for the purpose of making the person vulnerable to non-consensual sexual activity is a violation of this policy. Possession, use and/or distribution of any of these substances, including, but not limited to, Rohypnol, Ketamine, GHB, or Burundanga, is prohibited.

For the purposes of this policy, Non-Consensual Sexual Activity includes Non-Consensual Sexual Contact and Non-Consensual Sexual Intercourse.

Non-Consensual Sexual Contact is defined as:
- Intentional sexual contact of any kind however slight
- By a person upon another person(s)
- Without consent or upon an individual who is incapacitated or otherwise incapable of giving consent (as defined in Part B.1-4 above)
- Non-consensual sexual contact includes: kissing; intentional contact with the intimate body parts of another and/or clothing covering those parts or touching another with any of these body parts, making another touch you, themselves, or another with intimate body parts and/or clothing covering those parts; and any intentional bodily contact made in a sexual manner, though not involving contact of intimate body parts; and disrobing of another without permission. Intimate body parts include breasts, buttocks, mouth, groin, or genitals.
- Attempting to have non-consensual sexual contact with another is also a violation of this policy.

Non-Consensual Sexual Intercourse is defined as
- Any sexual intercourse or penetration (anal, oral or vaginal), however slight
- With any object or body part
- By a person upon another person(s)
- Without consent or upon a person unable to consent (as defined in Part B.1-4 above.)
- Attempting to have non-consensual sexual intercourse with another person constitutes a violation of this policy.

Sexually Exploitative Behavior

Sexually exploitative behavior occurs when a student takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to: prostituting another student, non-consensual video/audio-taping or photographing of sexual activity, unauthorized posting or distribution of materials involving the sexual activity of another person, going beyond the boundaries of consent (such as voyeurism or secretly watching others), knowingly transmitting an STD or HIV to another student, or inducing intoxication/incapacitation for the purpose of sexual activity.

Relationship Violence (including domestic and dating violence)

Under this policy, relationship violence is intentionally violent or controlling behavior by a person who is currently or was previously in a dating, sexual, romantic, domestic or other intimate
relationship with the complainant. Relationship violence can also involve domestic violence committed by the complainant’s current or former spouse, or by a person with whom the complainant shares a child or domicile in common. Relationship violence is used to gain or maintain power and control over another person. Relationship violence includes actual or threatened psychological and emotional abuse. Relationship violence includes behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure or wound someone. Relationship violence can occur at any stage in a relationship, including after its termination.

Relationship violence can include, but is not limited to:

- Physical or sexual abuse – sexual assault, physical violence and injury, threats of violence to self and others, displaying and/or threatening to use weapons.
- Psychological or emotional abuse – controlling behaviors like requiring a person to dress or behave in a certain way, social isolation.
- Economic control – limiting access to funds, interfering with employment.

Stalking

Stalking is defined as a course of conduct involving more than one instance of unwanted attention, harassment, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm or place that individual in fear of harm or injury, including physical, emotional, or psychological harm. Stalking includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person. Stalking and cyber-stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.

Examples of stalking include, but are not limited to:

- Following a person.
- Appearing at a person’s home, work or class.
- Making frequent phone calls, emails, texts etc. to a person(s).
- Leaving written messages or objects for a person(s).
- Vandalizing a person’s property.

Retaliation

No College community member may be subject to retaliation for action taken in good faith to seek advice concerning prohibited conduct, to make a report or complaint of prohibited conduct, to participate in the College’s investigation of prohibited conduct, or to serve as a witness or a panel member in the investigation or adjudication of a report of prohibited conduct. Retaliation is an adverse or negative action taken against an individual to restrain, interfere with, coerce or otherwise adversely affect a person’s employment, personal safety, academics, housing, or participation in college events/activities.

It is a violation of this policy, to retaliate against a person for making a report of prohibited conduct or for participating in the College’s investigation of such a report. Retaliation against anyone who reports an incident of prohibited conduct or who in any way participates in an investigation of
prohibited conduct is strictly prohibited. Retaliation, if established, may result in disciplinary action against the offending party up to and including expulsion or termination by the College.

Retaliation can include but is not limited to:
- Hostility
- Intimidation
- Threats
- Exclusion
- Different treatment because of the report of prohibited conduct
- Harassment because of an person’s participation in the investigative process

Aiding or Facilitating Sexual Misconduct

Aiding or facilitating sexual misconduct means promoting or encouraging the commission of any behavior prohibited under this policy. Members of the College community are prohibited both from personally engaging in sexual misconduct, and also from engaging in conduct with assists or encourages another person to engage in such misconduct.

Indecent Exposure

Indecent exposure is exposing one’s intimate body parts, such as breasts, buttocks, groin, or genitals to someone without their consent. This behavior is the deliberate showing of parts of the body and may, but does not necessarily have to, include a sexual act. Engaging in sexual activity in public, witnessed by a nonconsenting person(s), is also a form of indecent exposure.

V. PROCEDURES FOR MAKING A REPORT OF PROHIBITED CONDUCT

A. Emergency/Immediate Reporting Options: If you have experienced any of the prohibited conduct described in Section IV of this policy, the College encourages you to seek help and support by reporting the misconduct. In an emergency, or if you have concerns regarding your safety or the safety of another, you should contact the Chicopee Police Department by dialing 911. Part VII of this policy identifies resources available to discuss an incident of sexual and other prohibited misconduct, including Elms College Counseling Services, Health Services, Elms College Public Safety, Title IX Coordinator and Dean of Students Office. The College will provide individuals with the support options detailed in Section VII of this policy, as appropriate, regardless of whether the individual chooses to pursue disciplinary action through the conduct process or to file a criminal complaint.

B. How to Report Prohibited Misconduct to the College: This policy describes the steps the College will take in response to: (1) reports that an Elms student engaged in prohibited conduct in violation of this Policy; (2) reports by Elms students that a member of the College community engaged in prohibited conduct in violation of this Policy. It is the responsibility of the College to investigate and respond to reports of sexual misconduct by Elms community members. Reported violations of this Policy will be investigated and decided by the preponderance of the evidence standard; whether it is more likely than not that the Respondent(s) is responsible for a violation of College policy.

Reports of prohibited conduct may be made directly to the College’s Title IX Coordinator:
Reports of prohibited conduct by an Elms student may also be made to the Dean of Students Office:

Teresa Winters, M.Ed.
Dean of Students
413-265-2274
winterst@elms.edu

Reports that an employee or other party affiliated with the College (including independent contractors, vendors, and others who conduct business with the College or on College property) engaged in prohibited conduct may also be made to the Director of Human Resources, Deborah Meth, 413-265-2485, methed@elms.edu.

When an individual reports to the College that a member of the College community engaged in prohibited conduct in violation of this Policy, the Title IX Coordinator, Dean of Students, or Director of Human Resources (as applicable), or their designees, will assess the report and take measures to ensure the safety of the community and those involved. In response to such reports, the College will explain support options, investigative steps, and hearing procedures.

Reports that a non-Elms community member engaged in prohibited conduct may be made to the Chicopee Police, Title IX Coordinator, or to the Dean of Students Office. The College will explain support options to the reporting party, as appropriate in light of the nature of the report, including information on how to report allegations to law enforcement or administrative agencies.

C. Accommodations and Safety Measures: Elms community members who have experienced prohibited conduct have the option to seek from the College academic, work, or housing accommodations, as well as safety measures, such as no-contact orders, if such measures are needed to fully participate in College life, regardless of whether they bring a formal complaint or participate in an investigation of a report. Academic or work accommodations may include, but are not limited to, a change in class schedule or extension on academic timelines or a change in work assignment or schedule. Housing accommodations may include, but are not limited to, change of residence hall assignment. Students seeking such accommodations should contact the Title IX Coordinator or the Dean of Students.

D. Options to Pursue a Complaint: Community members impacted by prohibited conduct may choose to bring a complaint with local law enforcement. Public Safety officials can provide guidance on contacting law enforcement regarding a criminal complaint. Community members may also initiate a complaint with the College. However, regardless of whether a complaint is filed with law enforcement or the reasonable steps to determine what measures, if any, might be appropriate for community safety and whether an investigation should be initiated by the College. Reported victims are encouraged but not required to participate in a College investigation or
disciplinary process.

E. Confidentiality: Elms is committed to respecting the privacy of all individuals involved in a report concerning prohibited conduct. Elms will attempt to protect the privacy and interests of the individuals involved in a manner consistent with the College’s legal and safety obligations. The College may be required by law to disclose information (e.g., in response to legal process) and may determine that confidentiality concerns are outweighed by the College’s interest in protecting the safety and rights of others.

If a complainant requests to keep their identify confidential or anonymous, and/or does not wish for the College to take any corrective action regarding reported misconduct, the College will balance this request with its responsibility to provide a safe and non-discriminatory environment for all College community members, including the complainant, its ability to conduct an investigation if confidentiality is maintained, and its responsibility under requirements imposed by law. The College will seek to respect the request of the complainant and where it cannot do so, it will consult with the complainant and inform the complainant about the chosen course of action.

F. Consequences for Violations of the Sexual Misconduct Policy. Violations of this policy are subject to disciplinary action. Depending on the nature of the violation, disciplinary consequences for violations of this policy may include denial of privileges, disciplinary probation, suspension and expulsion for students, and may include warnings (verbal or written), demotions, suspensions, and termination for employees. Prohibited conduct may also constitute violations of laws which are beyond the scope of this policy and the College’s disciplinary measures. Elms will abide by restraining orders and other court orders of protection, and will assist individuals seeking these or other law enforcement options.

G. Time Frame for Resolution. The College’s investigation and resolution of reports of prohibited conduct will generally be completed within 60 days of receipt of the report. Extenuating circumstances, including, but not limited to, the complexity and severity of a report and the academic calendar may require the process to extend beyond 60 days. In the event that the investigation and resolution exceed this time frame, the College will notify all parties of the need for additional time and best efforts will be made to complete the process in a timely manner.

H. Amnesty. At times, students are hesitant to report the occurrence of sexual misconduct to College officials because they are concerned that they, or witnesses to the misconduct may be charged with other policy violations, such as visitation or alcohol violations. These behaviors are not condoned by the College, but the importance of promptly responding to and redressing alleged sexual misconduct outweighs the College’s interest in addressing lesser violations. Accordingly, in these cases, the College will not pursue disciplinary action against a student who makes a complaint of sexual misconduct in connection with the reporting of that incident, or against students named as witnesses to the incident. The College may, however, initiate an educational discussion or educational remedies regarding alcohol or other drugs as appropriate.

I. External Reporting Options. In addition to reporting misconduct to the Chicopee Police or to the College, individuals who believe that they have been subjected to sex discrimination, sexual harassment, sexual misconduct or other acts of unlawful harassment, discrimination, or retaliation may file a complaint with the government agencies set forth below. (Using the College’s
complaint process does not prohibit an individual from filing a complaint with these agencies.)

   475 Government Center
   Boston, MA 02203
   (617) 565-3200
   (800) 669-4000

2. Massachusetts Commission Against Discrimination (“MCAD”)
   Boston Office:
   One Ashburton Place Sixth
   Floor, Room 601 Boston, MA
   02108
   (617) 994-6000

   Worcester Office:
   455 Main Street
   Room 100
   Worcester, MA 01610
   (508) 799-8010

   Springfield Office:
   436 Dwight Street
   Second Floor, Room 220
   Springfield, MA 01103
   (413) 739-2145

3. Office of Civil Rights (“OCR”) - Boston Office
   US Department of Education
   5 Post Office Square, 8th Floor
   Boston, MA 02109-3921
   (617) 289-0111

VI. INVESTIGATION & HEARING PROCEDURES
The resolution process for addressing reports of sexual misconduct will be determined by the role of the respondent.
- Reports against Elms students will be resolved by the Process for Resolving Reports of Sexual Misconduct against Elms Students, see below.
- Reports against employees will be resolved by the Process for Resolving Reports of Sexual Misconduct Against Elms Employees.

A. Process for Resolving Reports of Sexual Misconduct Against Elms Students.

1. Initiating the Process.

Formal Report: Any Elms community member initiate an investigation of an Elms student for
violating the Elms College Sexual Misconduct Policy by submitting in writing to the Title IX Coordinator or Dean of Students, a report alleging that the reporting community member has been subject to prohibited conduct. The written report should include the following information:

- The name of the student respondent (“respondent”), or if her/his name is unknown, information sufficient to allow the College to identify the respondent, such as her/his/their photograph;
- A statement explaining the nature and circumstances of the prohibited conduct, including a list of possible witnesses; and
- The names, mailing and emailing addresses, and telephone numbers of those making the report.

The report must be signed by the individual initiating the report who was the subject of the sexual misconduct (the “complainant”). The complainant will be asked for a signed written statement confirming that they wish to pursue a formal complaint.

Formal reports will result in the College initiating the investigation process to determine, pursuant to a preponderance of evidence standard of proof, whether the respondent violated any provisions of the Sexual Misconduct Policy.

If the complainant withdraws the report, the College will assess whether sufficient evidence of sexual misconduct exists to support completing an investigation. Among the factors the College will consider in making this determination is whether prior reports have been made against the respondent. If the College determines that no action will be taken against the respondent because the report has been withdrawn, a file concerning the withdrawn report will be maintained by the College, so that the matter can be re-opened if, among other things, the complainant later decides to reinitiate the report, or if independent evidence of sexual misconduct by the respondent comes to the College’s attention, which the College determines warrants re-opening the investigation. If a respondent admits to a violation, the College may forego a disciplinary hearing and directly impose sanctions.

The College does not limit the timeframe for submitting a report. However, complaints should be submitted as soon as possible to maximize the College’s ability to investigate and come to an appropriate resolution. The College will not be able to pursue disciplinary action against a respondent who is no longer affiliated with the College.

**Incomplete and Unofficial Reports:** Any individual may also report that an Elms student engaged in behavior prohibited by the Sexual Misconduct Policy by bringing the report to the attention of the Title IX Coordinator, Dean of Students, or any employee who has been designated by the College as a campus security authority (“CSA) including, but not limited to, verbal or informal reports. When the College receives a report that an Elms student has engaged in prohibited conduct, but the report does not meet the requirements of a formal report, the College will determine what steps should be taken to gather additional information. Thereafter, the Title IX Coordinator or Dean of Students will direct the gathering of the additional information.

The Title IX Coordinator will then decide whether an investigation is warranted. In making this decision, the Title IX Coordinator will consider the wishes of the person(s) reported to have been harmed by the respondent (the “complainant”), as well as the risk that declining to investigate
might jeopardize the safety of the complainant or any member(s) of the Elms community. If the Title IX Coordinator decides that an investigation is warranted as a result of an incomplete or informal report, the respondent will be notified that the College has elected to proceed with the investigation of the report on its own initiative. If the College initiates an investigation against a respondent as a result of an incomplete or informal report, the complainant may choose whether to participate in the investigation. The complainant will be asked for a signed written statement confirming whether they wish to pursue a formal complaint.

2. Interim Measures.

Upon receipt of a formal, incomplete or unofficial report, the Title IX Coordinator and Dean of Students shall put reasonable interim measures in place, if warranted and appropriate in their discretion to address health, safety, academic, residential or extracurricular concerns. Interim measures may include, but are not limited to, no-contact orders, leaves of absence, suspensions, and academic, residence, and work place accommodations. Any member of the community who is involved in a Title IX investigation (complainant, respondent and/or witnesses) may request interim measures, either by making a direct request to the Title IX Coordinator or Dean of Students. In addition, the College may impose interim measures independently, absent any request, if the College determines in its discretion that the measures are in the best interest of community.


When the College receives a report that a respondent has violated the policy, both the complainant and the respondent will receive written notification summarizing the allegations of prohibited conduct and referencing, to the extent known, any specific provisions of the Elms College Sexual Misconduct Policy allegedly violated. The Dean of Students or designee will then meet with the complainant (if the complainant is participating in the investigation) and the respondent (the “parties”) individually. At these meetings the Dean of Students or designee will:

a) Provide a copy of the Elms College Sexual Misconduct Policy and advice each to read it carefully.

b) Advise that both parties involved will be treated equitably. There will be no presumption of responsibility for a violation of the policy.

c) Advise that the complainant has the option to pursue a criminal report or complaint action against the respondent working with local police in addition to pursuing remedies through College processes, or to seek a court order of protection or restraining order.

d) Advise that counseling services are available both on and off-campus.

e) Explain that academic, work, and residential accommodations are available if warranted.

f) Advise that the College prohibits any form of retaliation against a person for making a complaint of sexual misconduct or for participating in the investigation of a complainant, and that retaliation will result in immediate disciplinary action, up to, and including, suspension or dismissal from the College.

g) Advise of the option to seek medical attention.

h) Explain that the College has an obligation to investigate every complaint. In conducting the investigation, the College will only disclose information on a “need to know” basis and will attempt to protect the privacy and interests of the individuals involved in a manner consistent with the College’s obligation to thoroughly review the report.
i) Advise that if warranted the College will impose interim measures, such as a “no contact” order that prohibits contact between the complainant and the respondent. Advise of the option to request that the College take steps to prevent unnecessary or unwelcome contact or communication with an Elms community member.

j) Advise that the College investigation will not be delayed pending the outcome of criminal proceedings.

k) Review the amnesty section of the Sexual Misconduct Policy. Explain that any possible alcohol or drug violations committed by the respondent and learned about during the review of the report will generally be address separately through the student conduct process.

l) Advise each of the importance of preservation of evidence, including texts, e-mails, photographs, etc.

m) Explain that mediation will not be used to resolve sexual assault complaints and advise both parties of the process to resolve the report.

n) Explain that both parties will be kept informed of the status and outcome of the College’s review of the report.

o) Advise that it is the goal of the College to allegations of sexual misconduct within 60 days of receipt of a report, when feasible.

p) Advise that they may speak to the Title IX Coordinator or Dean of Students at any time during the investigation if they have questions about the Elms College Sexual Misconduct Policy or the Process for Resolving Reports of Sexual Misconduct against Elms Students.

q) Both parties will be asked to sign a written acknowledgement of the discussion.

r) Advise each student they may submit a list of witnesses to the investigator.

s) Advise each student they may submit relevant documentation to the investigator (e.g. texts, emails, photographs.

The reports will go through the hearing process unless the report has been retracted or the complainant no longer wants to go through the process. The Title IX Coordinator and Dean of Students will assess whether the incident should still move to the hearing process in these situations.

The students will receive an email outlining the complaint received and where to submit materials in advance of the hearing, which will include the timeframe for submitting the materials. The documentations should be submitted to the individual investigating the complaint which will be part of the email communication.

4. Hearing Procedures for Reports that an Elms student violated the Sexual Misconduct Policy.

Unless the College determines that another process for resolution of a report is appropriate in light of the circumstances, hearings in response to reports of student violations of the Sexual Misconduct Policy will be adjudicated before the College Judicial Panel. For more information about the Judicial Panel, students should review the Judicial Process section of the Elms Student
Handbook. The hearing procedures for a College Judicial Panel in response to reports of student violations of the sexual Misconduct Policy are as follows:

a) Hearings will be audio recorded digitally and are available to the panel to review if needed and not available to the students.

b) Hearings are open only to those involved in the proceedings as determined by the Dean of Students/designee.

c) A judicial panel member who is an interested party or witness in a proceeding shall be disqualified from participating.

d) Cases will be decided using the standard of proof knows as “a preponderance of evidence,” meaning that the event is more likely to have occurred than not occurred.

e) Both parties will have the opportunity to present witnesses. Witnesses will be asked questions by the panel if a panel is used. Witnesses will be asked questions by the investigator.

f) The Judicial Panel will review the investigation reports as part of their process.

g) Both parties may have one advisor present and this advisor may be an attorney. Elms will not supply any individual involved in a College investigation with an attorney or pay for him or her to retain an attorney. Any advisor or attorney who accompanies a complainant or respondent to a hearing may attend that meeting solely for consultation purposes and may not pose or answer questions.

h) The complainant and respondent will not be permitted to directly ask each other questions. Questions will be put in writing and given to the Dean of Students/designee who will read the question at the hearing.

i) If the Dean of Students deems it necessary, the complainant and respondent may be required to remain in separate rooms during the course of the hearing.

j) Decisions will be arrived at by majority vote. Three members must be present to constitute a quorum.

k) The Dean of Students/designee will serve as a non-voting moderator of the Judicial Panel.

l) Absent extenuating circumstances, within two (2) work days of the hearing, the Judicial Panel / Hearing Officer shall deliver to the Dean of Students a written or oral notice of their decision along with the recommended sanction(s). The Dean of Students may approve the sanction(s), amend the sanction(s), or refer the case back to the Judicial Panel / Hearing Officer for reconsideration of the findings and/or sanctions.

m) Both parties will receive simultaneous written notice of the outcome of the hearing and any appeal.

n) Both parties have the right to appeal the sanction outcome of the judicial proceedings.

For more information about the Appeal Process, students should review the Appeal Process section of the Elms Student Handbook.

SEXUAL VIOLENCE – RESOURCES AND INFORMATION

Bystander Intervention
Bystander intervention is recognizing a potentially harmful situation or interaction and choosing to respond in a way that could positively influence the outcome.

1. Notice the event- what is going on around you
2. Interpret it as a problem- sometimes it is hard to tell if someone needs help, but error on the side of caution and get additional help or investigate the situation if safe.
3. Assume responsibility- if not you, then who will assist? Get assistance if you needed but take action.
4. Know how to help- never put yourself in harm’s way but take action.
5. Implement help- bring others to the situation, ask for help and act.

What To Do After A Sexual Assault

Get to a Safe Place Quickly. If the perpetrator is still in the area or his or her presence on campus is threatening, call the 911 or use a Blue Light emergency phone if on the Chicopee campus.

A. Contact Someone trained to help:
   1. Residence Life & New Student Programs, 413-265-2461
   2. Residence Life- Resident Advisor on duty, nights and weekends, 413-374-7145
   3. Elms College Counseling Center, 413-265-2275
   4. Health Center, 413-265-2288
   5. Campus Ministry Office- 413-265-2289
   6. Dean of Students Office, 413-265-2210
   7. Public Safety, 413-265-2278
   8. Chicopee Police, 911 or non-emergency 413-592-6341
   9. Title IX Coordinator, Deborah Methe, 413-265-2485

B. Preserve Physical Evidence. Because evidence of the assault and the perpetrator’s identity (hair, seminal fluids, bits of skin, etc.) may be left on the survivor’s body, it is important not to bathe, shower, douche, or even use the toilet if avoidable. If the victim was assaulted orally, drinking prior to an exam should be avoided. Survivors should not straighten up the scene of the incident and should take a change of clothes to the hospital. If the survivor must change clothes, put the items that were worn at the time of the attack in a paper bag (not plastic) to the hospital. Having physical evidence collected can strengthen a case if the survivor pursues legal action.

C. Seek Timely Medical Attention. Survivors are encouraged to go for a sexual assault exam as soon as possible because injuries should be treated promptly and evidence deteriorates quickly. Baystate Hospital employs trained Sexual Assault Nurse Examiners to collect evidence, check for injuries and deal with the possibility of pregnancy and exposure to sexually transmitted diseases. Consider bringing a friend to the hospital for support. A Rape Crisis Center advocate will be present at Baystate Hospital to offer emotional support. If the assault occurred weeks or months before, medical attention is still important. Health Services can provide referrals for physical exams, pregnancy tests, and testing for sexually transmitted diseases and HIV.

E. Ask Questions. Survivors have the right to ask questions throughout the process and decide what is best for them. Survivors are encouraged to use both on- and off-campus resources to help understand available options.

Support and Resources for Students
A. Academic, Work, or Housing Modifications. Pursuant to Part V.C. of this policy, after reporting alleged sexual misconduct to College officials, a student may request the
academic, work, or housing accommodations, as well as safety measures, from the College, including the following:
1. Change of an on-campus student’s housing to a different on-campus location.
2. Assistance in exploring alternative housing.
3. Transferring class sections when available.
4. Change to academic timelines and incompletes, leave, or withdrawal.
5. Safety measures such as no-contact orders directing a member of the Elms community to not contact or communicate with the student.
6. Change to a work assignment or schedule.

Students who seek to request such accommodations should contact the Title IX Coordinator or the Dean of Students.

B. **College Resources.** The following College resources are available to students who are subject to sexual misconduct:
1. Counseling Center (413) 265-2275
2. Medical Assistance/Advice (Health Center) (413) 265-2288
3. The Student Affairs staff will make available a staff member to serve as an informal support person for both an alleged victim and a respondent to help each party navigate through the student conduct process. (413) 265-2210
4. Campus Ministry
5. Public Safety (413) 265-2278

C. **Off Campus Resources.** The following off-campus are available to individuals subject to sexual misconduct.

| **Chicopee Police Department** | 911 |
| **Hospitals** | |
| Mercy Hospital | 413-592-6341 |
| Providence Hospital | 413-748-9000 |
| Baystate Medical Center | 413-784-0000 |
| Baystate Emergency Room | 413-794-3233 |
| **Sexual Assault Resources** | |
| Everywoman's Center Crisis Hotline | 413-545-0800 |
| ARCH (Rape Crisis) | 413-733-7100 |
| **Women's Shelters** | |
| Springfield | 413-733-7100 |
| Main Street Shelter (Holyoke) | 413-534-2466 |
| **Pregnancy Centers** | |
| Birthright | 800-550-4900 or in CT 860-290-8800 |
| Brightside | 413-788-7366 |
| Tapestry Health | 413-733-6639 |
| Pediatric Unit at Baystate Medical | 413-794-5641 |
| **Sexually Transmitted Disease Resources** | |
| STD Testing | 413-794-8354 |
| STD Hotline | 800-227-8922 |
| AIDS Hotline | 800-235-2331 |
Smoking Policy
Elms College is committed to providing a safe and healthy environment for students, faculty, staff, and visitors. In order to limit exposure to the effects of second hand smoke and reduce the risk of fires, the College has adopted this Smoking Policy. No smoking is allowed anywhere on the Elms College Quad area.

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

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

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

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

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

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

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

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

Questions?
Questions concerning the Smoking Policy may be directed to the Director of Human Resources,
413-265-2365.

**Travel Policy**

This policy applies to students participating in college sponsored events that require travel away from campus. All international travel follows the Elms College International Policy and includes any travel outside the United States. These policies apply to all students which includes the Elms College Chicopee campus and all off-campus programs.

College policies and the Student Conduct Standards are in effect during all phases of College sponsored activities. The College is not responsible for any loss, damage, injury or other consequence resulting from a student’s participation in the trip.

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

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

Any financial obligations are the responsibility of the participant. A participant who is unable to participate and/or is not permitted to participate may not receive a refund and may still have financial obligations.