



**STUDENT HANDBOOK
OFF-CAMPUS AND ONLINE
2019 – 2020 ACADEMIC YEAR**

WE ARE A CATHOLIC LIBERAL ARTS COLLEGE FOUNDED BY THE
SISTERS OF ST. JOSEPH OF SPRINGFIELD, MA

WWW.ELMS.EDU

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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

Important Phone Numbers Offices on the Elms College Campus, Chicopee, MA

Alumnae Library

Center for Student Success

Joyce Hampton, Ed.D., Associate Vice President of Academic Affairs for Strategic and

Global Initiatives, 413-265-2423, hamptonj@elms.edu

TBD, Director of Diversity and Inclusion, diversity@elms.edu

TBD, Director of International Programs, ipoffice@elms.edu

Tynisha Henderson, Director of Student Accommodations & Support Services, 413-265-2333,

Fax 413-594-3951, www.elms.edu/disabilityservices

Brian Kapinos, Ed.D., Assistant Academic Dean for Student Support, Director Advising,

413-265-2256, kapinosb@elms.edu

Regina Tillona, Director of Tutoring, 413-265-2304, tillonar@elms.edu

Phyllis Williams-Thompson, Director of Career Development, Office of Career Services,

413-265-2272, williamsthompsonp@elms.edu

Tina Savoie, Administrative Assistant, 413-265-2287, savoiet@elms.edu

Library Staff

Anthony Fonseca, Ph.D., MLIS, Director, 413-265-2281, fonsecaa@elms.edu

Deborah Gomes, Librarian/Professor, 413-265-2316, library@elms.edu

Holly Reynolds, Head of Circulation, Inter-Library Loan Supervisor, 413-254-2280,

reynoldsh@elms.edu

Michael Smith, Reference and Information Literacy Coordinator, 413-265-2297,

smithm@elms.edu

Maguire Center

Health Center

Jessie Chenier, RN, Director, 413-265-2288, chenierj@elms.edu

Angela Robitaille, RN, 413-265-2288, robitaillea@elms.edu

Eva Correa, Administrative Assistant, 413-265-2288, correae@elms.edu

Mary Dooley College Center

Alumni Relations

TBD, Director, 413-265-2454

Bookstore

Julie Slapski, 413-594-5500, 0977mgr@fhcg.follett.com

Campus Ministry

Sr. Carol Allan, Director, 413-265-2289, allanc@elms.edu

Eileen Kirk, Assistant Director, 413-265-2468, kirke@elms.edu

Student Affairs

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

Elizabeth Newland, Administrative Assistant, 413-265-2210, newlande@elms.edu

Berchmans Hall

Public Safety Emergency red phones 911 or 2278, non-emergency 413-265-2278

Academic Affairs

Walter Breau, Ph.D., Vice President, 413-265-2222

Ashley Desrosiers, Senior Administrative Assistant, 413-265-2222, desrosiersa@elms.edu

Financial Aid

Richard O'Connor, Director, 413-265-2303, occonnorri@elms.edu

Ashley Crawley, Assistant Director, 413-265-2340, crawleya@elms.edu

Caroline Paleologopoulos, Counselor, 413-265-2249, paleologopoulosc@elms.edu

Lisette Pizarro, Counselor, 413-265-2361, pizarrol@elms.edu

Information Technology

Helpdesk, 413-265-2330, helpdesk@elms.edu

Registrar's Office

Brooke Andersen, Registrar, 413-265-2236, andersenb@elms.edu

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Carla Rosati, Administrative Assistant, 413-265-2314, rosatic@elms.edu

Student Accounts

Kathleen Curry, Bursar, 413-265-2412, curryk@elms.edu

Marie Ghareeb, Representative, 413-265-2208, ghareebm@elms.edu

TBD, Representative, 413-265-2432

School of Graduate and Professional Studies

Elizabeth Hukowicz, Ed.D., Dean, 413-265-2360, hukowicze@elms.edu

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

Graduate and Continuing Education Admissions

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Wanda Banks, Assistant Director, 413-265-2336, cell 413-313-4287, banksw@elms.edu

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

Online Programs

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Communication Sciences and Disorders, 413-265-2253, bickfordd@elms.edu

Mark Chustz, Ph.D, Assistant Director of Healthcare Management, Division of Business,
413-265-2300, chustzm@elms.edu

Beryl Hoffman, Ph.D., Program Director, CITS/CS Programs, 413-265-2216,
hoffmanb@elms.edu

Off-Campus Locations

Asnuntuck Community College and Elms, 170 Elms Street, Enfield, CT 06082

Campus Security/Information Desk, emergency 911, non-emergency 860-253-3012,
860-253-3013

Wanda Banks, Assistant Director of Continuing Education Admission, Elms Campus
413-265-2336, ACC campus 413-313-4287, banksw@elms.edu

Jessica Morris, Off-Campus Academic Coordinator for Social Work, morrisj@elms.edu

Berkshire Community College and Elms, 1350 West Street, Pittsfield, MA 01201

Public Safety, emergency 911 and 413-236-6100; X6100 from an on campus phone,
non-emergency 413-236-1010

Kelly Zieba, Off-Campus Program Coordinator, Elms Campus 413-234-0671,
BCC campus 413-236-1050, ziebak@elms.edu

Jane McCarry, Off-Campus Academic Coordinator for Early Care and Education,
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Thomas Verdi, Off-Campus Academic Coordinator for Social Work, verdit@elms.edu

Mary Verdi, Writing Tutor, verdim@elms.edu

Elms at Berkshire Health Systems (Pittsfield)

Hospital Security, emergency and non-emergency 413-447-2311, hospital phones 0-operator

Thomas Engel, MSN/MBA, RN, Academic Advisor, Director of the RN-BSN Programs,

School of Nursing, 413-265-2458, engelt@elms.edu

Holyoke Community College and Elms, 303 Homestead Avenue, Holyoke MA 01040

Public Safety Building, emergency 911, non-emergency 413-552-2400

Diane Jester, Off-Campus Program Coordinator, Elms Campus 413-265-2382,

HCC campus 413-552-2721, jesterdianne@elms.edu

Peter Marcus, Psy.D., Faculty Coordinator for Psychology, 413-265-8138,

marcusp@elms.edu

Ashley Desrosiers, Off-Campus Academic Coordinator for Management and Marketing,

Healthcare Management and Accounting, Elms College campus 413-265-2222,

HCC campus 413-552-2721, desrosiersa@elms.edu

Nancy Gadbois, Writing Tutor, 413-335-0708, gadboisn@elms.edu

Greenfield Community College and Elms, 1 College Drive, Greenfield, MA 01301

Public Safety, South 110, emergency campus phone 1111, cell 413-755-1111 or 911,

non-emergency 413-755-1212

Meghan Keane, Off-Campus Program Coordinator and Writing Tutor, 413-335-0961,

keanem@elms.edu

Jane McCarry, Off-Campus Academic Coordinator for Early Care and Education,

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Thomas Engel, MSN/MBA, RN, Academic Advisor, Director of the RN-BSN Programs,

School of Nursing, 413-265-2458, engelt@elms.edu

Deborah Rodriguez, Off-Campus Academic Coordinator for Social Work,

rodriguezdeborah@elms.edu

Mount Wachusett Community College and Elms, 444 Green Street, Gardner, MA 01440

Campus Police, emergency campus phone 1111, cell 978-630-9111 or 911,

non-emergency 978-630-9150

James Keevan, Off-Campus Program Coordinator, 413-355-6515, keevanj@elms.edu

Peter Marcus, Psy.D., Faculty Coordinator for Psychology, 413-265-8138,

marcusp@elms.edu

Thomas Engel, MSN/MBA, RN, Academic Advisor, Director of the RN-BSN Programs,

School of Nursing, 413-265-2458, engelt@elms.edu

Quinsigamond Community College and Elms, 25 Federal Street, Worcester, MA 01608
Downtown Campus Police, Room 103, emergency cell 508-853-7999 or 911, non-emergency
508-854-7580 (Weather related school closing 508-854-4545)

Main Campus emergency 508-854-4444

James Keevan, Off-Campus Program Coordinator, 413-355-6515, keevanj@elms.edu

Thomas Engel, MSN/MBA, RN, Academic Advisor, Director of the RN-BSN Programs,
School of Nursing, 413-265-2458, engelt@elms.edu

**Springfield Technical Community College and Elms, Building 13, Room 243, 1 Armory
Square, PO Box 9000, Springfield, MA 01102**

STCC Police, Building 9, campus phone 3911, cell 413-755-3911, non-emergency 413-755-4220

Wally Soufane, Off-Campus Program Coordinator, 413-265-1718, soufanew@elms.edu

Elizabeth Pitoniak, Off-Campus Academic Coordinator, pitoniake@elms.edu

Nancy Gadbois, Writing Tutor, 413-335-0708, gadboisn@elms.edu

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/session, 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.
5. to have the right to fair and equal treatment, including but not limited to instruction, evaluation, and services by faculty, staff, students, and administrators.
6. to have the right to procedural due process in grievance and disciplinary hearings.
7. 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.

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 academic advisor, or division chairperson. When questions go beyond the authority of the aforementioned faculty, one should consult the dean of the school of graduate and professional studies or 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.

Academic Conduct

A major role of Elms College is the education of students of mature judgment and moral sensibility. True education is a process of free exchange of ideas involving the critical assessment of each individual's efforts and growth. An atmosphere that promotes intellectual freedom and rewards honest efforts of individuals furthers the Elms College mission.

Each member of the Elms College faculty has a specific responsibility to explain in the form of a course syllabus the conditions under which academic work in his or her course is to be performed. It is also the faculty member's obligation to guarantee, insofar as is possible, that there be present a respect for intellectual pursuits and a reverence for honesty. Concurrently, it is the student's responsibility to ensure that work submitted for evaluation is one's own work. If there is clear evidence that a student is guilty of academic dishonesty, whether by cheating, plagiarism, or interference with another student's work, the faculty member should take appropriate action that will reflect the logical consequence of the dishonest deed or effort.

All members of the Elms College academic community are called upon to recognize their roles in creating an environment of intellectual integrity by using honest and open evaluative processes that acknowledge the responsibility of each member to all other members of the Elms College community, and by participating in upholding standards that will result in just, equitable decisions.

Academic Honesty Policy

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

regarding academic honesty.

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

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

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

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

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

2. Faculty who find students in clear violation of the policy on academic dishonesty shall determine the appropriate response, which may include failure on the assignment or failure in the course.
3. Faculty shall report incidents of academic dishonesty, including copies of any documentation, and the action taken in response to them, in writing, to the vice president of academic affairs. Faculty shall inform the student that the notification has been sent to the vice president of academic affairs.
4. The vice president of academic affairs can elect to pursue further action up to and including dismissal from the college. The vice president will inform the student in writing that notification has been received, that it is confidential, and that the student has the right to question the charge.
5. Students who believe they are unjustly accused or punished for academic honesty violations may pursue the matter through the grievance procedure.

Academic Sessions

The academic year on the main campus is composed of two traditional 15-week semesters and three summer sessions. Off Campus and online programs have alternate term lengths (8-week). Please contact the School of Graduate and Professional Studies office for additional information. Semester Credit Hours are used to determine the contact hours required for graduation.

Class Attendance

Students enrolled in an accelerated course and/or program at any of our off campus locations or online are expected to take responsibility for their learning outcomes. Students must attend, arrive punctually, and stay for the duration of all classes.

Students who do not attend the first two classes in any session will not be allowed in the class and will be administratively withdrawn. Students who miss two class meetings of an eight-week course may not be able to complete the course or receive a passing grade. Absences, early departures, or lateness may result in a failing grade or dismissal from a class. Students are

expected to attend hybrid and distance education class meetings as scheduled and participate regularly in the online environment throughout the course.

The student must notify the instructor of emergency or illness as soon as possible. Permission to make up assignments, quizzes, announced tests, or examinations may be granted at the discretion of the instructor. He/she will assist in making arrangements to complete missed work, if possible. Also, in the event of a prolonged absence, contact the Registrar's Office at 413-265-2314.

It is the student's responsibility to know the attendance policies. Non-attendance or verbal notification of a withdrawal from a course does not constitute an official withdrawal from a course and/or program. Students should follow the policies for course and/or program withdrawal.

Students who are not registered for a course are not permitted to sit in that course. Please check Blazernet to verify enrollment.

Policy on Absence for Religious Reasons

Any student in an educational or vocational training institution other than a religious or denominational educational or vocational training institution, who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he/she may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school.

No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of the provisions of this section.

Course Registration

Students will register online for degree completion program courses two times a year-November and April. It is the responsibility of each off-campus student to meet with his/her academic coordinator and then complete the registration online. Students enrolled in distance learning programs meet with their academic coordinators via email and/or phone. Those living locally may meet with their academic coordinator face to face. Prior to registration day, it is the responsibility of students to review their degree audits. Academic coordinators must approve students' ElmsConnect records prior to each registration period. The student will then need to register for courses online during registration week.

Students who have not satisfied health, financial obligations or have not submitted their final community college transcript, may not register at the designated times. Arrangements will be made for students on health, business, grade, financial aid or transcript holds to register upon confirmation that their obligations have been met. If students are unable to satisfy terms of assigned holds within the first two weeks of classes, the students will not be able to register nor attend class for the next semester.

Payment is due upon receipt of a statement for current semester to avoid a 1.5% late fee.

Faculty Advisors

All students are assigned faculty advisors. Academic coordinators are the faculty advisors for the off-campus and online programs. They serve 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 check your Blazernet account.

Add/Drop Period

For 15-week academic terms, (fall, spring, summer) adding or dropping a course(s) is allowed during the first eight business days of the term. For 8-week, courses may be added or dropped within the first four business days of the term. Changing course schedules during the add/drop period requires the approval of the faculty advisor.

Credit cannot be earned for courses in which the student is not official registered.

Withdrawals

Students must file a written withdrawal notice with the Registrar's Office. Charges will be calculated as of the effective date of the withdrawal. If no written withdrawal notice is submitted, the withdrawal date will be set to the date corresponding to the half-way point for the particular term.

Withdrawal from a Course (after the Add/Drop Period)

Please note that students should consult with their instructors and advisors prior to any type of withdrawal. Withdrawals are only allowed through the end of the 13th week of the course for a 15-week term (prorated for other than regular semesters) and will be done without effect on the GPA. However, withdrawn credits will be counted in the Quantitative Standard of the Satisfactory Academic Progress Policy as part of the credits attempted. Please see "Satisfactory Academic Progress and Academic Probation" for additional information. To withdraw from an individual course or courses, a student must complete an official "Add/Drop Form" obtained from the off-campus coordinator or from the Registrar's Office, or submit a written request using their Elms email or USPS mail.

Official withdrawals after the **add/drop period** are indicated as Withdrawn (W), Withdrawn/Satisfactory (WS), or Withdrawn/Unsatisfactory (WU). The exact add/drop dates for each semester or session are published in the appropriate course schedules. For alternate term courses, such as summer sessions, and degree completion programs, specific dates are available in the Registrar's Office and the School of Graduate and Professional Studies.

Withdrawal from the College

A student may officially withdraw from the college at any time by completing the official "Withdrawal Form" obtained from his/her off-campus coordinator or the Registrar's Office and will receive a "W" on his or her transcript for that semester. As with dropping an individual course, failure of a student to withdraw officially can result in the awarding of "F" grades, and the withdrawal date will be set to the date corresponding to the half-way point for the particular term. Students will be responsible for all charges incurred. A student who has withdrawn from

the college must formally reapply for admission to the School of Graduate and Professional Studies.

NOTE: Students are strongly encouraged to consult with their instructors and advisors prior to any type of withdrawal. Financial and veteran's aid recipients should check with the Financial Aid Office before withdrawing from a course or from the college. International students on an F-1 visa should consult with the director of International Programs prior to withdrawing from a course or from the college.

Any student who has not registered for a credit course within a two-year period will automatically be withdrawn from the college and will need to reapply for admission. If the student is readmitted, he or she will be required to meet the degree requirements of the catalog currently in force at the time of readmission.

Leave of Absence

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. A student who must interrupt studies for a prescribed length of time, no longer than 180 days, must file a written LOA request, and have the request approved by the Registrar. The student may return from such a leave of absence by simply notifying the Registrar's Office. If after a 180 day period the student does not return or apply for an extension of the leave, the student is automatically withdrawn from the college and reapplication through the School of Graduate and Professional Studies is required for return. A student who desires to study at an accredited college or university while on a leave of absence, and intends to transfer credits back to Elms College, must receive prior written approval from the Registrar of Elms College.

If the total leave of absence exceeds a total of 180 days in any 12-month period, the student is considered to have ceased attendance and to have withdrawn from the College.

NOTE: For students who have received federal loans, for example subsidized or unsubsidized Stafford loans, failure to return from a LOA may have an effect on a student's loan repayment terms, including the expiration of the student's grace period. Please contact the Financial Aid Office for additional information.

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.

Approved: August 9, 2019

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 the Health Center, 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 Center, 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 to the Elms College Undergraduate or Graduate Course Catalog or speak with their course instructors.

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 Center.

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.

Grading Policy

The quality of students’ work is indicated by letter grades and quality points granted according to the grades earned. The grade point average (GPA) is obtained by dividing the total number of quality points by the total number of credits attempted.

Grade Quality Points

A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D	1.0
F	0.0

Other:

AU	Audit
S/U	Satisfactory/ Unsatisfactory (does not compute in the GPA)
W	Withdrew
W/S	Withdrew/Satisfactorily
W/U	Withdrew/Unsatisfactorily
NC	Noncredit
IP	In process (to be used for multi-term courses only)
I	Incomplete

An extension and a grade of incomplete (I) may be given by an instructor to a student who has completed satisfactory work up to that point. All requirements must be completed by the date set forth by the course instructor. If the work is not completed by the agreed upon time, the student may receive an F for the course.

Grades for transferred courses will not appear on the Elms College transcript, nor will they affect the Elms College GPA.

Grade Reports

Grade reports are available to students online at the end of each semester for 15-week academic terms, and at the end of each session for 8 and 11-week academic terms. Neither grade reports nor credit for any term's work is provided until all financial obligations to the college have been met. Once a final grade has been reported to the registrar, it cannot be changed without the instructor's filing the appropriate form.

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.

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."

Approved: August 9, 2019

Course Repeat

A student who receives an unsatisfactory grade in a course may repeat the course by registering again for the course and by informing the registrar that the course is being repeated. Both grades,

however, will remain on the permanent transcript, but only the repeated course will be calculated into the grade point average (GPA).

Some Divisions/Departments may not allow certain courses to be repeated, and some Divisions/Departments may limit the number of courses that may be repeated. There are also financial aid implications related to repeating courses. The Financial Aid Office should be contacted if there are any questions about course repeating.

Students enrolled in off-campus degree completion programs who must repeat a course, may be required to step out of the sequence of their program to repeat a course. This may require that their original graduation date be changed.

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.

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.

Transcripts

Transcripts should be requested from the Registrar's Office in writing and must be accompanied by a fee of \$5 for each transcript. Requests for transcripts are not accepted over the telephone. Official transcripts bearing the college seal must be mailed directly to the agency or institution requiring them. Unofficial transcripts are issued to students. Transcripts will not be issued during the weeks of registration or commencement. All indebtedness to the college must be reconciled before a transcript of credits will be released.

Course Evaluation

Upon the completion of each semester/session, students are expected to complete an online course evaluation for each of their enrolled courses. The information gleaned from these evaluations is used for program improvement. The evaluation system is easy, convenient, secure, anonymous, and confidential.

Degree Completion Dates

Elms College confers degrees three times a year: on the commencement date in May, and on August 31, and December 31. The graduation ceremony is held in May only. The commencement date for 2020 is May 16.

Degrees are conferred if all obligations to the college are fulfilled. An off-campus degree completion program student with a maximum of twelve credits required to complete in a degree program may participate in the May graduation ceremony only if the student is registered for the required number of summer session credits by May of that year. The coursework must be successfully completed and recorded in the Registrar's Office by August 31 of the same year.

Academic Honors

Elms College is pleased to recognize and reward undergraduate students whose scholastic performance merits special attention. Academic Honors are bestowed to encourage the pursuit of excellence and to reward academic achievement through public recognition by inclusion on the official transcript and on the diploma. In addition, students who have earned academic honors are

entitled to wear honor cords with their cap and gown regalia at Commencement to signify their achievement.

Graduation with Honors

For undergraduate students who complete between 42 and 59 Elms credits, two categories are awarded for superior scholarship. This honor, based on cumulative Grade Point Average (GPA), is awarded upon graduation and becomes part of the official record.

1. High Honors – awarded to candidates with a cumulative GPA of 3.8 and above
2. Honors – awarded to candidates with a cumulative GPA of 3.5 to 3.79

Graduation with Latin Honors

For undergraduate student who complete 60 credits and above, three categories are awarded for superior scholarship. This honor, based on cumulative Grade Point Average (GPA), is awarded upon graduation and becomes part of the official record.

1. Summa Cum Laude – awarded to candidates with a cumulative GPA of 3.9 or higher
2. Magna Cum Laude – awarded to candidates with a cumulative GPA of 3.7 to 3.899
3. Cum Laude – awarded to candidates with a cumulative GPA of 3.5 to 3.699

Dean's List

The dean's list, published at the end of fall and spring semesters, is composed of students, taking 12 or more credits, who have earned a GPA of 3.5 or better without any incomplete grades.

FINANCIAL AID AND RESPONSIBILITIES

Financial Aid

Elms College recognizes the fact that financing a college education is a significant investment for students. While it is the responsibility of the student to pay college expenses prior to the beginning of each semester, Elms College is aware that many students may require financial assistance. Students anticipating the need for financial aid should submit a complete financial aid application by the priority-filing deadline each year. The priority filing deadlines are as follows:

- May 1 – Incoming Students and Returning Students

Awards are based on demonstrated need. Financial aid is not renewable; students must reapply for aid each academic year.

Note: All students must be accepted for admission to Elms College before financial aid eligibility will be determined and awarded. Financial need has no bearing on your admission to Elms College.

Applying For Financial Aid

A complete financial aid application consists of the following:

A completed Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA, available at <http://www.fafsa.ed.gov>. The Elms College code for FAFSA is 002140. The Department of Education will forward an electronic copy of your completed FAFSA to the college.

For questions or to submit additional requested documentation, please contact the Financial Aid Office: by phone at 413-265-2249, email at finaid@elms.edu or U.S. mail at Elms College, 291 Springfield Street, Chicopee, MA 01013.

Elms College's Financial Aid Office reserves the right to request additional information.

Determination of Financial Aid Eligibility

Elms College awards federal financial aid to students on the basis of demonstrated financial need. A federal formula is utilized in calculating a family contribution based on information provided on FAFSA, along with all of the required supporting documentation. The expected family contribution is based on a review of the family's resources from taxed and untaxed income along with assets such as savings. The family contribution is deducted from the student's cost of attendance resulting in the family's need. The amount of need a family demonstrates determines the amount of assistance the student may be eligible to receive.

Students will receive a financial aid award statement indicating the aid for which they are eligible for the academic year. Prior to accepting that award, students must read and understand the financial aid enclosure guide provided with that statement. **Students who apply for and receive federal financial aid must be matriculated, degree-seeking candidates enrolled at least halftime (six credits) per semester.**

Federal regulations specify that federal aid recipients must be U.S. citizens, U.S. nationals, or eligible non-citizens. Financial aid recipients may not be in default on any federal educational loan, owe a refund on any grant, or demonstrate an unwillingness to repay any federal education loan.

Conditions Affecting Awards

Financial aid awards are based on the information that was received at the time of award, and will be changed if any of the following conditions occur:

Receiving Private Aid

Federal regulations require that the student notify financial aid services if any scholarship/grants, tuition benefits or loans are received from sources outside the college. The outside resources must be considered as financial aid and therefore, may result in a decrease in the aid package offered on the financial aid statement.

Academic Schedule Changes

Financial aid awards are based on the number of credits a student will take in each academic period as indicated on the financial aid application. Students registered for fewer credits than indicated are responsible for notifying the Financial Aid office in writing. Actual registered credits will be checked and awards will be adjusted accordingly.

Withdrawals and Leave of Absence

The student should schedule an appointment with the financial aid office at Elms College to discuss the financial implications of withdrawing or leaving the college. Should a student withdraw or take a leave of absence, he/she must file the appropriate documentation with the

Registrar's Office. A student's financial aid may require a recalculation based on the date the student leaves school or ceases attendance on at least a half-time basis. The total refund amount is determined according to the refund policy of Elms College and the United States Department of Education, as federal funds or portions thereof must be returned to federal programs according to a specific federally regulated formula.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) is a standard used to measure progress toward the completion of coursework toward a degree. Elms College is required by federal regulations to establish a reasonable Satisfactory Academic Progress policy to determine if a student is making progress in their educational program. The standard of SAP applies to eligibility for college activities, including varsity athletics, as well as, federal financial assistance programs including Federal Pell Grant, Federal Work-Study, Federal Supplemental Educational Assistance Opportunity Grant (FSEOG), and Federal Direct Loans (Subsidized, Unsubsidized and Plus), and state and institutional aid. SAP standards apply to all students, full-time, part-time, degree and certificate candidates. Students who fail to meet the SAP standards set forth in this policy are ineligible to receive most forms of federal, state and institutional financial aid.

Undergraduate Students

Students are evaluated at the end of each academic term to determine their academic progress. The results of that review may result in a student being placed on Academic Warning or Academic Probation, as well as, the development of a personalized Academic Improvement Plan (AIP) by student success personnel and academic advisors, to guide the student's academic progress. Students are required to follow the requirements laid out in the AIP.

A SAP review for financial aid eligibility will occur annually at the end of the spring semester. All coursework, attempted or completed, will be evaluated by the SAP Review Committee, made up of the Registrar and Director of Financial Aid, or their representatives, and representatives from other college offices, as necessary. The committee will determine if a student is meeting the SAP qualitative, quantitative and time requirements outlined below, and to determine continued eligibility for federal, state, and institutional grants, scholarships, loans, and work programs.

I. Qualitative

For qualitative purposes, SAP requires a cumulative Grade Point Average (GPA) of 2.0 or higher. Students that fail to meet this standard will not be eligible for federal aid until the minimum cumulative GPA is achieved. *Note, some degree programs may have higher GPA requirements to maintain program eligibility.*

II. Quantitative

Students must also meet the quantitative requirements to show satisfactory academic progress. Students must complete 67% of their cumulative attempted credits to maintain SAP. Cumulative attempted credit hours are totaled and multiplied by 0.67 to determine the number of credit hours a student must have earned to be considered as making progress. Transfer credits earned by students from other institutions and accepted by Elms are included in the percentage of completed classes.

III. Time Standard

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. For example, the 150% time limit for a typical four year (8 semester) bachelor's degree program is six years (12 semesters).

If a student fails to meet either the qualitative or quantitative standard, they will be ineligible to receive financial aid, until the student is determined to be meeting SAP progress by the SAP Review Committee. In addition, students will not be allowed to participate in varsity athletics, as well as, other restrictions as determined by the college.

Appeals Process for Loss of Financial Aid Eligibility

Students determined to be out of compliance with SAP requirements may appeal to the SAP Review Committee to regain financial aid eligibility. Students whose appeals are approved will receive notice in writing from the SAP Review Committee within seven business days of the committee's formal review. Students will be placed on Financial Aid Probation in the subsequent fall semester and will be eligible for financial aid. Note, due to federal regulations, there is no appeal or extension for exceeding the 150% time limit requirement.

Students are expected to meet the standards of SAP upon completion of the fall semester for which the appeal was approved, as well as, meet the terms of their Academic Improvement Plan. A student's eligibility for aid will be lost in the subsequent spring semester if the student does not meet all appeal requirements.

Students on Financial Aid Probation appeal will be formally reviewed by the SAP Review Committee at the end of the fall semester, to determine if SAP and Academic Improvement Plan (AIP) requirements were met. If SAP requirements are met, students will be removed from Financial Aid Probation for the subsequent spring semester. If a student did not meet SAP requirements, they may continue on Financial Aid Probation for the subsequent spring semester, if they are meeting requirements of the AIP.

Students whose appeals are denied will receive notice in writing from the SAP Review Committee within seven business days of the committee's formal review.

Appeals Process and Timeline

Students must submit the following documents to the SAP review Committee by August 15th following the formal SAP review for financial aid eligibility.

- Written appeal letter outlining any extenuating circumstances for why satisfactory academic progress was not made, and what has changed that will allow for academic success in future semesters.
- Copy of an Academic Improvement Plan demonstrating how SAP will be achieved during the upcoming academic year.
- Any additional documents the student wishes to submit.

The SAP Review committee will review all required documents once submitted. Students will be notified in writing and via college email on the outcome of the appeal, within seven business days

after the completed appeal is received and reviewed.

Students can appeal a decision of the SAP Review Committee in writing to the Vice President for Academic Affairs (VPAA) within seven business days of the date of receiving the appeal decision. The VPAA will review all submitted documentation and make a decision within three business days of receiving the appeal. The decision of the VPAA will be final.

Academic Probation

At the end of each regular semester, the records of all students are reviewed. For a student to be in good academic standing, the student must give evidence of satisfactory academic progress, which is measured against both a quantitative and qualitative standard. Students who do not meet either standard are placed on probation and may not participate in a major student activity, participate in an intercollegiate sport, hold office, or represent the college publicly until the probation is removed. The probation period is for a regular fall or spring semester. Students on probation are notified by the registrar, and are to meet with their faculty advisors who will be monitoring the student's progress. The minimum standards are as follows: Qualitative Standard Credit Hours Attempted 1-15 Minimum Cumulative GPA 1.6 16-30 1.7 31-45 1.8 46-59 1.9 60 credits and above 2.0 Quantitative Standard Students must complete 75 percent of credit hours attempted, including transfer, withdrawal, and incomplete hours, as a measure of this standard. Regardless of their cumulative average, students are automatically placed on probation for the following fall or spring semester if their semester average is 1.25 or lower. NOTE: A student's financial aid and scholarship/grant are subject to revocation if he or she is placed on probation for a subsequent semester, and if the student is not making appropriate "Standard Academic Progress" (S.A.P.) as defined by federal regulations. For more details, contact the Office of Financial Aid.

Types of Financial Aid Available to Students at Elms College

An Elms College financial aid award may be comprised of funds from federal sources. We encourage students to apply for all types of aid, including scholarship opportunities.

Sources of Need-based Financial Aid

Need-based financial aid from federal, state, and institutional sources is available in the following forms:

Federal Unsubsidized Loans: These are federally insured loans awarded to students. The federal government does not subsidize these loans. Therefore, interest would accrue while the student is enrolled in school. **The interest rate, as of July 1, 2018, is fixed at 6.60%.** There may be an origination fee deducted from the loan prior to the minimum of two equal disbursements made to the student's account. Repayment begins on the date of the second disbursement but may be deferred while the student is enrolled at least half-time.

Alternative Financing Options: Elms College provides information and guidance about the most competitive payment and financing plans available. Several low-interest alternative loan programs are available through private lending institutions to help pay the difference between financial aid awarded and the total balance due to the college. We encourage students to investigate these sources, at www.elmselect.com.

Refund Policy

A student wishing to withdraw from the college must complete a leave of absence/withdrawal form from the Registrar's Office indicating the official date of withdrawal. Recipients of financial assistance through programs administered by the college must have an exit interview with the Financial Aid Office before submitting a withdrawal form. This form is required before refunds will be considered.

Refunds are determined as follows:

Tuition: A student who discontinues attendance within the semester will be refunded according to the schedule below:

15 Week Classes: Refund period is for four weeks.

- 100% prior to first class meeting
- 75% during first week of classes
- 66% during second week of classes
- 33% during third week of classes
- 25% during fourth week of classes
- No refunds after fourth week of classes

8 Week Classes: Refund period is for two weeks.

- 100% prior to first class meeting
- 75% during first week of classes
- 25% during second week of classes
- No refunds after second week of classes

Note: Students who withdraw from a course(s), but do not withdraw from the College, are not eligible for a refund on tuition or other charges. Student should contact the Financial Aid Office for additional information.

Financial Aid: Refunds for recipients of financial aid are computed according to Federal Regulation #34CFR668.22. Students must have an exit interview with the Financial Aid Office before leaving Elms College. Please contact the Financial Aid Office at 413-265-2249 for further information. All other fees are non-refundable.

Student Success at Elms College

The Student Success services and programs are designed to support students do their very best. From day one all the way through to graduation, the team-based Student Success staff works with students to help them achieve a transformative academic experience. Our faculty serve as advisors and our Student Success staff provide resources and learning opportunities to help students be successful in all areas of their educational journey. Student Success Resources are overseen by Dr. Joyce Hampton, Associate Vice President of Academic Affairs for Strategic and Global Initiatives. 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 accounts. In order to register for classes, students must meet with their faculty advisors each term before registration. A student may have more than one faculty advisor if he or she decides to minor or double major in two different academic disciplines.

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.

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.

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.

International Programs

The International Programs Office welcomes and supports students and scholars from around the world. The office coordinates immigration advising and support services for all international students and students learning the English language. Their goal is to help students be successful at Elms College.

The International Programs Office also welcomes students interested in learning about new cultures and all things international, by encouraging both international students and all globally-minded students to be a part of the International Club. The club meets twice a month and holds many events to celebrate diverse cultures and to educate others about global affairs.

Study Abroad, through traditional semester/year-long programs or faculty-led programs, are available through the International Programs Office. To learn more about the many exciting opportunities in an international setting, please contact the office. International Programs is also pleased to collaborate with students, faculty, and other campus offices to introduce the value of diversity and global awareness. To learn more about the many exciting opportunities in an international setting, email ipo@elms.edu.

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.

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.

Student Accommodations & Support Services (S.A.S.S.)

Formerly Office of Disability Services

Our mission is to provide services which ensure equal access to education for qualified students in accordance with state and federal laws. The Office of Student Accommodations & Support Services (S.A.S.S.) 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. Students in off-campus and online programs seeking disability related accommodations may contact the office by email at sass@elms.edu or via phone at 413-265-2333. For additional information please review the S.A.S.S. Handbook or speak with the Program Director.

- *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 Accommodations and Support Services Office.
- *Assistive Technology and Supports:* Students with documented disabilities or who have questions about assistive technology and support services should contact the office directly for more information.

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

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/>. In-person tutoring is available from September-May.

For students enrolled in off-campus, 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.

Professional tutoring is available to off campus and online students in writing, either online or in person, by appointment. Please contact your program coordinator of the School of Graduate and Professional Studies for contact information.

BrainFuse Online Tutoring

BrainFuse is an online based tutoring program. This resource can be accessed through Moodle. 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 User Name and Password as Moodle, Gmail and ElmsConnect. Students should use Chrome as their browser when accessing BrainFuse.

Student Services

Division of Student Affairs

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:

- Campus Ministry
- Food Services-Aramark
- Health Center
- Judicial Affairs

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, 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 student’s horizons.

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
- programs for spiritual growth and reflection
- ecumenical gatherings
- study of and response to social justice issues

- Agape Latte
- Lent and Advent daily prayers
- Soup and Substance

The Office of Campus Ministry can be reached by off-campus and online students by emailing campusministry@elms.edu.

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 by 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.

Students enrolled through the School of Graduate and Professional Studies may be seen at the Health Center for emergencies. There is no fee for services provided at the Health Center.

All off-campus and distance learning degree completion students; and part-time health science students are required to have complete immunization records on file at the Health Center. Failure to comply with Massachusetts state immunization law will result in prohibition from class attendance and/or course registration. Additional documentation required includes:

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

Off-campus and online students may contact the Health Center by email at chenierj@elms.edu or by phone at 413-265-2288.

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. 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 their program coordinator. Use of a lactation room will then be coordinated with the site.

Library

The Alumnae Library is the major intellectual resource center of the college. This modern structure, with its Learning Commons, state of the art computers, communal project areas, quiet study spaces, book-lined shelves, individuated carrels, and communal lounge areas, lends an atmosphere of both peer engagement and peaceful concentration, for study, project development, and research. 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. The library's research collection includes almost 140 databases, which grant access to millions of articles, digital videos, art stills and hundreds of thousands of e-books. In addition, the library houses more than 60,000 print books and grants free access to virtually every book title ever published via the Eastern Academic Scholars Trust (EAST) and Interlibrary Loan. As well, the Alumnae Library belongs to The Cooperative Libraries of Greater Springfield (CLGS), which offers borrowing privileges at six Springfield area colleges.

Alumnae Library has been a selective U.S. Government Depository since 1969, and is a member of EAST. Its online catalog is supported by OCLC, the premiere national library consortium and choice of over 300 academic libraries, including many Doctoral institutions. The library's staff are readily available for one-on-one and group reference assistance, information literacy and library resource sessions, Interlibrary Loan, and other services during library hours. After hours Reference is available via e-mail, and text messaging until midnight daily. Technological services include web-based catalog and database searching, both in the library and remotely.

Interlibrary Loan staff provide the capability of quickly borrowing print and electronic material not held in the Alumnae Library. The Learning Commons Service Desk staff provide front-line educational technology troubleshooting, including assistance with personal devices and with printing, scanning, or copying.

The lower level of the building contains classrooms, computer labs, a mid-sized theater, Educational Media support, and The Sisters of St. Joseph Archives. The main floor contains Circulation, Reference, the Learning Commons, the College Archives, and all library staff offices. The second floor houses the Tutoring Center and offices associated with The Center for Student Success: Advising, Office of Career Services, International Programs, Diversity and Inclusion, and Student Accommodations and Support Services. The third floor houses the library's print collection and a number of faculty offices.

Michael Smith and Debbie Gomes make themselves available to work remotely with off-campus and online students to assist students in accessing library materials. They also present sessions on library resources at off-campus sites. Michael Smith may be contacted by email at smithm@elms.edu and Debbie Gomes may be contacted by email at library@elms.edu.

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 Activities, 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, and Student Government Association. The **upper level** houses the Borgia Art Gallery, Alumnae Room (classroom), International Programs, and Institutional Advancement which includes Constituency Relations (Alumni).

ATM Machine

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

Elms 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.

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.

Judicial System and Conduct Standards

Purpose and 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.

Rationale: These violations are all forms of dishonesty. The college must at all times promote ethical and honest behavior.

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

Rationale: Any behavior that hinders the delivery of education related services is unacceptable.

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

Rationale: This is a form of dishonesty. The college must at all times promote ethical

and honest behavior.

- 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.
Rationale: A responsibility of adulthood is the obligation to follow reasonable directions and instructions.
- E. Failure to comply with sanctions resulting from disciplinary proceedings.
Rationale: In most cases, judicial sanctions are designed to assist the student with the process of learning to take responsibility for their decisions. Failure to complete sanctions undermines the educational benefit and is an indication that the student has not internalized the need to change their behavior.
- F. Use, possession, providing, or selling of illegal drugs or drug paraphernalia.
Rationale: In addition to being illegal, use of drugs diminishes human potential and has a negative effect on individuals and communities.
- 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.
Rationale: It is a misconception to believe that alcohol use is an essential part of the college experience. While the responsible (and legal) use of alcohol is well established in many cultures, so too are the negative effects to individuals and communities when alcohol is abused. Transitioning to responsible adulthood requires legal behavior and behavior that is not potentially harmful to self, others, or community.
- 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. **Rationale: Higher education in general and community living in general requires a safe and secure environment. There is no place in our community for weapons or instruments used to harm self or others.**
- 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.
Rationale: Trust is a cornerstone of our community. Behavior that betrays the trust we place in one another undermines our community and impacts all of us.
- 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.

Rationale: It is critical in society that we learn our spatial limits and that we respect the physical space of others. This concept also extends to how loud we play music, talk, laugh, or engage in other behavior that interferes with others.

- 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.

Rationale: The golden rule truly comes in to play here. It is not a cliché to say that we should “do unto others as we would have them to do unto us.” Any behavior that demeans another person or creates an unhealthy environment should not be tolerated in society and will not be tolerated in our community.

- 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).

Rationale: Elms College supports the rights of all to live and study in an environment free from sexual coercion and violence. Sexual contact with another person without consent or with the use of threat of force violates the standards of civility, decency, and respect expected of all members of the campus community.

- 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.)

Rationale: Violence has no place in our community. We support the right of everyone to engage in civil exchanges of disagreement, but fighting or other behavior of a physical nature that puts individuals at risk undermines the reflective environment essential in a community of scholars.

- N. Smoking on campus except in designated public areas on campus or smoking in unauthorized locations at off campus events or programs. This includes smoking in unauthorized locations at off campus properties.

Rationale: The effects of first and second hand smoke are well documented, and if you chose to smoke we ask that you do so in a manner that does not affect others.

- O. Solicitation, including the distribution of advertisements and samples, except as authorized by College policy.

Rationale: We support the right of community members to be free from the constant barrage of commercialization while on our campus.

- 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.
Rationale: Civility requires that we respect the rights of others. Being mindful of how our behavior affects others is a hallmark of responsible adulthood.
- 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. **Rationale: The need to live within the constraints of your chosen community is an important aspect of responsible citizenship.**
- R. Failure to meet financial or other obligations to the College.
Rationale: Learning to meet financial and administrative obligations is a life skill necessary in adulthood.
- S. Tampering with or damaging fire equipment, causing a false alarm or arson.
Rationale: This is against the law and puts other community members at risk.
- T. Any violation of federal, state, or local criminal codes.
Rationale: Learning to live within the law is necessary in a civil society, and should be expected from those who would be leaders.
- 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.
Rationale: Computing resources are allocated or shared with members of our community to further the mission of the college. Misuse of these resources has an impact on other students as well as the institution.
- 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.
Rationale: This is both a safety issue and a resource issue.
- 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.
Rationale: You are a voluntary member of the Elms community. Since the decision to join this community was yours, by so doing you have agreed to abide by the standards established by the institution.

Judicial Process

Overview

The Elms College judicial process is designed to be educational. We hope to help students who have violated conduct standards understand how their behavior affects other community members, the College, and themselves. Although repeated or serious violations can lead to

suspension or dismissal, we want students to grow and learn from their mistakes while still continuing their education at Elms.

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

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

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

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

IN CASES OF SEXUAL ASSAULT OR THREATS OF VIOLENCE, THE DEAN OF STUDENTS MAY CHANGE TIME LINES OR JUDICIAL PROCEDURES TO ENSURE THE INVOLVED PARTIES SAFETY AND/OR TO MEET THE NEEDS OF THE INSTITUTION. BOTH PARTIES (COMPLAINANT AND ACCUSED) SHALL BE INFORMED OF THE OUTCOME AND SANCTION OF ANY CAMPUS DISCIPLINARY PROCEEDING ALLEGING VIOLENCE OR SEXUAL MISCONDUCT. EITHER THE COMPLAINANT OR ACCUSED IN A SEXUAL MISCONDUCT OR VIOLENCE HEARING MAY APPEAL THE HEARING OUTCOME AS DESCRIBED IN THE PUBLISHED APPEAL PROCEDURES.

Complaint Procedures

Normally within 20 working days of receipt of a complaint and provided that the Dean/designee finds the complaint to be a violation subject to these procedures, a written notice shall be sent to the student charged. The notice will include the charges, approximate time and place of the alleged offense, and the name of the party making the complaint. The notice will establish a time 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 will be considered an admission of responsibility, and appropriate sanctions will be assessed without the benefit of input from the accused student.

Rights of Accused Student

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

Rights of Complainants

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

Hearing Officers and Judicial Panel

Judicial cases will be adjudicated by either a *Hearing Officer* or the *Judicial Panel*, and the Dean of Students will make the final determination as to how a case is adjudicated. In making the determination as to whether a case is heard by the judicial panel or a hearing officer, the Dean/designee will take into consideration which route will best meet the needs of the campus community and the individuals involved. In general, the Judicial Panel is used for the most serious cases.

Hearing Officers

The Dean of Students in Student Affairs, Director of Residence Life, Assistant Director of Residence Life, and the Assistant Residence Director 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 residents.

Judicial Panel

The *Judicial Panel* normally consists of three students and four faculty or staff members. Student members of the panel will be nominated by the Student Government Association President, one student from the School of Graduate and Professional Studies will be nominated by the 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.

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. Judicial meetings may be tape-recorded or transcribed by the College.
5. The possible outcomes of a Judicial Meeting are:
 - a. A finding of “not in violation,” in which case all charges are dropped.
 - b. A finding of “responsible,” and sanctions 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.

Hearing Panel Procedures

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

1. Hearings are open only to those people involved in the proceedings as determined by the Dean of Students/designee.
2. The Dean of Students/designee shall serve as a non-voting moderator of the Judicial Panel.
3. A hearing panel member who is an interested party or witness in a proceeding shall be disqualified from participating.
4. The “standard of proof” used in reaching a decision by the Judicial Panel will be a “preponderance of evidence.” Preponderance of evidence means that the act is more likely to have occurred than not occurred.
5. Decisions will be arrived at by majority vote. Three members must be present to constitute a quorum.
6. Normally, within two (2) workdays of the hearing, the Judicial Panel shall deliver to the Dean of Students a written or oral notice of their decision along with the recommended sanction. The Dean may approve the sanction, amend the sanction, or refer the case back to the Hearing Panel for re-sanctioning.
7. Hearings will normally be tape-recorded or transcribed by the College.

Sanctions*

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

1. Disciplinary Warning is a written notice to the student that their conduct is in violation of College policies and that such acts of misconduct are not condoned. Students receiving a warning may be subject to monetary fines and/or additional stipulations.
2. **Housing Probation** places the student on notice that another violation of any College policy could result in their removal from the residence halls or any college operated housing.
3. **Removal from Residence** this sanction prohibits the student from residing in any college operated housing. If this action is assigned for a stated period of time, the student may reapply for housing at the end of that period. Students are typically given up to a 24 hour notice (depending upon the situation) in which they must completely vacate their room and return their keys to a member of the residence life staff. If your housing is terminated you may not be a guest in any residence hall at any time. Failure to return the key will result in a charge to the students account for the replacement of a new lock and keys. (This applies to full-time, on campus students.)
4. **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.*

5. **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.
6. **Disciplinary Dismissal** is permanent involuntary separation of the student from the College. Dismissed students are prohibited from being present anywhere on College property and may not attend any College function during the period of the dismissal. 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.

- 7. Notice of Trespass:** A student or any other individual who has conducted themselves in a manor 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 sanction is served. A student who leaves the College while under sanction will remain under sanction when they return to Elms. If a student has a pending disciplinary issue from a previous semester and does not enroll, the issue must be followed through with in the Dean of Students Office in Student Affairs at the Chicopee campus before the start of the new semester. This includes students attending on the Chicopee campus as well as students who enroll in an off campus or online program.**

Additional Stipulations and Other 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.

Other Actions Include:

- 1. ALCOHOL RELATED *MINIMUM* SANCTIONS FOR FIRST OFFENSES**

The sanctions listed below are the minimum for a first alcohol violation. The nature of the situation and the attitude of the student shall determine the actual sanctions.

Subsequent alcohol violations will be sanctioned on a case by case basis. Alcohol violations are always taken into consideration during subsequent policy violations.

Consumption, Possession, Intoxication, or Procurement:

- Letter sent to parents if under the age of 21
- Completion of On-line Alcohol Education Program
- Letter of warning or probation depending on situation

Display of alcohol containers/signs (hanging in windows or on doors), possession of a "bar," beer bong or other paraphernalia:

- Verbal warning
- Time limit to remove or confiscation

- 2. Interim Suspension:** Where it is believed that the health, safety, well-being and/or appropriate functioning of either the accused student or a member of the College community is in serious question, immediate interim suspension (prior to a hearing or finding of responsibility) can be enacted by the Dean of Students/designee. Before implementing interim suspension, the accused student shall be given oral or written notice of the intention to impose the sanction and shall be given the opportunity to present oral or written arguments against the imposition of interim suspension. Notice of

the intention to impose interim suspension shall be provided in writing to the student. The accused student has a right to a formal or informal hearing within 9 working days. During the interim suspension the student may not enter the campus property nor attend any College function without obtaining prior permission from the Dean of Students/designee. 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.

3. **Conduct Hold:** A conduct hold is a restriction placed on a student's academic records for failure to complete a sanction, to pay a fine/restitution, or to attend a preliminary or formal 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.

Appeal Procedure For Warning Or Probation

Appeals will be made to either the Dean of Students or designee. In most cases if the Director of Residence Life or Assistant Director of Residence Life heard the case the appeal goes to the Dean of Students. If the Hearing Panel heard the case the appeal goes to the Dean of Students.

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

Appeals of Suspension/Dismissal

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

The appeal process shall be as follows:

1. Appeals may be made for the following reasons:

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

Presidential Review of Suspension or Dismissal Request

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

Discipline Records

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

Public Safety and Student Affairs Policies and 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.

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.

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 on the Elms College campus, 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 Alumnae Library hours of operation are:

Monday-Thursday 7:00 a.m. to 12 a.m.

Friday 7:00 a.m. to 10 p.m.

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

Sunday 10 a.m. to 11 p.m.

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

Access Policy: 15 Gaylord Street, Marian Hall, and Spaulding House

The following buildings provide office facilities to several campus departments: 15 Gaylord Street houses Humanities Division – History and English professors. It also houses the Institute for Theology and Pastoral Studies at Elms College. Marian Hall houses the Education Division. Spaulding House houses the Admission Office for full-time undergraduate students. Regular office hours for these departments are from 8:30 a.m. to 4:30 p.m. Monday through Friday.

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, Elms College Public Safety at 413-265-2278 or Public Safety/Campus Police at your off campus location.

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. Any subsequent changes in the law pertaining to drugs may well be reflected in this policy.

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.

Medical Marijuana

Although Massachusetts State Law permits use of medical marijuana, federal laws prohibit use, possession, and cultivation of marijuana; federal laws also do not recognize a distinction between medical and recreational use of marijuana. Therefore, in compliance with federal laws (specifically the Controlled Substances Act and the Drug Free Schools and Communities Act), the use or possession of marijuana prescribed for medical use is prohibited anywhere on the Elms College campus, at any college sponsored function or event and prohibited at all of the off campus programs.

Elms College 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, oxycodone, 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.

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. At off campus locations, students will follow the direction of their site college personnel and local police.

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:

<https://www.elms.edu/about-elms/public-safety-and-parking/public-safety-logs/>

Children in Class Policy

In order to support the learning and academic achievement of our students and ensure they can fully benefit from instruction in an environment free of disruption, the presence of children in the classroom shall be discouraged as a general practice. Children shall be permitted in class only under an extenuating circumstance and requires advance permission from the course instructor. Any child who is allowed in the classroom must be under the direct supervision of the parent/guardian and may not disturb or interfere with the learning environment. Children are not allowed in laboratories, in areas where equipment and weights are stored in the Maguire Center, or in clinical settings.

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. 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.

If you have questions concerning CORI certification, please contact the Dean of Students Office.

Crime Prevention

- Lock your door, even if you intend to leave the room for only a few moments.
- Be wary of isolated spots such as locker rooms, laundry rooms, computer rooms, library study areas, etc. Ask a friend to accompany you (especially at night).
- If you feel uneasy about walking alone from your car to the 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 registermyUAS.faa.gov.
- 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
 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 an Elms campus phone. At an off campus location call 911, then your local public safety/police.

If you see a crime in progress, regardless of the severity of its nature, call 911 immediately. After making this call, contact Public Safety (ext. 2278) or your local public safety/police.

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

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

Emergency Notification System

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 Resources

Police, Fire, or Ambulance 911
(Dial 911 and be sure to tell the dispatcher your location)

Elms College Public Safety 413-265-2278, campus phones 2278

Elms College Switchboard Operator 413-594-2761, or ext. 0
Wellness Center 413-265-2288
Student Affairs/Dean of Students Office 413-265-2210
Poison Hotline 800-222-1222

Asnuntuck Community College

Campus Security/Information Desk, emergency 911, non-emergency 860-253-3012 or
860-253-3013

Berkshire Health Systems (Pittsfield)

Hospital Security, emergency and non-emergency 413-447-2311, hospital phones 0-operator

Berkshire Community College

Public Safety, 413-499-4660, Ext 6100, non-emergency 413-236-1010

Holyoke Community College

Public Safety Building, emergency 911, non-emergency 413-552-2400

Greenfield Community College

Public Safety, South 110, emergency: campus phone 1111, cell 413-755-1111 or 911,
non-emergency 413-755-1212

Mount Wachusett Community College

Campus Police, emergency: campus phone 1111, cell 978-630-9111 or 911,
non-emergency 978-630-9150

Quinsigamond Community College

Downtown Campus Police, Room 103, emergency: cell 508-853-7999 or 911,
non-emergency 508-854-7580 (Weather related school closing 508-854-4545)
Main Campus emergency: 508-854-4444

Springfield Technical Community College

STCC Police, Building 9, campus phone 3911, cell 413-755-3911, non-emergency 413-755-4220

Alcoholics Anonymous

Enfield, CT 866-783-7712
Pittsfield 24 Hour Hotline 413-443-0212, Main 413-448-2382
Springfield Spanish Hotline 413-734-7500
Western MA 413-532-2111
Worcester 508-752-9000

Narcotics Anonymous

Berkshire County Area (Pittsfield) 413-443-4377
Central Massachusetts Area 866-624-3578
Connecticut Region Statewide Phone Line 800-627-3543
Pioneer Valley Area 866-624-3578

Western Massachusetts Area 800-481-6871

Hospitals

Gardner – Heywood Hospital 978-632-3420

Greenfield – Baystate Franklin Medical Center 413-733-0211

Hartford – Hartford Hospital, 860-545-5000; Saint Francis Hospital, 860-714-4532

Holyoke – Holyoke Medical Center 413-534-2500

Pittsfield – Berkshire Medical Center 413-447-2000

Springfield – Baystate Medical Center 413-794-0000; Mercy Hospital 413-748-9000

Worcester – Saint Vincent Hospital 508-363-5000 UMASS Memorial Medical Center 508-334-1000

Women’s Shelters

Domestic Violence Safelink 877-785-2020 (TTY 877-521-2600)

Enfield – Network Against Domestic Abuse 860-763-7430

Gardner and Worcester – Pathways for Change 800-870-5905; TTY 888-887-7130)

Greenfield - New England Learning Center for Women in Transition 413-772-0871
(TTY 413-772-0806)

Holyoke Womanshelter/Companeras 413-536-1628

Main Street Shelter (Holyoke) 413-534-2466

Springfield 413-733-7100

Worcester – New Hope Inc. 800-323-4673 (TTY 800-323-4673)

YWCA Central Massachusetts Domestic Violence Services (Daybreak) 508-755-9030 YWCA
of Western MA 800-796-8711 (TTY 800-796-8711)

Pregnancy Centers

Birthright 800-550-4900

Amherst 413-549-1906, Springfield 413-732-6104 or in CT 860-290-8800

Brightside 413-788-7366

Fitchburg – CareNet Pregnancy Resources Center 978-342-4244

Greenfield – Alternatives Pregnancy Center 413-774-6010

Pediatric Unit at Baystate Medical 413-794-5641

Springfield Pregnancy Care Center 413-732-2006

Pregnancy Center of Worcester 888-310-7217

Tapestry Health 413-733-6639

Visitation House 508-798-0762

Worcester - Catholic Charities 508-798-0191

Sexually Transmitted Disease Resources

Baystate Medical Center 413-784-0000

Baystate Emergency Room 413-794-3233

Caring Health Center, Inc. 413-739-1100

Community Health Services: Sexually Transmitted Disease Screening 860-249-9625

Great Barrington Community Health Programs, Inc. 413-528-8580

HIV/AIDS Treatment Information Service 800-448-0440

Planned Parenthood 860-741-2197

STD Testing 413-794-8354

Tapestry 413-733-6639

The Massachusetts HIV/STD Hotline 800-235-2331
Turners Fall Community Health Centers of Franklin County, Inc. 413-772-3748
Worcester

Central Massachusetts Health Center 800-258-4448 Family
Health and Social Services Center 508-860-7700 Great
Brook Valley Health Center 508-852-1805

Sexual Assault Resources

AIDS Hotline 800-235-2331
ARCH (Rape Crisis) 413-733-7100
Everywoman's Center Crisis Hotline 413-545-0800
Freeman Center 413-499-2425, Hotline 866-401-2425 (TTY 413-499-2425)
Greenfield - New England Learning Center for Women in Transition 413-772-0871
(TTY 413-772-0806)
National Sexual Assault Hotline 800-656-4673, <http://www.nelcwit.org>
Pittsfield – The Women and Families Center 888-999-5545
Worcester Pathways for Change 508-852-7600, Hotline 800-870-5905
(TTY 888-887-7130)
STD Hotline 800-227-8922
STD Testing 413-794-8354

Weather Emergencies

Class cancellations due to inclement weather will be posted on the Elms College website, www.elms.edu by 6 a.m. for Saturday courses.

The first-updated and most accurate information sources will be the Elms College Web site www.elms.edu and telephone system. To access information about weather-related closings or delays through the telephone system, call 413-594-2761 and dial 4 once the automated recording begins. An email will also be sent campus-wide. Closings may also be announced through the following local outlets:

Radio:

WHYN Springfield AM 560 and FM 93.1
WUPE Pittsfield AM 1110 and FM 95.9
WTIC Connecticut AM 1080 and FM 96.5
Affiliate WRCH FM 100.5

Television:

Channel 40 WGGB ABC
Fox 6 Springfield
WWLP Channel 22
Springfield WSHM
CBS-TV 3 Springfield

If inclement weather develops during classes, faculty must use personal discretion regarding early release. If students do not feel safe traveling in bad weather, the ultimate decision rests with them.

Safety will be our overriding consideration, but whenever possible, we will be having classes. Faculty will determine appropriate arrangements with students for class make-up procedures.

The Director of Public Safety in conjunction with the Vice President of Academic Affairs and the Vice President of Student Affairs decide if and when the campus will be closed, have a delayed opening, or a mid-workday closing (early release) due to severe weather conditions. The Vice President of Academic Affairs will decide whether or not to cancel day, evening, or weekend classes. Students and teaching faculty should always assume that classes are in session, unless and until a specific announcement canceling or suspending classes is issued.

Note for Off-Campus Students

The decision to close or delay nursing classes at Berkshire Health Systems in Pittsfield will be made by the R.N.-B.S. program coordinator. Other off campus locations will follow their local Community College campus closing procedures and policies. If the Elms College campus is closed but the local site is open, there will be classes. If the local site is closed but the Elms College campus is open there will be no classes. The same will apply to those classes scheduled for evenings. If you have questions about this, please contact your local program coordinator.

The Office of Public Safety will work closely with the Emergency Protocol Team should the College need to close due to non-weather-related emergencies.

Cancellation of Evening Classes

The Vice President of Academic Affairs will make the decision whether or not to cancel evening classes as early in the day as is possible. If cancelled, the college will use the same notification system as is used for college closing announcements.

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 (Section 438 of the General Education Provisions Act 20.U.S.C 1232g, commonly referred to as the "Buckley Amendment"), Elms College has adopted the following regulations to protect the privacy rights of its students.

Disclosure of Information from Records

Elms College shall consider as "DIRECTORY INFORMATION" subject to public disclosure the following items: name, enrollment status, dates of attendance, major, minor, degrees, graduation honors, academic honors, awards received, and graduation date. 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 the following persons and their professional and clerical staffs acting under their instructions: academic

deans, the Registrar, Student Accounts, Director of Financial Aid, President and Vice Presidents, Dean of Students, Associate Dean of Students, faculty advisor, department director, or any faculty member or administrator to whom or to whose office the student has addressed an educational request, application, or inquiry for which the records are needed to prepare a reply.

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 financially dependent students 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.

In accordance with FERPA, Students are notified of the following 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.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

In addition, Elms College may, at times, disclose directory information without a student's consent. Directory information includes: student name, major field or study, and degrees and awards received. If a student does not want these items to be released to the public, he or she must notify the Office of the College Registrar in writing prior to October first.

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.

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 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. 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:

- Close windows
- Close doors
- 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.
- Walk quickly and carefully.

Fire extinguishers exist throughout all buildings on campus. Should you use a fire extinguisher at any point, please notify public safety.

Hate Crime

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

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 confidentiality 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?

- 1) Make the following inquiries of each activity to determine whether or not it is hazing:
- 2) Is alcohol involved?
- 3) Will active/current members of the group refuse to participate with the new members and do exactly what they're being asked to do?
- 4) Does the activity risk emotional or physical abuse?
- 5) Is there risk of injury or a question of safety?
- 6) Do you have any reservation describing the activity to your parents, to a professor or University official?
- 7) 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 Elms College 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 \$10.00. If you need to replace your ID, please contact the Dean of Students Office at 413-265-2210.

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 Massachusetts to be summoned to serve as trial jurors. Jury service, on a short-term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community. Elms College supports students in their fulfillment of this civic duty.

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

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

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

Parking Regulations

Every student bringing a vehicle on campus must obtain a color-coded parking sticker from the switchboard operator or their local program coordinator. All cars parked on college property must be properly insured and legally registered. Off campus students must also adhere to the parking regulations at their off campus location.

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 or receive their ID. 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.

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 on the Elms College campus 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 phones 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 Harassment Policy

I. Policy Statement

Harassment of any employees, faculty, staff, or students at Elms College is unlawful and will not be tolerated. In keeping with the College's core values and mission, our institution endeavors to provide an educational and work environment free of all forms of harassment, including sexual harassment for all faculty and staff. Elms College is dedicated to providing an environment that fosters and values diversity and emphasizes the dignity and worth of all individuals. While sexual harassment is one of the more commonly known forms of harassment, it should be understood that other types of harassment based on age, color, disability, ethnic or national origin, gender, race, religion, class, sexual orientation or gender identity, and harassment such as bullying, are forbidden.

II. Purpose for the Policy

- Reaffirm Elms College's commitment to providing a positive, humane, harassment-free work environment.
- Inform the Elms community about the conduct that is expected.
- Inform victims of harassment, including sexual harassment, of their options and rights.
- Inform all Elms employees about the procedures available for addressing, investigating, and resolving harassment complaints, including sexual harassment complaints.
- Protecting the rights and confidentiality of all parties to harassment complaints to the fullest extent possible.
- Preventing retaliation against persons alleging sexual and other unlawful harassment or against persons cooperating in an investigation.

III. Scope

This policy and all aspects of the harassment procedures described below apply to all employees of Elms College, its entities, and subsidiary organizations, whether they are on College property or participating in a college-related event or activity off-campus.

IV. Prohibited

Conduct Harassment

Acts or communications causing emotional stress to and directed toward individuals or groups because of: race, color, religion, national origin, ancestry, sex, age, disability, sexual orientation, genetics, gender identity, active military or veteran status, and participation in discrimination complaint-related activities.

Harassment may take two forms:

- 1) Verbal or physical conduct which may or may not be sexual in nature, but due to the severity and/or persistence of it, this form of harassment interferes significantly with an individual's work or education, or adversely affects an individual's living conditions.
- 2) An employee of the College using his/her position of authority to make unwelcome sexual advances, request sexual favors, or engage in verbal or physical sexual actions of nature when:
 - submission to such conduct is explicitly or implicitly made a term or

- condition of an individual's employment or education; or
- submission to or rejection of such conduct is used as a basis for decisions affecting that individual's employment or education.

Examples of impermissible harassment, including racial harassment, include but are not limited to:

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

It should be emphasized that isolated instances (e.g. a single comment or joke) ordinarily will not constitute harassment unless they are repeated or egregious. Harassment may not be present if the conduct is welcomed or encouraged.

Complainant: refers to the person making an allegation or complaint of harassment.

Respondent: refers to the person about whom an allegation or complaint of harassment is made.

Allegation: statement by a complainant that he/she believes an act of harassment has occurred.

Complaint: notification, either verbal or written, asserting that harassment occurred.

Conduct alleged to constitute harassment under this Policy shall be evaluated from the perspective of a reasonable person similarly situated to the complainant and in consideration of the context of behavior.

Harassment may be distinguished from behavior that, even though unpleasant or disconcerting, is appropriate to carrying out of certain instructional, advisory, or supervisory responsibilities.

Sexual Harassment

It is the policy of Elms College that all faculty and staff work and learn in an environment free from sexual harassment. Sexual harassment is a form of discrimination in violation of Title VII of Federal Civil Rights Acts of 1964, Title IX of the 1972 Education Amendment, and Elms College policy, and will not be tolerated at the College. The Equal Employment Opportunity Commission (EEOC) defines sexual harassment in an employment situation as follows:

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 employment.
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

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, invitations, flirtations, solicitations and leering.
- Unwelcome and inappropriate touching, patting, pinching, fondling, or obscene gestures.
- Conditioning an employment-related action (e.g., 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; the unwelcome use of sexually degrading language, innuendos, or jokes; unwelcome suggestive or insulting sounds, whistles, telephone calls.
- Sexually suggestive objects, pictures, videos, audio recording or literature, or computerized/electronic message transmissions generated from the workplace that may embarrass or offend individuals.
- Conduct engaged in by individuals in positions of authority at the College which has the effect of unreasonably interfering with the ability of individuals to perform their job or academic responsibility, or creating an offensive, intimidating and/or hostile work or learning environment.
- Engaging in "stalking" conduct that would cause an individual to fear for his or her safety or cause the individual substantial emotional distress.

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

V. Duties of the Elms College Community

- A. All members of the Elms community have a responsibility to ensure the College is free of all forms of harassment and that any harassment is properly reported. Appropriate action to punish and deter harassment cannot be taken if the College is unaware of such acts occurring.
- B. Supervisor Responsibilities
 - Inform employees and students under their direction or supervision about this policy.

- Inform visitors, independent contractors, vendors and their representatives as well as other transacting businesses with the College of this policy.
- Notify the appropriate individuals when they receive reports or complaints of harassment or observe or otherwise become aware of incidents of harassments.
- Implement corrective actions that have been imposed as a result of a harassment finding.

VI. Procedures for Evaluation and Resolution of Claims of Harassment

It is the responsibility of the Human Resources Office to implement Elms College's policy and procedure regarding harassment incidents. At Elms College you have the right to perform your job and pursue your education in an environment free from harassment of any kind.

A. What to do if you believe you are experiencing harassment in any form:

Any member of the Elms community who believes he or she has been a victim of harassment as defined in this policy is urged to bring the matter to the attention of the Human Resources Office, or other appropriate individuals (see below). Any member of the community has a right to file a complaint with the College. This may be done in either writing or verbally.

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

File a complaint with Human Resources. When complaints are received, allegations will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offensive conduct, and where it is appropriate, we will also impose disciplinary action. Such action may range from counseling to termination of employment.

B. Who to contact for assistance with harassment claims

If you think you are experiencing harassment, you are urged to contact one of the individuals listed below. If you receive a report of harassment or believe you have witnessed an incident(s) of harassment, please do not ignore it. If you have been accused of harassment, you should seek the advice from one of these individuals as well.

Deborah Methe
 Director of Human Resources
 Title IX Coordinator
 126 Berchmans Hall, 413-265-2365

Walter Breau
 Vice President of Academic Affairs
 112 Berchmans Hall, 413-265-2222

Katie Longley
Vice President of Finance & Administration and Finance
1st Floor Berchmans Hall, 413-265-2372

Teresa Winters
Dean of Students, Student Affairs
Dean of Students Office, Dooley Center 1st Floor, 413-265-2210 or 413-265-2274

Jeff Bedard
Interim Director of Public Safety, 413-265-2494

All complaints will be taken seriously and an investigation promptly conducted.

C. Confidentiality

Elms College acknowledges that the stages of any proceeding will be maintained with the utmost confidentiality. A breach of confidentiality compromises the ability of Elms College to investigate and resolve claims of harassment. Elms College will attempt to protect the confidentiality of the proceedings and circumstances leading to the dispute.

Until resolution has been achieved, participants are expected to discuss the matter only with those persons on a “need to know” basis such as when:

- The College is required by law to disclose information (e.g. responses to legal process).
- Confidentiality concerns are outweighed by the College’s interest in protecting the safety and rights of others.

D. Retaliation

Retaliation is an action taken by the college or any employee or agent of the college to restrain, interfere with, coerce or otherwise adversely affect a person’s employment, personal safety, academic effort or participation in college events/activities. No faculty member, administrator, staff person, or applicant for employment may be subject to retaliation for action taken in good faith to seek advice concerning a harassment matter, or to file a harassment complaint, or to serve as a witness or a panel member in an investigation or adjudication of a harassment complaint.

It is a violation of this policy, to retaliate against a complainant for making a claim of harassment. If warranted, the appropriate senior administrator may monitor performance review, promotion, or other personnel actions to ensure that retaliation does not occur.

A claim of harassment is not proof of prohibited conduct. A claim shall not be taken into account during a performance review, or with respect to promotion, reappointment, or other personnel action unless a final determination has been made that the College’s Policy has been violated. If necessary and appropriate, such decisions shall be deferred until the claim is resolved.

Retaliation, if established, may result in disciplinary action against the offending party up

to and including discharge from employment or dismissal from the college.

Persons found in violation of this policy will be subject to disciplinary action up to and including dismissal.

State and Federal Remedies

In addition to the above, if you believe you have been subject to discrimination, you may file a formal complaint within 300 days of the alleged act of discrimination, the following government agencies:

1. The United States Equal Employment Opportunity Commission
(Employees) One Congress Street
Boston, MA 02114
617-565-2011

2. The Massachusetts Commission Against Discrimination (Employees & Students)
Boston Office:
One Ashburton Place – Room 601
Boston, MA 02108
617-727-3990

Springfield Office
436 Dwight Street – Suite 200
Springfield, MA 01103
413-739-2145

3. The Office of Civil Rights of the United States Department of Education
J.W. McCormack Post Office and Courthouse –
Room 707 Boston, MA 02109-4557
617-223-9662

Sexual Misconduct

Elms College supports the rights of all students to live and study in an environment free from sexual coercion and violence. 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 campus community. While the college supports the teachings of the Catholic Church regarding issues of sexual behavior, we are also cognizant that not all members of our community are Catholic, and we are informed by law and court rulings that we must clearly define policies and procedures falling under Title IX.

I. Prohibited Conduct

A. Non-Consensual Sexual Activity

1. Non-consensual sexual activity includes, but is not limited to, any sexual activity that takes place 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. Silence in and of itself is not an indication of consent.
2. In order to be effective, consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear that he or she does not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. In other words, consent may be withdrawn at any time.
 3. In order to give effective consent, one must be of legal age. 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. Any time sexual activity takes place between individuals, those individuals must be capable of controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior. A person who has consumed alcohol may experience diminished capacity for effective decision-making and action, and thus may be incapable of consenting to sexual activity.
 4. Sexual activity with someone whose incapacity results from the ingestion of a so-called "date-rape" drug is in violation of this policy. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

For the purposes of this policy, Non-Consensual Sexual Contact is

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- that is without consent and/or by force
- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

For the purpose of this policy, Non-Consensual Sexual Intercourse is

- any sexual intercourse
- however slight,
- with any object,
- by a man or woman upon a man or a woman,
- that is without consent and/or by force.

B. 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, and that behavior does not

otherwise constitute one of other sexual misconduct offenses. 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.

II. Procedures for Filing a Report or Submitting a Complaint

- A. *In an emergency, first contact the Chicopee Police Department 911.*
- B. A student who wishes to report an assault or file a complaint against another student through the College should notify the Dean of Students Office. If a student wishes to file a complaint against an employee of the college they should contact the Director of Human Resources. A student who wishes to report an assault against a non-elms employee or student may contact the Chicopee Police, or the Dean of Students Office. The Dean/designee or director will explain support options, investigative steps, and hearing procedures.
- C. Elms College believes that all students should retain the right to move forward (or not) with a complaint about sexual assault and leaves the decision to the student.
- D. It is the goal of the College to fully resolve individual allegations of sexual misconduct within 60 days of receipt of a written complaint.

In addition to the above resources, 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.)

- 1. The United States Equal Employment Opportunity Commission (“EEOC”)
John F. Kennedy Federal Building
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
8th Floor
5 Post Office Square Boston,
MA 02109-3921
617-289-0111

III. Investigation & Hearing Procedures

A. When a student makes a report of alleged sexual misconduct, they will meet with the Dean of Students/designee. At this meeting it will be explained that:

1. All parties involved will be treated equitably. There will be no presumption of guilt.
2. The alleged victim has the right to file criminal charges.
3. Counseling services are available both on and off campus.
4. Academic accommodations are available if necessary.
5. The College prohibits any form of retaliation against a student who makes a complaint of sexual misconduct, and that the school will adjudicate any retaliation that takes place.
6. If it has not already occurred, the alleged victim will be encouraged to seek medical attention.
7. The College has an obligation to investigate every complaint, even if the student does not wish the institution to do so. In conducting its’ investigation, the College will be discreet and only disclose information on a “need to know” basis. If a student requests anonymity, that the institution’s ability to investigate and respond may be limited.
8. If necessary, the College will impose a “no contact” order that prohibits contact between the alleged victim and alleged perpetrator.
9. The College investigation will not be delayed pending the outcome of criminal proceedings.
10. Any possible alcohol or drug violations will be dealt with separately.
11. That both the complainant and accused student will be kept abreast of the investigation and will be informed of the outcome of the judicial proceedings in cases of sexual assault.
12. It is the goal of the College to fully resolve individual allegations of sexual misconduct within 60 days of receipt of a written complaint.
13. The student will be asked for a written acknowledgment of the discussion.
14. The student will be asked for a signed written statement indicating the course of

action they wish to take.

15. Mediation will not be used to resolve sexual assault complaints.

B. Hearing procedures for cases of sexual misconduct will be conducted as follows:

1. In most cases, hearings will be adjudicated before the College Judicial Panel.
2. Hearings will be recorded.
3. Hearings are open only to those involved in the proceedings as determined by the dean of students/designee.
4. A hearing panel member who is an interested party or witness in a proceeding shall be disqualified from participating.
5. Cases will be decided using the standard of proof known as “a preponderance of evidence,” meaning that the event is more likely to have occurred than not occurred.
6. Both parties will have the opportunity to present witnesses.
7. Both parties may have present at the hearing a member of the Elms community to serve as a non-speaking advisor.
8. The complainant and the accused student 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.
9. If the Dean of Students deems it necessary, the complainant and accused student may be kept in separate rooms during the course of the hearing.
10. Decisions will be arrived at by majority vote. Three members must be present to constitute a quorum.
11. The Dean of Students/designee will serve as a non-voting moderator of the Judicial Panel.
12. Normally, within two (2) workdays 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. The Dean of Students may approve the sanction, amend the sanction, or refer the case back to the Judicial Panel / Hearing Officer for re-sanctioning.
13. Both parties will receive simultaneous written notice of the outcome of the hearing and any appeal.
14. Both parties have the right to appeal the outcome of the judicial proceedings.

Sexual Violence – Additional Information

Risk Reduction Information

Risk reduction information can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

1. Make limits known as early as possible.
2. Tell a sexual aggressor “NO” clearly and firmly.

3. Try to remove yourself from the physical presence of a sexual aggressor.
4. Find someone nearby and ask for help.
5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. Clearly communicate your intentions to your partner and give them a chance to clearly relate their intentions to you.
2. Understand and respect personal boundaries.
3. DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go. You must respect the timeline for with which they are comfortable.
5. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Any retaliatory action or behavior taken toward an alleged victim as a consequence of his or her decision to report a violation, pursue conduct action, or criminal prosecution, is prohibited. Retaliation by either party may result in immediate judicial action.

What To Do After An Assault

- A. 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.
- B. Contact Someone Trained to Help, including:
 1. Residence Life
 2. Counseling
 3. Health Center
 4. Dean of Students Office
 5. Public Safety

6. Chicopee Police Department

- C. **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 victim'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. Victims should not straighten up the scene of the incident and should take a change of clothes to the hospital. If the victim 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 victim pursues legal action.
- D. **Seek Timely Medical Attention.** Victims 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. A victim may bring a friend to the hospital for support. A Rape Crisis Center advocate will be present to offer emotional support. If the assault occurred weeks or months before, medical attention is still important. Health Center can provide referrals for physical exams, pregnancy tests, and testing for sexually transmitted diseases and HIV.
- E. **Ask Questions.** Victims have the right to ask questions throughout the process and decide what is best for them. Victims are encouraged to use both on- and off-campus resources to help understand available options.

Support and Resources for Students

- A. After reporting alleged sexual assault or misconduct to College officials, a student may request the following:
 - 1. Change of an on-campus student's housing to a different on-campus location;
 - 2. Transferring class sections when available;
 - 3. Assistance in exploring alternative housing, incompletes, leave, or withdrawal.
- B. The following resources are available to students:
 - 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 an accused student to help each party navigate through the student conduct process. 413-265-2210
 - 4. Campus Ministry
- C. At times, students are hesitant to report the occurrence of a sexual assault 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, but the importance of dealing with alleged sexual misconduct or sexual assault 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 or sexual assault in connection with

the reporting of that incident, or against students named as witnesses to the incident.

D. Additional Resources

Emergency Telephone Numbers

Police, Fire, or Ambulance 911
(Dial 911 and be sure to tell the dispatcher your location)
Elms College Public Safety 413-265-2278
Elms College Switchboard Operator 413-594-2761, or ext. 0
Wellness Center 413-265-2288
Student Affairs/Dean of Students Office 413-265-2210

Hospitals

Gardner – Heywood Hospital 978-632-3420
Greenfield – Baystate Franklin Medical Center 413-733-0211
Hartford – Hartford Hospital, 860-545-5000
 Saint Francis Hospital, 860-714-4532 Holyoke –
Holyoke Medical Center 413-534-2500 Pittsfield –
Berkshire Medical Center 413-447-2000 Springfield –
Baystate Medical Center 413-794-0000;
 Mercy Hospital 413-748-9000
Worcester – Saint Vincent Hospital 508-363-5000; UMASS
Memorial Medical Center 508-334-1000

Women’s Shelters

Domestic Violence Safelink 877-785-2020 (TTY 877-521-26001)
Enfield – Network Against Domestic Abuse 860-763-7430
Gardner and Worcester – Pathways for Change 800-870-5905 (TTY 888-887-7130)
Greenfield – New England Learning Center for Women in Transition 413-772-0871
(TTY 413-772-0806)
Holyoke Womanshelter/Companeras 413-536-1628
Main Street Shelter 413-534-2466
Springfield 413-733-7100
Worcester – New Hope Inc. 800-323-4673 (TTY 800-323-4673)
YWCA Central Massachusetts Domestic Violence Services (Daybreak) 508-755-9030
YWCA of Western MA 800-796-8711 (TTY 800-796-8711)

Pregnancy Centers

Birthright 800-550-4900
Amherst 413-549-1906, Springfield 413-732-6104 or in CT 860-290-8800
Brightside 413-788-7366
Fitchburg – CareNet Pregnancy Resources Center 978-342-4244
Greenfield – Alternatives Pregnancy Center 413-774-6010
Pediatric Unit at Baystate Medical 413-794-5641
Pregnancy Center of Worcester 888-310-7217
Springfield Pregnancy Care Center 413-732-2006
Tapestry Health 413-733-6639

Visitation House 508-798-0762
Worcester – Catholic Charities 508-798-0191

Sexually Transmitted Disease Resources

AIDS Hotline 800-235-2331
STD Testing 413-794-8354
STD Hotline 800-227-8922
Baystate Emergency Room 413-794-3233
Baystate Medical Center 413-784-0000
Caring Health Center, Inc. 413-739-1100
Community Health Services: Sexually Transmitted Disease Screening 860-249-9625
Great Barrington Community Health Programs, Inc. 413-528-8580
HIV/AIDS Treatment Information Service 800-448-0440
Planned Parenthood 860-741-2197
Tapestry 413-733-6639
The Massachusetts HIV/STD Hotline 800-235-2331
Turners Fall Community Health Centers of Franklin County, Inc. 413-772-3748
Worcester Area:
Central Massachusetts Health Center 800-258-4448

Family Health and Social Services Center 508-860-7700
Great Brook Valley Health Center 508-852-1805

Sexual Assault Resources

AIDS Hotline 800-235-2331
ARCH (Rape Crisis) 413-733-7100
Everywoman's Center Crisis Hotline 413-545-0800
Freeman Center 413-499-2425, Hotline 866-401-2425, TTY 413-499-2425
Greenfield – New England Learning Center for Women in Transition 413-772-0871
(TTY 413-772-0806)
National Sexual Assault Hotline 800-656-4673, <http://www.nelcwit.org>
Pittsfield – Elizabeth Freeman Center 413-499-2425, Hotline 866-401-2425
(TTY 413-499-2425)
STD Testing 413-794-8354
STD Hotline 800-227-8922
The Women and Family Center 888-999-5545
Worcester Pathways for Change 508-852-7600, Hotline 800-870-5905
(TTY 888-887-7130)

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 regarding smoking issues related to students. The Public Safety Director is available to answer questions concerning fire safety and enforcement of permitted distances for smoking.

Smoking Cessation Information

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

Applicable Law

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

Questions?

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

Smoke-Free Environment

All of our residence halls and buildings are smoke-free environments. All of our off campus program facilities are also smoke-free.

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 satellite 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: sass@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

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