



**2020-2021**

# **Student Handbook**

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Dear Elms College Students,

On behalf of the Elms College community, I am pleased to welcome you to the 2020-2021 academic year! For more than 90 years, Elms College has remained true to the missions of its founders, the Sisters of St. Joseph, and to our core values of Faith, Community, Justice, and Excellence. Many great opportunities await you to enhance your Elms Experience as you live out the mission and the core values. I hope you take advantage of every opportunity!

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

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

Sincerely,  
Teresa Winters, M.Ed.  
Dean of Students, Student Affairs

## **College of Our Lady of the Elms Mission Statement**

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

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

Approved by the Board of Trustees October 28, 2011

**Disclaimer:** The Elms College Student Handbook is intended to be a general guide and resource for students. Elms College Expects students to be familiar with the College's expectations concerning membership in the College community set forth in this guide. However, the guide is not a contract between Elms College and its students. Elms College has the right to change its policies, procedures, rules, and sanctions at any time.



## **Who's Who at Elms College President's Cabinet**

Harry Dumay, Ph.D.

Walter Breau, Ph.D.

Antoinette Bonnie Candia-Bailey, Ph.D.

Katie Longley, MBA

Bernadette Nowakowski, MALA

Jonathan Scully, MBA

Sister Carol Allan

Father Mark Stelzer

President

Vice President of Academic Affairs

Vice President of Student Affairs & Chief Diversity Officer

Vice President of Finance & Administration

Vice President of Institutional Advancement

Vice President of Enrollment and Marketing

Special Assistant to the President for Mission & Charism

College Chaplain and Special Assistant to the President for Catholic Identity

## Important Phone Extensions

Elms College Main Operator	413-594-2761
Academic Affairs	413-265-2222
Advising Office	413-265-2256
Alumni / Constituent Relations	413-265-2227
Aramark Food Service	413-265-2217
Athletics	413-265-2311
Bookstore	413-265-2273
Business Office	413-265-2209
Campus Ministry	413-265-2289
Center for Student Success	413-265-2287
Career Center	413-265-2272
Counseling Center	413-265-2275
Associate VP, Academic Affairs	413-265-2423
Dean of Students, Student Affairs	413-265-2210
Diversity and Inclusion	413-265-2343
Financial Aid	413-265-2249
Health Center	413-265-2288
Help Desk, Information Services (IT)	413-265-2390
International Programs	413-265-2462
Institutional Marketing	413-265-2588
Library	413-265-2280
Maguire Center	413-265-2313
Mailroom	413-265-2331
Tutoring Center	413-265-2376
Physical Plant	413-265-2248
President's Office	413-265-2293
Public Safety	413-265-2278
Registrar	413-265-2314
Residence Life & New Student Programs	413-265-2461
School of Graduate & Professional Studies	413-265-2490
Student Accommodations and Support Services	413-265-2333
Student Accounts	413-265-2208
Student Affairs	413-265-2210
Student Engagement & Leadership	413-265-2211
Student Government Association	413-265-2310
Vice President of Academic Affairs	413-265-2222

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

### ***Goal:***

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

### ***Student Rights:***

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

### ***Student Responsibilities:***

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

## COMMONLY ASKED QUESTIONS

### *How do I get my student identification card?*

The Elms College student ID card is issued through the Dean of Students Office after you have registered for course(s). The Dean of Students Office is located on the first floor of the Mary Dooley College Center in room 110. If you are part of an off-campus or online program you can contact your program coordinator or SGPS staff to assist with getting an ID. Your student ID allows you to receive student discounts at area attractions, as well as access campus computer labs, the library, food services, and other campus services. A replacement ID for any Elms student is \$20.00. You may be asked to show your Elms College ID when using Elms College facilities or at one of the off-campus locations so please be sure to have it with you at all times. For more information, email [studentaffairs@elms.edu](mailto:studentaffairs@elms.edu) or call 413-265-2210.

### *How do I get my library card or access to the library databases?*

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

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

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

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

### *Is there a place for me to relax between classes?*

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

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

Yes, Aramark, our food service vendor, provides all students with the opportunity to purchase a meal plan. Visit <https://elms.campusdish.com/MealPlans> for additional information on all the meal plans that are offered.

If you do not wish to purchase a meal plan, food and beverages may be purchased on a cash basis. The hours of operation are Monday-Thursday 7:00 a.m. - 11:00 p.m.; Fridays 7:00 a.m. - 6:00 p.m.; Weekends and Holidays 9:00 a.m. - 11:00 p.m.; 11 a.m. – 1:00 p.m.; 4:00 - 6:30 p.m. There are also vending machines available in the Mary Dooley College Center, the

Maguire Center, and on the lower level of Berchmans Hall.

*May I use the fitness facilities?*

Membership in the Maguire Center is available to full time on campus undergraduate students with a valid student ID. For more information, please contact the front desk at 413-265-2313 or email [athletics@elms.edu](mailto:athletics@elms.edu). If you are interested in purchasing a membership, you may download an application form and a health history form at [athletics.elms.edu/information/facilities/index](http://athletics.elms.edu/information/facilities/index). Membership for part-time, off-campus, online and graduate students is available at a reduced rate.

*How do I learn about campus events?*

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

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

Yes. If you are a new student, the Information Technology (IT) department will send you an encrypted email to your personal account, which will include your password to your user accounts: Elms email, ElmsConnect, and Moodle. IT may be reached at [helpdesk@elms.edu](mailto:helpdesk@elms.edu) or call 413-265-2390.

## **ACADEMIC POLICIES**

### **Academic Affairs**

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

### **Absences**

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

### **Jury Service**

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, "every US citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50 percent 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 or university, you are an inhabitant for more than 50 percent of the year and, therefore, eligible to serve as a juror in Massachusetts.

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

Students should carefully read all materials they receive with their summons to service. They contain helpful information on 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 jury service should notify each of their instructors at least two weeks in advance prior to jury duty to make arrangements to complete missed work. Students who do not inform their instructors in a timely fashion may not receive accommodations to make up missed work. Students should provide a copy of the summons notice to the Student Affairs Office.

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting service, please contact the Office of the Jury Commissioner. Further information can be found on the Office of Jury Commissioner's website at <https://www.mass.gov/orgs/office-of-jury-commissioner>

### **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.2d 279 (N.J. Super. Ch. Div. 1982).

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

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

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 15<sup>th</sup> 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.

### **Class Attendance Policy**

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

### **Cooperating Colleges of Greater Springfield (CCGS)**

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

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

#### Participating Institutions:

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

### **Course Credit**

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

### **Course Registration**

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

### **Faculty Advisors**

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

### **Financial Obligation and Hold Policy**

All students are required to meet financial obligations each semester with due dates of August 3 for Fall and January 3 for Spring semesters. Failure to do so will result in one of the following holds that would be placed on your student account:

ACCT Hold-Students with balances greater than \$1,000 will restrict registration, grades, transcripts and moving in residence halls.

GHLD Hold-Students with balances under \$1,000 will restrict them from viewing their grades. This hold DOES NOT restrict registration, transcripts and moving on campus.

### **Tuition Refund Policy**

A student wishing to withdraw from the college must complete a form from the Registrar's Office indicating the official date of withdrawal. A student who discontinues attendance within the semester will be refunded tuition according to the schedule below:

15 Week Classes (Typical Traditional Student): Refund period is for four weeks.

- 100% prior to first class meeting.
- 75% during first week of classes.
- 66% during second week of classes.
- No refunds after the second 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.

### **Grade Change Policy**

A change in an assigned grade can be made by the instructor of the course up to one month following the issuance of grades by the Registrar's Office. All grade changes past the one month deadline must be requested by the instructor and approved by the Vice President of Academic Affairs. A student who, after consultation with the faculty member and the Vice President of Academic Affairs, wishes to challenge a grade on a transcript or grade report, should follow the procedures outlined in the Student Handbook; specifically, "Student Grievance Policy for Academic Matters."

### **Incomplete Grades Policy**

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

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

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

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

### **School Of Graduate and Professional Studies**

Fall /Spring Office Hours

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

Friday, 8:30 a.m. - 4:30 p.m.

Please note that for 2020-2021 in-person access to SGPS may be restricted due to health and safety policies in place. Please email or call in advance of visiting the office.

### **Contact Information**

Betty Hukowicz, Dean of the School of Graduate and Professional Studies, 413-265-2360 or

hukowicze@elms.edu

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

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

### **Student Grievance Policy for Academic Matters**

The Elms College goal is to preserve the college as an institution in which a supportive personal relationship among students and faculty exists. Every effort should be made to maintain such relationships. However, if a relationship breaks down and efforts to communicate fail, the following grievance procedure will be followed.

#### **Academic Grievance**

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

#### **Procedural Steps**

##### ***Step 1: Initial Presentation of Grievance***

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

##### ***Step 2: Presentation of Grievance to Division Chairperson, Dean, or Vice-President of Academic Affairs (VPAA)***

If the grievance is not resolved, it should be presented in writing to the Dean or Chairperson of the school or division involved, who will review the grievance between the parties and attempt to resolve the grievance at this level. If the grievance is against the Dean or the Division Chairperson, the VPAA will review the grievance. This review will occur within one week of the initial written grievance presented to the Division Chairperson, Dean, or VPAA.

##### ***Step 3: Presentation to the VPAA***

If the review by the Dean or Chair is unable to resolve the conflict, the student will in writing, within a week, present the grievance to the VPAA. If the VPAA is unable to resolve the conflict, then the VPAA will notify the Chair of the Committee on Faculty and Academic Standards (FAST), and forward the grievance and any related materials to the Chair within one week of receiving the grievance.

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

##### ***Step 4: Preliminary Hearing of FAST***

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

**Step 5: Hearing of FAST**

If the sub-committee recommends a meeting of the full committee, this meeting shall be held within two weeks of the preliminary hearing. All pertinent information will be submitted in writing by the party submitting the grievance to the Chair of FAST a week in advance of the scheduled meeting. At the meeting(s), the grieving party may be accompanied by one person of her/his choice. The invited extra person may not speak during the meeting. A quorum of a simple majority of FAST members and at least one student member must be present. If possible, a satisfactory resolution will be a result of this meeting.

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

**Step 6: Recommendation of FAST and Presentation of Appeal to the President**

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

**Procedures: Written Record**

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

**Step 1:** The grieving party informs the party involved they have a procedural, academic dishonesty, or quality of work grievance.

**Step 2:** The Division Chair, Dean, or VPAA will inform the grieving student and the party involved of their assessment of the review.

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

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

**Step 5:** At the conclusion of the entire FAST committee meeting, the FAST committee will



report their recommendation to the VPAA.

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

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

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

### **Transfer Credit Policy**

#### *Transfer Student Admission*

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

#### *Transfer Credit Evaluation*

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

Elms College will evaluate transcripts for transfer credit to be accepted to meet program-specific requirements, liberal arts core requirements or as credit toward the minimum credit number required (60 credits for an Associate's degree and 120 credits for a Bachelor's degree).

Students enrolled at Elms College who wish to take courses at another accredited institution, and transfer in credits, must complete and file the required form in the Registrar's Office. Transfer credits earned at another college or university will not be computed in the student's GPA, but may be applicable to degree requirements at Elms College. However, credits earned under the Cooperating Colleges of Greater Springfield (CCGS) program are computed in the student's GPA.

#### *Massachusetts Joint Admissions Agreement*

Although a private college, Elms College honors the provisions of the joint admission agreement between community colleges and four-year public institutions. Students who apply to Elms College with an associate's degree in liberal arts and sciences from an accredited two year college with a cumulative grade point average of 2.5 will be granted admission, and may satisfy

the Elms College core curriculum requirements by completing senior seminar and a three-credit course in religious studies. Students are guaranteed junior status and the transfer of at least 60 credits, including “D” grades, which are counted as general electives where majors have minimum grade requirements.

### **Student Military Leave of Absence**

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

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

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

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

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

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

Note: This policy applies only to matriculated military personnel who are officially called to

service by an Order to Active Duty.

## STUDENT SUCCESS

### *Student Success at Elms College*

The Student Success services and programs are designed to support students be their very best! From day one of the transition to college through the academic demands of the classes, the team-based Student Success staff works with students holistically to achieve a transformative academic experience. Our faculty serve as faculty advisors and our Student Success staff provide resources and opportunities to help students do their best in the classroom and in life. Student Success Resources are overseen by Dr. Brian Kapinos, Assistant Academic Dean in Academic Affairs. Dr. Kapinos' Office is located in the Center for Student Success, on the second floor of the Alumnae Library. An appointment can be scheduled with Dr. Kapinos by phone at 413-265-2256 or by email at [Advising@elms.edu](mailto:Advising@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](mailto:savoiet@elms.edu).

Please note that for 2020-2021 in-person access to the CSS may be restricted due to health and safety policies in place. Please email or call Tina Savoie in advance of visiting the office by calling 413-265-2287 or email [CenterforStudentSuccess@elms.edu](mailto:CenterforStudentSuccess@elms.edu)

Offices located in the CSS are: Tutoring Services, Advising, Career Services, Student Accommodations and Support Services, 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.

### *Academic Advising*

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

Specialized advising is available for **undeclared students** through our ASPIRE/Undeclared program. Through a one-credit course, *Career Exploration*, students explore strengths, set academic goals, and declare a major all while being a part of the ASPIRE program. The Dr. Kapinos also assists students who are **changing majors**. Students can discuss strengths and best fit for a new major, learn how their courses will fit into the new major, and navigate the process of entering into a new academic program successfully.

Through the ASPIRE program, some students are assigned an Academic Coach to help students learn and apply skills needed to be successful in college. Academic Coaches work with students to create a Success Plan, set goals and share resources to help students achieve their goals in the

classroom and in life. Dr. Kapinos works to assign an academic coach to a student on a case by case determination.

### ***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 and online degree completion programs, professional tutoring in writing, either online or in person at your site, is available by appointment. Students should contact their program coordinator for tutor contact information.

### ***BrainFuse Online Tutoring***

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

### ***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](http://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 Center for Student Success, which is located in the Elms Alumnae Library on the 2<sup>nd</sup> floor. You may schedule an appointment by e-mailing [careers@elms.edu](mailto:careers@elms.edu) or calling 413-265-2272. Appointments also may be made with the Mary Dooley front desk associate in the College Center as well.

Career Services staff visit off-campus sites to discuss programs and services. All off-campus

and online students are eligible for serve and support from the Office of Career Services.

Seniors, before you depart from Elms, the Office of Career Services ask you to complete a brief Career Outcome Survey. During the graduating year, students will receive a 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.

### ***International Programs***

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

The International Programs Office offers programming to learn about new cultures and all things international. The International Club, comprised of both international and other globally-minded students, is a great place to broaden one's perspective. The club meets twice a month and hosts events throughout the year to learn about global affairs and to celebrate the diversity of cultures around the world.

The International Programs Office offers many opportunities for studying and interning abroad, including traditional semester/year-long programs, summer and short-term internships, and faculty-led programs. All are invited to stop by the office or to make an appointment to explore these opportunities.

Contact info: [ipoffice@elms.edu](mailto:ipoffice@elms.edu), 413-265-2462, Alumnae Library, Center for Student Success

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

*Formerly Office of Disability Services*

Our mission is to provide services that support equal access to education for qualified students with diagnosed disabilities. In accordance with state and federal laws. The office of Student Accommodations & Support Services (SASS) will, in partnership with students, families, faculty, staff, and administration, provide reasonable accommodations designed to ensure no qualified student with a disability is denied equal access to, participation in, or benefit of the programs and activities of Elms College. It is also our goal to maximize student success, self-advocacy, and independence in an accessible academic environment.

The office is located in the Alumnae Library. Individuals seeking disability related accommodations may contact the office by email at [sass@elms.edu](mailto:sass@elms.edu) or via phone at 413-265-2333. The fax number is 413-594-3951. For additional information please review the SASS Handbook or speak with the Program Director.

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

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

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

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

*Residential Life:* Housing accommodations may be made for students with documented disabilities to the extent feasible. Students needing housing accommodations must apply through the typical housing process and submit their request for accommodation to the Student Accommodation and Support Services Office with supporting medical documentation by the appropriate deadlines. **Failure to submit complete information by the deadlines may delay or prevent the college from meeting the request.**

### **First Year Seminar (FYS)**

IDS 1001 – First Year Seminar (FYS) is a 3-credit course that is required for all first year students. FYS empowers students to make the most of their education. helps students meet other students, connect with the faculty and become a successful part of the Elms learning community. FYS courses focus on a theme taken from Catholic Social Teaching, and delve into it more fully through the Common Read. With the FYS instructor as a guide and mentor, students will explore important topics, frame critical questions and seek just solutions. Through special programming, in-class discussions, and campus-wide events, students will become an active member of the Elms College community and develop their academic program and path.

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

At the completion of this course, students will be able to:

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

## **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 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 Library, Mary Dooley College Center, and Berchmans Hall. Lounges are intended for general-purpose use and are available on a first-come, first-served 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.

## **Collaboration Spaces on Campus**

### **Alumnae Library Learning Commons**

The Learning Commons is a full service learning, research, and project space for students. In addition to public computers and printing services, the space offers Wi-Fi coverage, Backbone® media platforms with 50 inch wall mounted flat screens for group collaboration and media sharing, lounge chairs and café height worktable areas with power outlets for recharging, and mobile tables and whiteboards.

Students may borrow laptops and other equipment for use in the Library through our loaner program. Technical assistance and general information is available at the Library Circulation Front Desk.

### ***Wireless Network Access***

Wireless connectivity is available for Wi-Fi capable personal devices throughout the Elms College campus. There is wireless coverage in every building and outdoor area on campus, including:

- Rose Williams Residence Hall (each room and common area)
- O'Leary Residence Hall (each room and common area)
- Devine Residence Hall (each room and common area)
- Alumnae Library
- Mary Dooley College Center
- Maguire Center
- Lyons Center
- Berchmans Hall.
- Spaulding
- Gaylord Mansion
- Athletic fields
- The Quad and Fire pit
- Maguire gym and pool areas.

Wi-Fi access is available for gaming devices on the Elms Gaming network. Users can temporarily use the Elms-Guest network to setup their Elms account or to configure Gaming network access. Guest to campus can join the **Elms-Guest** network for short-term Internet access.

If you choose this network, you will need a valid email account or a cellphone to receive a temporary access code. Temporary access to the wireless network is valid for 48 hours.

### ***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 accounts are removed from the college email system immediately upon withdrawal from the college or after one year following the official date of graduation. Contact the help desk for information about transferring your email to a non-Elms email account.

## ***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, audio visual services, personal disk space, and access to public computers and printers.

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

### **2. Scope**

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

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

### **3. Rights and Responsibilities**

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

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

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

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

## **4. Acceptable Use Policy**

### *4.1 Compliance*

By using Elms College technology resources, the student agrees to the terms of this Acceptable Use Policy. Elms College reserves the right to immediately terminate the student's access to technology services without notice, at the College's sole discretion, if the student (or others who use student's service) violates this acceptable use policy. Elms College also reserves the right to immediately remove any material or information that violates this policy for any reason without prior notice.

### *4.2 Federal, State and Local Laws*

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

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

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

### *4.3 Contracts and Licenses*

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

### *4.4 Resources and Capacity*

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

The College reserves the right to limit resources through quotas, time limits, filtering, and other

methods to ensure that these resources can be used appropriately.

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

#### *4.5 Access and Restrictions*

- Individuals may use computing resources only with proper authorization and only in the manner and level authorized.
- Users must not attempt to access restricted systems, networks, security software, or other applications without appropriate authorization by the network or system administrator.
- Users are responsible for all resources assigned to them, including computers, hardware, software, and network access.
- Users may not allow unauthorized users to access Elms College computing resources by using an authorized computer or account.
- Users may not use software or tools to attack or probe a computing system or network without authorization.
- Computing resources may not be used in a manner that is intended to disrupt other systems or users, or to damage or degrade performance of software or components of a system.
- Individuals should be cautious about downloading material that could make the computer vulnerable to outside attack, increase the risk of viruses, spyware, keystroke loggers or other invasive software or that may interfere with other software on the machine or the network.

#### *4.6 Passwords*

- Users are expected to protect their passwords to secure against unauthorized use or access and may not share passwords with others.
- Users should change their password often according to the password expiration policy.
- Users should respect the privacy of others and may not attempt to guess or capture passwords to gain access to another account.

#### *4.7 Inappropriate Activities*

The following actions are inappropriate and may lead to disciplinary action:

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

- Downloading, displaying, or transmitting obscene or pornographic material as defined by law.
- Unauthorized soliciting or transmitting of confidential, privileged, financial or proprietary information of the college.

#### *4.8 Personal Use*

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

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

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

#### *4.9 Privacy*

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

The College will take steps to enforce policies regarding:

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

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

### **5. Enforcement**

The Acceptable Use policy is meant to ensure availability and quality of service of Elms College computing resources and compliance with licenses, contracts, laws and regulations. If an individual is found to be in violation of the Acceptable Use Policy, the Office of Information

Technology will work with Academic Affairs, Student Affairs, Campus Public Safety, Human Resources and/or legal counsel to ensure fair and appropriate investigation.

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

- Disconnection from the network and/or suspension of accounts
- Disciplinary Action as outlined in The Employee/Student Handbook
- Legal action under federal, state or local laws.

## **STUDENT SERVICES**

### **Student Affairs Division**

The services provided by the Student Affairs staff are important components of the Elms College student experience. The work of this team is based on the belief that learning occurs through all facets of the college experience. As stated in the student affairs mission statement:

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

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

- Athletics & Intramural Sports
- Campus Ministry
- Counseling Center
- Diversity and Inclusion
- Food Services-Aramark
- Health Center
- Judicial Affairs
- Residential Life
- Student Engagement & Leadership

#### ***1. Athletics, Intramurals & Maguire Center***

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

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



**Varsity Sports:**

Baseball  
Women's Lacrosse  
Basketball (men and women's)  
Soccer (men and women's)  
Cross Country (men and women's)  
Track (men and women's)  
Softball  
Field  
Hockey  
Swimming (men and women's)  
Golf  
Volleyball (men and women's)

**Intramural Sports & Activities**

The intramural program offers various opportunities to full-time students, faculty, staff, and administrators. The intramural program provides students an opportunity to have fun, recreate, meet new people, and take a break from the everyday stressors of college life. Team sports, leisure activities, day tournaments, and off-campus events are some of the activities that may be offered. Most events generally take on a league structure and will offer a postseason tournament to determine intramural champions. Competition usually consist of teams of women, men, co-ed, faculty, and staff. Examples of intramural offerings include:

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

## **Club programs through Student Engagement & Leadership**

Dance Team  
Cheerleading

### **Student-Athlete Advisory Committee (SAAC)**

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

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

## ***2. Campus Ministry***

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

Campus Ministry is located on the first floor of the Mary Dooley College Center, and the staff is available throughout the year. Involvement is encouraged in experiences designed to enhance one’s spiritual life, to engage in community service, to explore issues of social justice, and to invite personal reflection in expanding students’ horizons.

Campus Ministry is available for the main campus and off-site locations.

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

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

### ***3. Counseling Services***

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

Some common student issues are:

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

The Counseling Center is located in the Health Center at 15 Gaylord Street (brick building behind the college center). It is open 35 hours per week during the academic year, from 8:30 a.m. to 4:30 p.m., Monday through Friday. It is staffed by a licensed clinician. Appointments may be made in person, by calling the Counseling Center at 413-265-2275, or by calling the Health Center at 413-265-2288.

### ***4. 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 Mary Dooley College Center on the second floor. To schedule an appointment, email [diversity@elms.edu](mailto:diversity@elms.edu) or call 413-265-2343.

### **5. Health Center**

The Elms College Health Center, located at 15 Gaylord Street (brick building behind the college 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 Wellness Center and available on the office voice mail message at extension 2288 or our direct line, 413-265-2288. All students, to include off-campus and online students, may contact the Health Center by phone or email at [healthcenter@elms.edu](mailto:healthcenter@elms.edu).

### **6. Residence Life**

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

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

The college has three traditional residence halls, Rose William Hall, O'Leary Hall, and Devine Hall, as well as the Living Learning Community and Cultural Center. All are equipped with

laundry facilities, common lounges, and kitchenettes. Each room and residence hall has wireless internet access. Elms College offers singles, doubles, triples, and quad, with most students living in a double room with one roommate.

To schedule an appointment, email [reslife@elms.edu](mailto:reslife@elms.edu).

Policies pertaining to living in the Residence Halls can be found on page 57.

### **7. Office of Student Engagement and Leadership**

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

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

### **ATM Machine**

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

### **College Bookstore**

The college bookstore, located in the lower level of the Mary Dooley College Center, provides textbooks, school supplies, 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, gowns, tassels, and hoods. 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.elmsshop.com](http://www.elmsshop.com)). Textbooks may be purchased online as well. Please call the store for details. If you have any questions, call extension 2273 or 413-594-5500.

### **Commuter Student Life**

All commuter students are an integral part of the Elms College community and have access to all services and support available to full-time students. In cooperation with the Student

Government Association, a Commuter Council has been established to address the needs of commuter students. The Commuter Council was formed by commuter students to provide them with a forum for addressing issues relevant to their unique concerns. All commuters are encouraged to participate in the Commuter Council which can provide networking opportunities and a sense of belonging to the greater campus community. Please contact the office of student engagement and leadership to get involved; [mcquadec@elms.edu](mailto:mcquadec@elms.edu) or contact the Dean of Students Office at 413-265-2210.

### **Dining Services**

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

The hours of operation for the dining hall are:

Monday-Friday 7am-6:30pm

Saturday- 8am-1:30pm and 4pm-6:30pm

Sunday- 9am-1:30 pm and 4pm-6:30pm

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

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

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

Commuter students may purchase a meal plan. You may purchase the meal plan by completing a form in the office of Student Affairs or at the Aramark office in the college center. Please note

that refunds are not given. If a student leaves the college for any reason the meal plan that they purchased is no longer available for their use. It is the student's responsibility to keep track of the number of meals and/or dining dollars. **Students can also purchase Meal Plans on the dining services website from elms.edu.**

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

### **Library**

The Alumnae Library, completed and dedicated in 1973, provides an atmosphere that is conducive to research, study, and relaxation through its architecture and interior design. Its librarians provide on-demand research assistance, both face-to-face and/or virtually, from 8:00 am until midnight Monday through Friday, and from noon until midnight Saturday and Sunday, and are available to visit classrooms to teach Information Literacy or assignment specific sessions. The library, in conjunction with IT, provides access to computers and laptops for patron use, as well as technology for listening, viewing, and recording various types of media. With a collection of more than 30,000 print books; 250,000 e-books; and access to more than a hundred databases containing millions of journal articles, videos, and art stills, the library serves as an excellent resource for students and other patrons. It is one of four Federal Depository Libraries in the area, with a collection of thousands of online government documents.

Library resources are catalogued and circulated through software called Worldshare Management Services (WMS), and Interlibrary Loan materials are accessed through three consortia, OCLC (Online Computer Library Center), EAST (Eastern Academic Scholars Trust), and the Partnership for Shared Book Collections. These consortia of academic, special, school, and regional libraries are three of the largest multi-type library networks in the country. Together, they allow over 500 full-member libraries to freely circulate over ten million print resources to all registered patrons. Through OCLC the library has access to a worldwide bibliographic utility that allows it to identify physical books that can be borrowed from anywhere in the world for patrons (Inter Library Loan, or ILL). Also through ILL, the library can borrow virtually every article published, usually in digital format. Alumnae Library also is host to the Student Success Center, a one-stop shop where students can get help with advising, tutoring, and special access needs.

### **Mail Services and Mailroom Policy**

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

#### ***How to set up a student mailbox:***

- All students who will receive mail are encouraged to sign up for a mail box. All Mailboxes are free of charge.
- Students must go to Mail Room and ask the mail clerk for a mailbox

- A school I.D. is required for setup
- A combination mailbox will be assigned to each student
- The mailbox number and combination will be written on a slip

***Picking up your mail:***

USPS Letters are sorted daily and are placed into student mailboxes. Mail is received around 10AM. Please allow time for sorting.

- Mailboxes allow for pickup 7 days a week.
- Saturday mail does not arrive until Monday during business hours.

***Incoming Packages:***

- Incoming packages are scanned upon arrival.

*Note: Packages regularly arrive between 10:00 a.m. to 2:30 p.m. (Later, on occasion) and take time to process.*

- Please wait for an email from [elmsneopost@elms.edu](mailto:elmsneopost@elms.edu) before attempting to pick up any packages.

*Note: An email from the sender, website or courier service does not mean that packages are ready to be picked up. Please wait for our email.*

- Packages can be picked up Monday through Friday during normal business hours.
- School IDs are required to pick up packages.

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

***Outgoing Mail & Shipping Services:***

The Elms College Mail Center offers the following services for outgoing items:

- USPS Postal Services Mail
  - First class mail
  - International Mail
  - Priority mail
  - Certified mail
- Fed Ex
- UPS (with prepaid label only)

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

The following specifications are used to determine price:

- Size
- Weight
- Destination

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

***Declaration Forms***

A Declaration form is required for all outgoing packages (includes pre-paid packages). These forms are important for the protection of the school. Shipping will be delayed until the form is



complete. The mail center reserves the right to refuse any package containing certain harmful or otherwise hazardous materials.

### ***Address Format***

When shipping items to Elms College, please use the following address structure to avoid delays:

First & Last Name

Address

Box # (Do **NOT** use P.O. Box, this will cause a lengthy delay at the post office)

City, State Zip

### **Example:**

Jane Doe

291 Springfield St.

Box 01

Chicopee, MA 01013

### ***End of Semester/Leaving the College***

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

### ***Graduating Students***

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

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

### **Mary Dooley College Center**

The Mary Dooley College Center contains facilities that serve the academic and co-curricular needs of students. The dining room and an ATM are located on the main floor of this building. Also located on the main floor are the Office of Student Affairs, Student Engagement & Leadership, Campus Ministry, Fontbonne Room (classroom), Faculty Dining Room, the Elms Café, a computer lab, the game room, the Switchboard, and the Director of Public Safety. On the lower level are the College Bookstore, the College Mailroom, Document Services for staff and faculty, Nursing Simulation Lab, and Student Government Association. The upper level houses the Borgia Art Gallery, Alumnae Room (classroom), and Institutional Advancement which includes Constituency Relations (Alumni).

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

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

### **Student Government Association**

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

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

As per its constitution, meetings of the SGA shall be held at least three times per month and additionally when necessary. Written notice of meeting date, time, and place shall be publicized at least five (5) days in advance. The SGA is a valuable communication tool shared among students, faculty, and administration; thus, the SGA strongly encourages your presence at meetings. Your suggestions, ideas, and support will allow the association to better communicate the concerns and needs of all students. A president, vice president, secretary, and treasurer represent each class of the college. Terms of office run from May to May. Upper-class officers are elected during the month of April, and first year student elections are held each September. In order to be nominated for election, a student must have a minimum GPA of 2.5 or the approval of the Dean of Students.

### **Sample Student Clubs and Organizations**

#### **ACADEMIC**

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

#### **ATHLETIC**

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

**SPECIAL INTEREST**

Elms Drama  
Tabletop Gaming Club  
International Club  
Student Government Association

**DEPARTMENTAL**

Active Minds  
Bloom Literary Magazine  
Campus Ministry Club  
Chess Club  
Diversity Leadership Council  
Student Activities Board

## HEALTH CENTER POLICIES

All full-time undergraduate, 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 consultation and emergencies. While there is generally no fee for services provided at the Health Center, immunization services have been newly added to the Health Center's many services, and are the exception to fees.

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 (NOT required for online students)
2. Completed physical examination within 1 year (NOT required for online, off-campus, or graduate students)

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

Massachusetts Immunization Law 105 CMR 220.600 states that required immunizations are to be

obtained prior to enrollment or registration whenever possible. However, students may be enrolled or registered at Elms College provided that the required immunizations are obtained by the Health Center within 30 days from the start of the student's first semester of their program.

Failure to comply with Massachusetts state immunization law will result in prohibition from class attendance and/or course registration; prohibition of receiving grades and/or transcripts; prohibition of residing in Elms College approved housing.

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

### **Health Hold Policy**

A student's account will be placed on Health Hold for the following:

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

Sequence of events:

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

### **Lactation Room Policy and Procedures**

Elms College provides a supportive environment for nursing mothers by offering special work policies and lactation resources.

Under federal and Massachusetts law, employers are required to provide "reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth

each time such employee has need to express the milk.” Employers are also required to provide “a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.”

Consistent with these requirements, Elms College has established a space on campus for students, faculty, and staff nursing mothers. Similar space has been established at all off campus locations. The examination rooms in the Wellness Center, located at 15 Gaylord Street (brick building behind the college 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 Wellness Center is open Monday through Friday 8:30 am to 4:30 pm but is available after hours as well. Procedure for use is outlined below:

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

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

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

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

To be granted a Voluntary Medical Leave of Absence the student must be in good academic standing (please see the academic catalog for the definition of good academic standing). It is the student’s responsibility to know their current academic status in a course. The College requests that the student meet with the Director of Health Services, the Director of Counseling Services, or the Director of Student Accommodations & Support Services to discuss the issues impacting them and their options to remain in good academic standing at the College. Students are also required to complete a Voluntary Medical Leave of Absence Form (available at the Registrar’s Office), and provide supporting documentation from a licensed medical and/or mental health provider. The medical or mental health provider may not be a family member unless prior permission is obtained from the College. Documentation must be on agency or provider letterhead and signed and dated by the provider. The completed documents should be submitted to the Health Center Office. The Director of the Health Center will review the request and make

a decision. In some cases the Director of the Health Center will consult, as appropriate, with the Director of Counseling Services, the Director of Student Accommodations and Support Services, and/or the Dean of Students.

Voluntary medical leaves are granted on a case-by-case basis. Students should expect to be notified of the College's decision in writing within 3 business days of submitting a request with the required supporting documentation. The College will notify students if additional information is needed and if the review process will be delayed.

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

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

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

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

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

The involuntary medical leave of absence/involuntary leave of absence will be in place for a minimum of one semester and may be in place for up to 180 days. When an involuntary medical or involuntary leave of absence is required, grades of W (withdrawal) or I (incomplete) may be issued for each of the student's courses depending on the individual circumstances, the timing of the leave, and the discretion of the course instructor. For more information, students should refer 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 Services.**

**Appeal Procedure for Involuntary Medical Leave:** If a student believes that a decision for an Involuntary Medical Leave/Involuntary Leave made by the College is unreasonable, or that the procedures and / or information relied upon in making the decision were unfair, the student may appeal the decision. The appeal must be made in writing to the Dean of Students or designee. Appeals should clearly identify the specific facts and conclusions being challenged and should



present relevant supporting information. Once notified of the Involuntary Medical Leave, the student has ten (10) business days to submit his or her appeal. Extra time may be granted for good cause shown (for example, medical emergencies or the unavailability of healthcare providers). The student may not remain on campus during the appeal period. If no timely appeal is submitted, the decision about the Involuntary Medical Leave is final. The Dean of Students or designee will respond in writing to the student's written appeal within five (5) business days. The Dean of Students or designee may request additional medical and non-medical supporting documentation as a part of the appeal process.

Readmission criteria and procedures are outlined previously in this document.

**Additional Information:**

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

**RESIDENCE LIFE POLICIES**

***Alcohol Policy***

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

***Alcohol Abuse***

Alcohol abuse cannot be used as an excuse for irresponsible behavior; rather, it compounds the seriousness of those actions. If excessive consumption of alcohol results in a medical emergency, the first concern of Elms will be for the health and welfare of the student. While concern for the student will be paramount, it must also be recognized that the college has an obligation to investigate and take action on alcohol related incidents that have resulted in a medical emergency. Any misbehavior resulting from the abuse of alcohol will be viewed seriously and will result in disciplinary action up to, and including, dismissal from the College. Such behavior includes, but is not limited to the following:

1. Drunkenness/public intoxication. Symptoms of intoxication include slurred speech, impaired

motor coordination and balance, and loss of good judgment resulting in inappropriate behavior including but not limited to loud and/or disruptive behavior.

2. Contributing to drunkenness or intoxication of another person. Includes making alcohol available to another person who is already intoxicated or resulting in any person becoming intoxicated. Any encouragement of another person to overindulge, including participating or encouraging others to participate in drinking games (including simulated drinking games using water); possession or use of alcohol paraphernalia such as kegs.
3. This standard is regardless of age, students 21 and over who chose to consume alcohol must do so in a responsible manner.

### *Alcohol Use in Residence Halls*

Students living in the residence halls will be expected to comply with Massachusetts State Law with regard to the consumption of alcoholic beverages. The following guidelines for the residence halls are designed to protect the rights of all residents, and promote responsible use of alcohol. All residents and guests are expected to comply with these guidelines.

1. If you are under 21, you may not possess, consume, or be in the presence of alcohol, whether it is being consumed or not.
2. If you are 21 or older, you may not provide alcohol to underage residents or guests.
3. If you are 21 or older, you may possess and consume alcohol in your room in compliance with this policy (i.e. if your roommate is under 21 and you are over 21, you may not have alcohol in your room because it would violate guideline #1).
4. If you are 21 or older, you may not store more than a 12-pack of beer or 1.75 liters of wine (or 2 standard size 750 ml bottles) per resident in your room.
5. Hard liquor is not permitted in the residence halls, regardless of age of the student. Kegs and other quantity-dispensing containers (i.e. as beer balls, drinking funnels, punch bowls, etc.) are prohibited.
6. Alcohol may not be consumed or possessed in any common area of the residence halls including lounges, bathrooms, kitchenettes, stairwells, hallways, or elsewhere on campus.
7. Residents of legal drinking age will be held accountable for consumption of alcohol by their guests and any minors in their rooms.
8. Guests, which include all non-residents of a floor, are subject to all rules and regulations of the college and will be asked to leave if they fail to comply with these regulations.
9. Transportation of alcohol into the residence hall must be direct. All alcoholic beverages must be transported in a bag. Bags may hold only sealed containers. If a student appears to be transporting more than the allowable amount of alcohol, college staff have the right to ask the individuals to open the bag. Sealed containers must be the original containers that the alcohol was purchased in, for example, transporting alcohol in an open container or a used water bottle is not acceptable.
10. Any structure that has by its appearance the function of serving alcohol is prohibited in student rooms. Given that a "bar" is easily identifiable, it is paramount that common sense prevails. The Director of Residence Life/designee will have the final word on determining the function of a structure.
11. Empty alcohol bottles or cans are not permitted in rooms of students not of legal drinking age, and if found will be considered as evidence of possession or consumption of alcohol on the premises.
12. Signs or advertisements promoting alcohol may not be displayed in a manner making them

visible outside of the room or building.

#### *Alcohol Related Minimum Sanctions for First Offenses*

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

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

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

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 Policy***

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.

### *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. For information on the Elms College policy regarding medical marijuana, please review the Medical Marijuana Policy in the Student Handbook.

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](http://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.

### ***Semester Breaks and Residence Halls***

Elms College does not offer housing to students during college breaks and unless prior permission is received from the Office of Residence Life, or it is part of their housing agreement such as in Gaylord, Casino Ave, or Grant Street housing. Students may not enter the residence halls during break without permission. Any student found in a residence hall while it is “closed”, or who fails to leave at a designated break closing date and time will be subject to a disciplinary action and/or a fine of \$150.00. There are absolutely no guests allowed in Residence Halls during scheduled College break periods.

### ***Change of Residency & Residence Hall Contract***

Change of status forms are available electronically through the *Student Life-Status Change* link on the Elms Connect Student Portal for commuters who plan to become residents, or residents who wish to commute. Please note, the room and board contract is for the entire academic year and residents may not change their status from resident to commuter mid-year or mid-semester. In the case of unforeseen and extenuating circumstances, students should contact the Office of Residence Life directly at [reslife@elms.edu](mailto:reslife@elms.edu), determinations will be made on a case by case basis by the Director of Residence Life/designee. If a student is approved and changes their status from resident to commuter during the academic year contract period, the \$250 room deposit for that academic year is not refundable.

### ***Children in the Residence Halls***

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

### ***Common Areas***

Common areas, such as hallways, lounges, bathrooms, and stairwells are an integral part of community life. Residents are expected to help keep these areas clean and in good repair. Lounge and common area furnishings may not be removed from their location. Any student found with lounge or common area furnishings in their room will be referred to the student conduct process.

### ***Cooking Facilities***

Kitchenettes are located off the main lobby in Rose William Hall and on the lower level of Devine Hall, and microwave ovens are also available in the residence halls for student use. Students are permitted to have only two kitchen appliances in their rooms: hot pots with closed heating elements (such as single serve coffee makers or water kettles with auto shut off

mechanism) and small refrigerators (no more than 4 cubic feet). Most rooms are only allowed to have one refrigerator, but rooms designated as triple or quads are allowed to have two (no more than 4 cubic feet each). Any questions regarding appliance restrictions should be directed to the Office of Residence Life.

### ***Damage to Common Areas***

As part of being a responsible member of the residence hall community, students are expected to maintain the environment in their living area. One way to accomplish this is through regular assessment of common areas. Problems that require excessive cleaning will be considered common area damages. Students who have damaged a floor or building in any manner should take responsibility for their actions; others who know about the individuals causing the damage should notify a Residence Life staff member.

If no one takes responsibility for damages, the community as a group will take responsibility to pay for the damages and/or excessive cleaning. Charges would be divided among residents responsible for the area where the damage occurred. For example, bathroom damage would be billed to those assigned to said bathroom, whereas laundry room damage would be billed to the entire building. Billing is at the discretion of the Director of Residence Life or designee. Students wishing to contest a charge should contact the Director of Residence Life; appeals of charges must be made in writing to the Director within seven calendar days of the posting.

Hallways and common areas cannot be decorated with festive lights or any other type of decoration not approved of by the college. Please keep these areas clean and free of personal belongings.

### ***Damage to Rooms***

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

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

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

### ***Elms College Overnight Host Program***

Elms College periodically hosts prospective students overnight so they may experience life on our campus in and outside the classroom. The following areas are approved to sponsor student hosts: Athletics and Admissions.

All student hosts must be sponsored by one of the aforementioned departments and be on the approved host list. Prospective students are not allowed to stay overnight during breaks or during Elms Night, 100 Days, or 50 Days. The Office of Residence Life requires at least 5 full business days' notice of all prospective overnight visitations. This should be in an email to [reslife@elms.edu](mailto:reslife@elms.edu) including the prospective student's information, permission form, and student host information.

To be on the approved student host list, all student hosts must attend one overnight host training session per academic year and sign the host contract. Group training sessions facilitated by the Office of Residence Life will be offered at the beginning of each semester. Individual training sessions will not be held. Student hosts must follow all policies and procedures set forth in their contract. Any student host found violating the contract will be in jeopardy of losing their host privileges as well as referral into the college's judicial process.

### ***Fire Safety***

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

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

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

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

### ***Fire Drills***

All fire drills are serious. Anyone pulling an alarm when not necessary not leaving the building

during an alarm will be subject to disciplinary action and criminal prosecution. All members of the campus community are expected to participate in fire drills as though an actual fire were taking place. Should the alarm sound, please leave your building quickly in an orderly fashion.

### ***Furnishings***

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

### ***Bathroom Use and Privacy***

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

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

### ***Guest and Visitation Policy***

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

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

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

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

1. Residents must sign in their guests in the lobby of their building, each evening starting at 8 pm
  - a. Guests who are in a building before 8 pm must come back down to the lobby with their host, and sign in at 8 pm.
2. The following information must be logged at the desk
  - a. Name, Room Number, and Phone Number of Resident
  - b. Name of Visitor (photo ID (i.e. driver's license, college ID) must be presented)
  - c. Time of arrival and time of departure.
  - d. Overnight Guests must also provide vehicle information and comply with parking regulations.



3. Each guest is the responsibility of the resident host. This includes making sure the guest is signed out on time.
4. Guests must be escorted at all times by their host.
5. Unescorted guests will be asked to leave the building. The resident host will be documented and held accountable for violating the College's Guest Policy.
6. Each resident may have only two (2) guests at any one time. Maximum occupancy for private rooms is 3 people; for double rooms it is 6 people; for triple rooms it is 9 people; for quad rooms it is 12 people in the room.
7. Guests may not bring alcoholic beverages into the residence halls or onto campus, regardless of age.
8. The right to live in reasonable privacy takes precedence over the right of the roommate to entertain guests—a roommate has the right to say that they do not wish to have guests in the room.

#### *Commuter Students Visiting Residence Halls*

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

#### *Residents Visiting Other Residence Halls*

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

#### *Overnight Guest Policy*

Residents must sign in their guests. Residents may host an overnight guest no more than 8 times a semester, and not longer than three consecutive nights. A non-resident (Elms commuter student or non-Elms student) cannot stay overnight more than a total of 8 times in one semester.

Residents wishing to have an overnight guest should make arrangements with their roommate(s) first. The roommates must agree and in some situations the overnight guest may not be allowed so as to accommodate the needs of all parties involved. All overnight guests are expected to be of the same gender as the resident host. Overnight guests under the age of 18 must have prior approval by the Office of Residence Life or designee and in some cases may not be allowed.

#### *Honor Policy*

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

### ***Hall Sports***

Activities such as (but not limited to) rollerblading, skateboarding, water fights, bike riding, throwing frisbees or balls, golf, basketball, hackey-sack, bouncing balls, wrestling or running in the halls, etc. are not permitted in residence halls due to safety, damage, and noise concerns. Individuals will be responsible for any damage caused as a result of these activities, and referred through the disciplinary process. Any physical activity or sports should take place outside or in designated areas on campus (such as McGuire Center).

### ***Joint Responsibility***

All individuals who are present in a residence hall room where College policies are being violated are subject to documentation and judicial action. Residents are responsible for violations that occur in their room (even if they are not present at the time of the violation). Residents are responsible for the conduct of any guests they sign in or grant access to a building.

### ***Key and ID Card Policy***

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

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

### ***Residence Hall Keys/ID cards***

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

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

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

Staff members are issued residence entrance keys and identification and access cards on a need-to-have basis only. It is expected that the identification and access cards and keys are in their possession at all times, and no attempt is made to duplicate them.

Students should carry the Elms College student ID at all times, and are required to present it upon request of a college official including student staff. Possession or use of someone else's ID is prohibited.

### ***Laundry***

A laundry room is provided on the lower floor of each residence hall. Students wishing to request a refund for any lost change should visit the Mac-Gray website for more information: <http://servicerequest.asicampuslaundry.com/RefundRequestCoin.aspx>

For Laundry Machine Work Orders:

[www.tinyurl.com/elmslaundry](http://www.tinyurl.com/elmslaundry)

### ***Lofts and Bunks***

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

### ***Losses, Theft, and Damage***

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

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

### ***Medical and Recreational Marijuana Policy***

Although Massachusetts permits the medical use of marijuana under certain conditions, Elms College receives federal funding and is therefore required to comply with federal law prohibiting marijuana. Elms does not permit the growth, sale, distribution, consumption or use of marijuana anywhere on campus including in student rooms in the residence halls. In addition, no form of marijuana, or marijuana paraphernalia (i.e. smoking devices, etc.), is permitted anywhere on the Elms College campus, at any Elms sponsored events or programs, whether on or off-campus.

Please refer to the Student Code of Conduct policy and the Alcohol and Drugs section of the Student Handbook for additional information concerning the College's prohibition on the possession, use, or distribution of illegal drugs. Students who have obtained a state-approved medical marijuana card permitting the use of medical marijuana in Massachusetts, are subject to the same restrictions outlined above. Students who seek assistance with the management of significant episodic and chronic health issues are encouraged to contact Health Services.

### ***Neighbors***

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

### ***Pets***

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

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

### ***Policy Amendments***

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

### ***Prohibited Items***

In accordance with the Massachusetts Fire Prevention Regulations, the following items shall not be permitted in Elms College buildings and residence halls or on doors:

- Halogen lamps and lava lamps
- Candles or incense
- String lights without a Underwriters Laboratory (UL) sticker
- Paper streamers
- Cotton or confetti
- Extension cords (students must use power strips only)
- Any items attached to the ceiling (including tapestries, lights, posters, etc.)
- The use of speakers in the bathroom
- Cooking appliances with open heating coils
- Toaster/ toaster oven or microwave ovens
- Popcorn poppers
- Electric frying pans

- Gas powered items of any kind (i.e. grills, scooters, etc.)
- Charcoal grills air
- Weapons or replicas of weapons of any sort
- Satellite dishes or antennas
- Air conditioners or space heaters
- Christmas or other sawn, live trees or decorative wreaths (except UL or FMG approved artificial Christmas or decorative trees or garland)
- Corn stalks or shucks
- Dry Moss or Leaves
- Sawdust or wood shavings
- Hay or straw
- Tree branches or leaves
- Other flammable materials
- Water beds
- 3D Printers
- Electronic personal assist mobility devices (self-balancing scooters, “Hover Boards” etc.)  
Note, Residence Life will work with students who have a documented accommodation through the office of Student Accommodations and Support Services. However, these types of devices are not likely to be approved for an accommodation.
- Drones or remote flying devices of any kind  
In accordance with the Massachusetts Fire Prevention Regulations, the following decorative items shall not be permitted in Elms College buildings and Residence Halls:

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

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

### ***Quiet Hours and Noise Policy***

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

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

As a matter of courtesy, music should not be played in common areas such as bathrooms,

stairwells, hallways, or lounges, unless as part of a scheduled and approved event.

### ***Reassignment***

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

### ***Residence Hall Alarm System***

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

### ***Room Change Policy***

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

#### **Room change requests which will not be approved:**

- Moving into a vacant double, without a roommate (unless approved to buy out the space).
- Moving into a vacant triple or quad space without the appropriate amount of roommates to fill the space (unless approved to buy out the space).
- Students requesting multiple moves in one academic year.

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

### ***Room Consolidation***

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

quad, the Office of Residence Life will move to fill the vacancy in the room, and will make every effort to include the students in the process.

Consolidation will take place throughout the summer, as well as the fall and spring semesters. Starting the second week of each semester, residents will be notified that they are in a room with a vacancy. Students in this situation have the following options, and will be given two weeks to make arrangements:

1. Voluntarily move to another shared space with a vacancy.
2. Another student may voluntarily move to their space to fill the vacancy.
3. Move to a single space, depending on availability
4. Buy out the vacant space within their current room at the buyout price, depending on occupancy and availability. Buying out a space means that no other student would be placed in that space.

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

### ***Room Deposits***

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

### ***Room Inspection and Right of Entry***

The rights of students to be secure in their residence hall rooms against unreasonable entry, searches and seizures are assured. College officials may enter a student's room when:

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

- Reasonable suspicion that a College policy is being violated.
- Conducted pursuant to an administrative search permit signed by the Dean of Students, or designee. Such permit must include:
  - The residence hall room(s) to be searched.
  - The regulation(s) allegedly being violated.
  - The item(s) being sought (if applicable).
  - The names of those authorized to enter/search.

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

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

***Room Lockouts***

In the event that you lock yourself out of your residence hall room, please call public safety at extension 2278 or 413-265-2278 to request their assistance in opening your room door. You will be let into your room for your first lockout at no cost.

After the third lockout of an academic year, a student will be billed \$25 for each subsequent lock out.

***Smoke-Free Environment***

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

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

***Statement on Building Access***

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

***Windows***

Students may not have any items outside of Residence Hall windows, including (but not limited



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

## **JUDICIAL SYSTEM AND CONDUCT STANDARDS**

### **PURPOSE & GOALS**

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

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

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

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

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

## **AUTHORITY/COMPLAINTS**

All violations of Student College policies/Student Code of Conduct are adjudicated through the Office of the Dean of Students hereafter referred to as the Dean of Students. Any member of the College community may file a complaint with the Dean of Students/designee regarding an alleged conduct violation by a student or guest. The Code of Conduct applies to all students and applies to conduct that occurs on campus and to student behavior that occurs off-campus (including online student behavior) that is in violation of the Code or local, state, or federal laws and which could adversely affect the mission of the College, its relationship with the surrounding community, or the college community and its members.

## **ENFORCEMENT**

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

## **STUDENT CODE OF CONDUCT**

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

### ***Conduct Standard Violations:***

- A. Forgery, alterations, destruction, or misuse of College documents, records, ID cards, or papers. Unauthorized reading, removing, duplicating, photographing of any College file, document, or record of any member of the College community.
- B. Actions that interfere with, inhibit, or prevent regular and/or essential College operations including any behavior that disrupts the learning environment.
- C. Furnishing false information to any College official or office, including acts of academic dishonesty.
- D. Failure to comply with the directions of, or cooperate with, a College official operating within the scope of his/her job responsibilities including, failure to present a College ID upon request to a College official. College officials include student employees/volunteers who have been assigned administrative or supervisory responsibilities as well as all faculty and staff.
- E. Failure to comply with sanctions resulting from disciplinary proceedings.
- F. Use, possession, providing, or selling of illegal drugs or drug paraphernalia.
- G. Use, possession, or providing of alcoholic beverages on College premises, or at College

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

- H. Possession or use of any weapon (including air, pellet, BB & paint guns) or incendiary device (including fireworks), or using any object in a way that creates a risk of bodily harm.
- I. Theft, burglary, attempted theft, unauthorized borrowing or use of property of the College, or property of any of its members or visitors on the main campus or at off-campus; possession of stolen property; damage to, malicious use or abuse of College, public, or private property.
- J. Unauthorized presence in, or use of College premises, facilities or property including but not limited to unauthorized presence in another student's residence hall room or any College building. Unauthorized possession, duplication or use of keys or key cards to any College premises. This includes unauthorized presence or use of facilities at our off-campus programs or misuse or unauthorized use of facilities at off-campus functions.
- K. Any verbal abuse, harassment, sexual harassment, bullying, hazing, stalking, intimidation, making of racial slurs, offensive verbal or written statements (including those made on/using social media), or any other conduct that threatens or endangers a person's emotional, mental or physical well-being. Also, making unwelcome phone calls or sending unwelcome e-mails, or posting or sending unwelcome correspondence in any written or social media form.
- L. Sexual behavior including but not limited to: sexual harassment, unwelcome touching of another person; indecent exposure; acts of voyeurism; the use of force (actual, implied or threatened) to gain sexual favors; sexual activity with a person who is unconscious or substantially mentally impaired (including impairment through intoxication). (Please refer to the Sexual Misconduct Policy for specific definitions).
- M. Fighting, assault, any act of physical violence or any conduct that endangers the health or safety of any person.  
*(Minimum sanction of Disciplinary Suspension for fighting, assault, or acts of physical violence, including acts of sexual violence.)*
- N. Smoking or vaping on campus except in designated public areas on campus or smoking/vaping in unauthorized locations at off-campus events or programs. This includes smoking/vaping in unauthorized locations at off-campus properties. Vaping is not allowed inside any building.
- O. Solicitation, including the distribution of advertisements and samples, except as authorized by College policy.

- P. Disorderly conduct, or any conduct that disturbs the peace. Includes violations of residence hall quiet hours, includes disorderly conduct or conduct that disturbs or disrupts at off-campus events and programs, and at off-campus programs.
- Q. Violations of policies, regulations or contracts pertaining to student organizations, residence, use of facilities, or other College related activities, or violation of any College policy.
- R. Failure to meet financial or other obligations to the College.
- S. Tampering with or damaging fire equipment, causing a false alarm or arson.
- T. Any violation of federal, state, or local criminal codes.
- U. Violations of approved policies regarding use of College computing resources or violations of computing resources at off-campus locations or as an online student.
- V. Violation of College parking/motor vehicle regulations, or the unsafe or illegal operation of a motor vehicle. This includes violations at off-campus events or program locations as well as at our off-campus program locations.  
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.

## **STUDENT CONDUCT PROCESS**

### ***Introduction***

All students at Elms College are voluntary members of the College community, whether enrolled on the Chicopee campus, in an off-campus program, or in an online program and attend to accomplish many purposes. Among these purposes are:

The Community Standards applies to all students and applies to conduct that occurs on campus and to student behavior that occurs off-campus (including online student behavior). Specifically, it applies to conduct 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. The College expects students to maintain a high level of respect toward all college community members, the campus and its facilities, as well as toward oneself.

*Affirming the founding tradition of the Sisters of St. Joseph, Elms College is a community rooted in faith, educated in mind, compassionate in heart, and responsive to civic and social obligations which includes education on and reinforcement of the college's student behavioral standards.*

Students should be aware that there is no prescribed path a given matter may take to resolution. The Vice President of Student Affairs/Chief Diversity Officer (VPSA/CDO), or designee, has the discretion to determine the appropriate review process for an issue. Once decided, the student will be informed of the process and bound to the procedures and appeal process. What this in essence means is that, in some incidents, resolution may be reached through an alternative means by mutual consent of the parties involved and the college. In these instances the disposition is final and there can be no subsequent proceedings. Students involved in any of the College's student conduct processes should understand that these proceedings are not intended to rise to the level of civil or criminal proceedings and that the formal rules of evidence and/or procedures are not used. Elms College reserves the right to review any matter that it feels may represent a violation of its policies.

Students found in violation of the College's Community Standards receive individualized follow-up and attention to promote success. Sanctions are, at times, designed to help students reflect on their decision-making processes and modify behaviors that might otherwise jeopardize their ability to reach personal, professional and academic goals.

### ***Glossary***

The following glossary is intended to better acquaint readers with key terms used throughout this document. Questions regarding a more detailed understanding of these terms should be directed to the VPSA/CDO or Dean of Students.

#### ***Hearing Officer***

A College staff member who is authorized to facilitate a Community Standards proceeding to determine the appropriate resolution of an alleged violation of the College's Community Standards, and/or to impose sanctions or affect other remedies as appropriate. The college designates a number of people to serve as hearing officers.

#### ***Business Day***

Any day, Monday through Friday, that the College is open.

#### ***Charge Letter***

Correspondence in letter form from the Department of Residence Life/ Dean of Students Office/or any hearing officer indicating that there has been a report or issue raised regarding a violation of college policy or regulation. The purpose of the letter is to inform the student of the general nature of the issue in question and outlines the next steps in the process.

#### ***Complainant***

The person who either initiated the complaint or the person who is presenting the complaint. Any person who believes that they have been a victim of another student's misconduct may file a complaint. In the absence of a student complainant, the College is the complainant.

#### ***Decision Letter***

Correspondence in letter form sent to the respondent's Elms College email account from the hearing officer or Dean of Students office outlining: the formal policies or regulations reviewed, the findings and the sanctions (if any) that will be applied as a result of the finding of

responsibility. It should be noted that all outcome/sanction letters will be placed in the student's educational record; however, only cases of College suspension or dismissal will result in a transcript notation.

*Preponderance of the evidence*

The standard of proof used to deliver a finding of responsibility in a conduct case is preponderance of the evidence. Preponderance of the evidence means that it is *more likely than not* that a policy violation occurred.

*Respondent*

The student whose behavior is alleged to have violated College policy or regulations.

*Sanctions*

Outcome(s) that result from a student being found responsible or having accepted responsibility for the violation of a particular policy(s) or regulation(s).

*Support Person/Advisor*

A member of the Elms community (staff, or faculty) who works with students and/or student groups going through the conduct process. The support person does not play an active role in the hearing but rather works to provide support to a student, or student group, leading up to and/or during the hearing process.

*Witness*

An individual who either in-person or in-writing, can provide the Board or hearing officer with a firsthand account of the events under review. Character witnesses are not part of the Community Standards process.

*Appeal Officer*

Any person or persons authorized by the Vice President for Student Affairs/CDO, or designee, to conduct a review of a Community Standards decision.

*Board Facilitator*

A board facilitator is present at all Community Standards Board (CSB) hearings, serves as a resource during the actual hearing, and advises the Board as to proper procedures and college policy. The Facilitator does not dictate and/or amend any sanctions imposed by the Board, although they may recommend a course of action. The Board is not bound to act on the recommendation.

***General Discipline Policies***

***Accommodations for students with disabilities***

Reasonable accommodations will be provided to students with disabilities in accordance with applicable law. A student with a disability who desires an accommodation for any student conduct-related meeting or proceeding must follow the procedure for requesting an accommodation through the Office of Student Accommodations and Support Services (SASS). The Office of Student Accommodations and Support Service will make a determination regarding the request and notify the appropriate parties. A student will not be considered to have

a disability unless the student registers with SASS. They can be reached at (413) 265-2333 or by email at sass@elms.edu or in person, Student Accessibility Services is located on the 2nd floor of Alumnae Library.

### ***Interim Restrictions/Suspension***

On rare occasions the VPSA/CDO, Dean of Students or designee may impose a temporary college suspension, residence hall suspension or other restriction(s) related to College property, programs, or activities. Interim restrictions become effective immediately and may be imposed at any point prior to the final resolution via the student conduct process or other administrative process. An interim restriction(s) will be based on a careful review of the available information and the particular facts and circumstances of each situation.

Interim restrictions may be imposed upon a student to ensure the safety and well-being of members of Elms College, The student may be permitted to stay in classes but may be restricted from campus housing, athletic participation or events, student activities or other privileges that they would otherwise have as a member of the community. The VPSA/CDO or designee may communicate these restrictions verbally to the student while also providing written correspondence. Violations of interim restrictions may result in suspension or expulsion from the College.

An interim suspension may be imposed for the following reasons: a) to seek to insure the safety and well-being of one or more members of the College community or to preserve College property; b) to seek to insure a student's own safety or well-being; c) if a student poses a substantial threat of disruption or interference with the normal operations of the College; d) there is an allegation of significant misconduct in violation of criminal law . No refunds for lost tuition, room, or board fees will be made during the interim restriction /suspension period.

### ***Modification of Community Standards Procedures***

In an effort to be as fair as possible to the respondent and complainant, if applicable, Community Standards procedures may be modified. The VPSA/CDO, Dean of Students or designee may modify the procedures after taking into consideration the support and privacy needs of the parties and/or other potential hearing participants. This may include, but is not limited to, alteration of the hearing room setup, use of multiple rooms, video-conferencing equipment, or other electronic means.

### ***Official Means of Communication:***

Elms College's official mode of general communication to students is through email. Not checking email and/or providing this as an excuse for not responding is not acceptable.

### ***Parents/Guardians and Attorneys***

Only procedural questions are discussed with a parent and/or legal guardian while a Community Standards matter is pending. All questions or concerns (written or verbal) from one or more individuals acting in the capacity of an attorney will be **referred directly to the ELMS general counsel**. All substantive questions, concerns, or comments concerning student discipline, as well as any written correspondence, including the filing of an appeal, must come directly from the student(s) involved. Neither family members nor attorneys may attend student meetings while a

Community Standards matter is pending. See the section on Title IX for exceptions.

At the discretion of the VPSA/CDO or designated administrator, disciplinary findings and sanctions may be shared with the student's parent(s) or guardian, and/or other appropriate College officials. This information is shared in a spirit of partnership to communicate concerns and assist in the success, development and education of students.

Neither attorneys nor parents/legal guardians may attend any of the meetings before a hearing. In rare circumstances, such as when a student is involved in concurrent legal proceedings, an exception may be made at the sole discretion of the VPSA, Dean of Students, or designee.

### ***Support Person/Advisor***

Both the respondent and the complainant have the right to one (1) support person from the Elms community. The support person may be a faculty or staff member and may be present at a board or administrative hearing to provide support. The support person may not be an attorney or a parent/legal guardian. The support person's role is limited to providing support to a student leading up to and during the hearing process. The support person may not act as a witness for the student. A current member of the Community Standards Board may not serve as a support person. Both the respondent and complainant must notify the Board Adviser/Facilitator of their support person's name at least 48 (business) hours prior to the hearing.

During the hearing, the support person may not address the Board directly or speak directly to witnesses, but may confer at reasonable times, in a reasonable manner, with the student they are supporting. The Board Facilitator may exclude a support person from a hearing or terminate a student's right to have a support person, at their discretion, for good cause.

No faculty or staff member is required to accept a request from a student to serve as a support person. The support person may assist the student before the hearing in preparing a statement, reviewing the process, and seeking answers to any questions the student may have. During a conduct board the support person is not permitted to ask or answer questions, present evidence, or make any statements. Elms College does not guarantee the competency or ability of any volunteer support person.

### ***Summer/Winter Breaks and Extraordinary Situations***

When an incident cannot be assigned to one of the processes due to school recess, summer session, leave of absence, prior suspension of key individuals, or some other extraordinary circumstance, the decision regarding the appropriate process will be made by the VPSA/CDO or designee who has the discretion in determining the process to be followed and/or any appropriate modifications to each process.

### ***Withdrawal of Complaints***

A student complainant may, at any time, request in writing to the director of residence life, or Dean of Students or designee that a complaint be withdrawn. They will consider the request measured against the interests of the College community. If appropriate that the matter proceeds, the College reserves the right to assume the role of the complainant. The VPSA/CDO, Dean of Students, or designee's decision, whether to approve or deny such a request, is final.



### ***Student Obligations***

Students are expected to participate in the Student Conduct process. If a student chooses not to participate, the designated hearing officer, community standards board facilitator, or other administrator involved in the process will proceed and make a determination regarding findings and sanctions without the student's input. Written notification outlining findings, related rationale and any assigned sanctions are also provided, following case resolution. These determinations are final and the student will not be afforded an appeal.

Students (the respondent and complainant) must present a written list of all witnesses to the Dean of Students Office or Residence Life Office at least two (2) business days prior to the hearing (except where a hearing proceeds on an expedited basis, in which case such list shall be presented at least one (1) business day prior to the hearing). The respondent and complainant are solely responsible for communicating with their witness(es) about the date, time, and location of the hearing.

### ***Witness/Student Behavior***

The respondent and complainant have access to all witness lists which may be obtained at the Dean of Students office. A student or witness may refuse to answer a question, but the hearing board members will decide the matter based upon the information it receives. If at any time during the hearing a student/party or witness exhibits behavior or language that is disruptive or threatening, they may be dismissed and the process will continue without their presence. Witnesses are called into a hearing when needed, and the number may be limited at the discretion of the chairperson and/or the Board Adviser/facilitator.

### ***Criminal Cases Pending***

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

### ***Filing a Complaint/Report***

Those wishing to pursue possible Community Standards violations against a student, organization, club, or team (collectively the responding party or parties) for an on campus or off campus incident must file a written complaint with either the Dean of Students, Residence Life office or Public Safety office. Complaints can also take the form of incident reports initiated by the Department of Public Safety, Resident Advisors, Residence Life staff, students, administrators, faculty, or staff. In certain cases, the college will serve as the complaining party.

Complaints against students who are graduating must be filed prior to their graduation and when possible, with sufficient time before graduation so that an investigation, hearing, and appeal can occur. The complaint should be as detailed as possible, listing the party charged, witnesses, dates, times, locations, and specific information about the behavior.

The complaint will be reviewed to determine the procedure to address the conduct. It is often useful to discuss concerns with a staff member of the above-mentioned offices before filing a complaint. Many times informal assistance can resolve an issue. The College has support

services available to persons who are impacted by Code violations that may not be referred through the conduct system. Students who knowingly file a false complaint will be subject to disciplinary action.

Complaints can be filed up to one semester after information regarding the violation is discovered. Complaints against former students will not be processed but will be kept on file in case the student returns to the College (as a graduate student, or potential employee, etc.).

### ***Complaint/Incident Report Review***

The complaint/incident report will be reviewed to determine if it should proceed through a process. Additional Information, may be sought through a preliminary investigation. The investigation may include, but is not limited to: interviewing the complaint(s), responding party(ies), and witness(es) gathering documentary or other information from the party(ies) and witness(es), gathering relevant documents and/or other information which may be available to the College. The information gathered during the investigation will be provided to the Hearing Administrator. The VPSA/CDO, Dean of Students, or designee, determines the procedure to be used: Administrative Hearing, Community Standards Board (CSB) or Investigation/Panel (for Title IX incidents).

**Please note: Many times disagreements arise between students who then believe that a conduct board or formal complaint will resolve the issue. In fact most disagreements between students at Elms can be resolved through facilitated conversations with a staff member present.**

### ***Notification***

Students who are alleged to have violated the College's Community Standards will receive written notification, via campus email, of the following:

- Incident date and location (if known)
- Brief description of incident
- Alleged Community Standards violation(s)

### ***Types of Hearings***

#### ***Administrative Hearing***

An Administrative Hearing addresses non-academic allegations that may result in sanctions less than suspension or expulsion. It is typically a meeting between a Hearing Officer(s) and students involved in the incident or a small group of students. Administrative Hearings may also be facilitated by up to three administrators meeting with students if there is a considerable dispute of facts. The discretion of the type of hearing will be determined by the VPSA/CDO or designee.

#### ***Hearing Officers***

The Dean of Students, Director of Residence Life, Residence Life Staff, Director of Campus Engagement Director of Diversity & Inclusion and/or the Vice President of Student Affairs/CDO or designee may serve as a Hearing Officer and is the fact finder and decision maker. An outcome of the administrative hearing may include, but is not limited to the following:

- A case may be held for further information/review as determined by the administrator.

- A case may be closed with the allegation withdrawn.
- A determination is made as to whether a student is “responsible,” or “not responsible”, as it relates to each of the charges in the notification letter

### *Community Standards Board*

A Community Standards Board (CSB) is called when there are matters that could or may result in community wide impact and or whose findings may be suspension or dismissal from the college. The VPSA or designee will make the determination to call a CSB.

### *Guidelines for Administrative Hearings*

Since every matter is unique, the guidelines may be changed or modified as needed.

1. The Hearing Officer will review the information related to the incident.
2. The student will be provided an opportunity to respond to the information and present information and/or witnesses.
3. Students may bring along a support person from the Elms community to be present at the hearing. The support person may not participate or ask questions. The student needs to notify the hearing administrator in writing prior to a hearing with the name of the support person (family members, other students and attorneys are not permitted).
4. The Hearing Officer may ask questions during the meeting(s), seek additional information, make requests of the student and/or interview others as necessary.
5. Based upon the preponderance of the evidence, the Hearing Officer will make a decision and determination if a violation of the Community Standards has occurred.
6. The Hearing Officer will notify the student of their findings and sanction(s), if any, in writing.
7. In cases where information is received, before or during the Hearing, that indicates an additional Student Code violation may have occurred, the Hearing Administrator will determine if it will be addressed during the hearing or in a separate hearing.

### *Community Standards Board (CSB)*

Students are strongly encouraged to notify their parent/guardian in advance of their appearance before a Community Standards Board. Prior to the CSB a hearing review will be conducted with the respondent and the complainant to explain the process, requirements, information, etc. The names and titles of the panel members, (including alternates) assigned to hear the matter will be provided to students at least four (4) business days before the hearing. If a party has reason to believe that a CSB panel member is not able to be objective, the party must provide reasons to support the claim in writing to the Dean of Students not later than two (2) business days before the hearing. The fact that the party is in class with or being taught by a panel member is not sufficient alone to replace the assigned panel member. The Dean of Students will decide whether or not to replace the CSB panel member. Since every matter is unique, the guidelines may be changed or modified as needed:

In incidents involving more than one student/party, the hearing may be conducted as a joint hearing.

In cases involving student organizations, clubs and teams, the organization, club, or team must designate an officer or captain to act as the spokesperson during the hearing.

### ***Guidelines for Community Standards Board Hearings***

1. The CSB members will be provided with all the information at least two days in advance of the board. All materials will be collected at the close of the hearing.
2. The CSB members may ask questions of all parties and witnesses, ask a person to be a witness and ask that any information they deem relevant be provided, and/or to recall a witness. The CSB may also ask questions provided by a party to a witness or other party.
3. In cases where information is provided during a hearing that indicates an additional Student Code violation may have occurred, it will be determined if the party(ies) will address it during the hearing or in a separate hearing.
4. The CSB hearing may not be recorded
5. The CSB will meet in closed executive session to deliberate on the alleged violation(s) and possible sanction(s).
6. If a party is found responsible, the CSB members will then be presented with the student's disciplinary record to decide if a sanction should be more severe based upon the student's history. This information is not used to determine responsibility.

### ***Complaining and Responding Students and/or Organization***

1. All written or physical information to be used at the hearing must be presented to the VP/SA/CDO Dean of Students office three (3) business days prior to the hearing.
2. Students will have an opportunity to review (not receive) the information being presented at the hearing two (2) business days prior to the hearing upon their request. All information reviewed for the hearing and presented at the hearing is confidential and may not be disseminated by a party or witness.
3. The complaining and responding students may bring a hearing support person with them to the board. Students need to notify the VP/SA/CDO/Dean of Students in writing at least 2 business days prior to a hearing with the name of the hearing support person. Attorneys and family members are not permitted.
4. The hearing shall be conducted in private, only including involved student/parties, relevant witnesses, and hearing support person. No character witnesses are allowed.
5. Admission of any person into the hearing will be at the discretion of the Board chair or Board Facilitator.
6. The student/parties will speak to and present witnesses who can speak from personal knowledge about the incident.
7. The student/parties have the right to request questions be asked of participants of the hearing during a hearing.
8. A student or witness may refuse to answer a question, but the Community Standards Board will decide the matter based upon the information it receives.
9. If at any time during the hearing a student/party or witness exhibits behavior or language that is disruptive or threatening, they may be dismissed and the process will continue without their presence.
10. If a party chooses not to attend their CSB hearing, a decision will be made using available information and the right to appeal is lost.
11. The responding student will receive a notice of the findings and sanction(s), if any.
12. The complaining student, if a victim of an incident of violence\*, will receive notification of the outcome of the hearing.

\*Incidents of violence are defined by VAWA and CLERY.

### ***Community Standards Board Operations***

The following are guidelines for the order of events for a Community Standards Board hearing. As each matter is unique, they may be modified at any time as circumstances require.

- Introduction of the parties
- Reading of the alleged violations
- Opening statement by the complainant
- Opening statement by the respondent
- Questions by the Community Standards Board members to the parties and all witnesses.
- Closing Statement by complaining party
- Closing Statement by the responding party
- Final questions or requests from Community Standards Board members

### ***Appeal Review Process***

*Only a respondent in a conduct case may submit an appeal (Exception are made in Title IX cases).*

Requests for an appeal review must be made in writing to the VPSA/CDO or designee within three (3) business days of the date of the decision letter.

An appeal letter must demonstrate at least **one** of the following below and be explained in detail:

- New material and/or information not available at the time of the hearing which may have affected the outcome of the hearing
- The hearing did not substantially follow the guidelines, or a change with the guidelines substantially affected the outcome of the hearing

The Appeal Officer may speak to the decision maker/body, the appealing party, and the responding party, review all information received during the underlying hearing and seek additional information. The Appeal Officer may a) change the findings on the violation, or b) change the sanction(s) imposed (reduce or increase). The decision made in the appeal process is final.

### **President's Review:**

Please note: In all cases where a student is being suspended or dismissed from the college, the President will review the case notes and materials before the final decision from the appeal is communicated with the student.

### ***Sanctioning***

#### ***The Purpose of a Sanction***

When a party is found responsible for violating Community Standards and/or the Code of Conduct sanction will be imposed. The sanction is a consequence for the violation, an educational opportunity for the party and serves as a deterrent to future violations. In some cases, sanctions are also a means by which a person gives back to the Elms College community and/or the area community in which the behavior occurred (e.g. service, restitution).

#### ***Possible Sanctions***

The severity of the violation and other factors, such as, but not limited to, prior disciplinary history, are considered when a sanction is imposed. The following is a list of possible sanctions available in the student conduct process involving an individual or group. This list is not exhaustive and other sanctions may be imposed.

### ***Alcohol and/or Drug Education***

Students found responsible for violating the Alcohol and Drug policy may be sanctioned to complete an educational assignment related to substance use/abuse. This may include required off-campus referrals for an assessment at the student's own cost.

### ***Parent/Guardian Notification***

In cases involving undergraduate students, the hearing officer may determine that the student's parents be notified of the violation and the assigned sanctions.

### ***Warning***

Formal, written notification confirming that a violation of the College's Community Standards occurred.

### ***Loss of Privilege(s)***

The limitation or denial of specified privileges for a defined period of time. This also includes restricting participation in events such as intercollegiate athletics, senior week and/or commencement-related activities.

Fines and/or Restitution: Compensation for disruption, loss, damage or injury. This may take the form of appropriate service, monetary, or material replacement.

### ***Educational Assignment***

A written reflection of the incident and/or a written assignment aimed at further educating the student of the violation and its impact on the community. The assignment could also be something that is presented to others, bulletin board, video presentation, or assisting with developing, planning or executing program. The sanction could also be some type of service to the institution.

### ***Administrative Relocation***

Required relocation from one on-campus residence hall room and/or building to another residence hall room and/or building.

### ***Mediation***

A facilitated dialogue between the disputants with the goal of reaching an agreement that satisfies the concerns presented and meets the standards of acceptable behavior in a community environment.

### ***Meeting with Campus Administrator***

The decision-maker may deem it necessary that a student complete a predetermined number of meetings with another campus administrator, or be referred to the counseling center for an assessment.

### ***No Trespass Notification***

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

### ***Residence Hall Probation***

Residence Hall Probation is for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found responsible for any additional community standards violation during the probationary period. Probation may mean loss of privileges such as guest privilege and/or access to other halls.

### ***Loss of College Housing/Residence Hall Removal and/or Cancellation of Housing Agreement***

The loss of the privilege to reside on-campus permanently or for a designated period of time. This sanction includes the forfeiture of moneys previously paid for on-campus housing

### ***Disciplinary Probation***

College Probation is a specified period of time where a student is given the opportunity to modify problematic behavior and demonstrate a positive contribution to the College community in an effort to regain specific privileges and/or return to "good disciplinary standing" with the College. A record of probation will likely preclude a student from study abroad or attending a service trip. During this period of time a student is not considered to be in good discipline standing with the College which means that the student may be ineligible to serve in certain campus employment/leadership positions/ hold office or receive certain awards/honors, including but not limited to Resident Advisor, Peer Mentor, etc. & SGA President, etc.

### ***College Suspension***

While on suspension (usually a minimum of one academic semester or equivalent calendar time frame), a student may not be on any College-owned or leased property and is prohibited from attending and/or participating in any College-sponsored program, activity or event. Students who are suspended are not entitled to receive any refunds and must complete all other assigned sanctions prior to being approved to return.

### ***College Dismissal***

Expulsion is the permanent separation of a student from the College. A student who is expelled may not be on any College-owned or leased property and is prohibited from attending and/or participating in any College-sponsored program, activity or event. Expelled students are not entitled to receive any refunds.

### ***Completion of Sanctions***

Sanctions are mandatory. Explanation of requirements for completion for assigned sanctions is explained in the decision letter. A party who does not complete the sanction(s) on time is subject to further disciplinary action. A student affairs hold may be placed on a student's account who does not complete their assigned sanctions, prohibiting registration for future classes, and/or retrieving transcripts etc.

## **PUBLIC SAFETY POLICIES & PROCEDURES**

### **Access to Buildings and Grounds**

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

Public safety must be contacted prior to accessing public buildings, offices, function rooms, or other facilities on campus during times other than scheduled business hours. If access during these off-hours is required on a regular basis, written notification from the appropriate department chairperson or administrator should be provided to public safety in advance. All staff members are instructed not to unlock doors for anyone unless they are certain that the individual is authorized to access that space. When in doubt, a supervisor, public safety officer or appropriate professional must be contacted to make the determination. No staff member is allowed to enter a student's room unaccompanied, unless a written work order has been issued and/or without the permission of the Dean of Students/designee when deemed necessary. Entry doors or emergency exits are not to be left unlocked or propped open.

### ***Key Policy***

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

### ***Access Policy: Berchmans Hall***

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

### ***Access Policy: Computer Labs***

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

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



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

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

***Access Policy: Mary Dooley College Center***

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

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

***Access Policy: Alumnae Library***

The library is unlocked in the morning, and re-locked at night, after Public Safety clears the building of people. Any access to the building at times other than during regular hours of operation is allowed only with the expressed permission of the director of the library. Entry to the library and use of the building's facilities are allowed only to students, employees of Elms College, alumni, CCGS students and faculty, C/W MARS card holders, and residents of Chicopee. Identification cards are issued to all who are eligible, and they must be shown for admittance or upon request.

The Alumnae Library hours of operation are:

Monday-Thursday	7:45 a.m. to 11:00 p.m.
Friday	7:45 a.m. to 7:00 p.m.
Saturday	9 a.m. to 5 p.m.
Sunday	12 noon to 11 p.m.

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

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

The following buildings provide office facilities to several campus departments:

Berchmans Hall houses Criminal Justice and Legal Studies Departments and Business.

The Institute for Theology and Pastoral Studies as well as History is located at 15 Gaylord Street.

Marian Hall houses the Education Department.

Spaulding House houses the Admission Office.

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

***Access Policy: Residence Halls***

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

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

### **Active Shooter**

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

#### *Active Shooter Situation Definition:*

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

#### **If an active shooter is outside your building:**

- Go to a room that can be locked. Lock the doors and windows, and turn off the lights.
- Get everyone to lie on the floor and out of the line of fire.
- Call 911 and inform the operator of the situation. Give your name, location and any other details that can be provided about the shooter(s), if possible.
- Stay at your location until the police or a known college official gives the "all clear."
- 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.

***Bomb Threats***

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

***Camera, Video and Audio Recording Privacy***

Elms College believes that advances in technology must be used in a manner that demonstrates

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

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

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

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

### ***Campus Crime Report***

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

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

### ***Campus Events***

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

- c. Event may be terminated.
- d. Sponsor will be barred from holding future events.

### ***CORI Requirements***

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

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

### ***COVID-19 Policy Violations***

Students are expected to follow all of the COVID-19 guidelines, policies, and expectations. These include but are not limited to properly wearing a mask on campus, walking around campus, in the hallways, in class, and throughout the buildings. A mask is required at all times except in a designated “mask free area” on campus or while eating in the designated eating areas. Students need to wear the appropriate colored lanyard with her Elms ID in the lanyard holder. Black lanyards are for staff & faculty, blue are for commuters or off campus, red visitors, and green for resident students. The lanyard must be worn at all times outside of the residence hall room if you live on campus, as well as throughout campus.

Students must abide by all of the Covid testing requirements. This includes re-entry to school testing (before classes begin, surveillance testing for residents, athletes, or as determined by the health center). Students are required to follow the guest policy in the residence halls. Resident students may have one guest in their room at time if they are in a single room. All policies and guidelines for all areas on campus must be adhered to.

Students will be asked by staff and faculty and other student leaders, such as resident advisors, to properly wear their mask. If a student goes to class without a mask and lanyard they will be asked to go and retrieve them in their room, if they are a commuter they will need to go to the dean of students’ office for assistance.

Students who are found in violation of the COVID-19 expectations:

Students will be documented by the college official or a report filed with the dean of student office. The student will be required to go through the student conduct process. If found in violation a student will receive a warning, probation, and removal from the college. Removal from the residence hall as well as removal from campus may result. The college reserves the right to not allow a student to continue with their academic courses depending on the outcome of

the incident.

### ***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](http://www.faa.gov)) must first obtain an authorization from the FAA for a Section 333 Exemption via [register.UAS.faa](http://register.UAS.faa).
- A commercially owned (for hire) drone operator must file a certificate of insurance with the College naming Elms College as the additionally insured. Liability insurance coverage must be for \$1M.
- A contract operator must be accompanied by a representative of the College at all times while operating a drone.

**Guidelines**

1. Drones may not be operated in any way that would create a public safety hazard, an undue hazard to property or privacy, or in such a way that unduly affects the environment of those working or living within a building, to those entering or exiting a building, or those moving about the property. More information can be found at [www.knowbeforeyoufly.com](http://www.knowbeforeyoufly.com)
2. Operators must be under the control of the aircraft at all times, remain within the line of sight of the aircraft, and flown only during daylight hours.
3. Drone may not be operated directly above public open-air events (over crowds or sporting events), inside or directly above any public building or above public access road with or without traffic.
4. Drones cannot be flown within 30 feet of a building or other structure.
5. The Director of Public Safety (or his/her designee) or Dean of Students (or his/her designee) reserves the right to rescind the approved use of a drone at any time and/or for any reason.
6. Per FAA regulations, drones may not exceed a flying height of 400 feet or be operated within a 5 mile radius of any airport designated by the FAA without prior notice by the drone owner to the airport operator and/or air traffic controller.
7. There may be liability and property insurance considerations for bodily injury, personal injury, and property damage depending upon the size, weight, and flying altitude of the drone; privacy violations or other unlawful use. It is the responsibility of the owner and/or operator of each drone in each instance to assure these considerations are taken into account and addressed at all times.
8. The flight plan will include the following information:

- a. Equipment to be used including make, model and weight, date and time to be used.
  - b. Specific location (flight path)
  - c. Purpose of the flight
  - d. The identity of the operator with contact information for the pilot
  - e. Data to be collected
  - f. A hard copy of the proof of registration from the FAA.
  - g. If the intent of the flight is to collect photography or video this must be stated in the plan.
9. Metal blade propellers are prohibited at all times.
  10. Do not operate while under the influence of alcohol or drugs.
  11. Drones may not be flown during inclement weather or when wind speed would jeopardize operational control.
  12. Commercial operators must have proof of FAA registration in possession during flight operations. This certificate can be provided to the requestor in print or electronic format. More information can be found at [www.faa.org/uas](http://www.faa.org/uas)
  13. Commercial drones must have their unique FAA registration number visibly displayed on the aircraft.
  14. At the direction of Public Safety or Student Affairs, a flight can be terminated at any time.

### **Emergencies**

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

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

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

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

### ***Emergency Notification System***

In case of an emergency, Elms College sends out an emergency email alert message to anyone with an Elms College email address. In addition, the college has a system to rapidly communicate with students, faculty, and staff by sending a voice message and/or a text message to home and cellular telephones. The system is active and always ready for use.

**Individuals are responsible for submitting accurate and up to date phone numbers to the appropriate offices.** Staff should submit up to date information to human resources. Faculty should submit information to the academic dean's office, and students should submit up to date information to the registrar's office or the Dean of Students Office. Anyone who is part of the



Elms community will receive the notifications.

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

### ***Emergency Telephone Numbers***

Chicopee Police, Fire, or Ambulance 911

(On any campus phone dial only the three digits 911)

If calling from your cell phone you will need to identify the city.

**Elms College Public Safety 413-265-2278**

#### **Additional contacts:**

Switchboard Operator Office 413-594-2761, or ext. 0

Health Center 413-265-2288

Counseling Center 413-265-2275

Student Affairs/Dean of Students Office 413-265-2210

Poison Hotline 800-222-1222

Alcoholics Anonymous 413-532-2111

#### ***Hospitals***

Mercy Hospital, Springfield MA 413-748-9000

Providence Behavioral Hospital, Holyoke MA 413-536-5111

Baystate Medical Center, Springfield MA 413-784-0000

Baystate Emergency Room, Springfield MA 413-794-3233

#### ***Sexual Assault Resources***

Center for Woman and Community Crisis Hotline 413-545-0800

ARCH (Rape Crisis) 413-733-7100

#### ***Women's Shelters***

Springfield 413-733-7100

Main Street Shelter (Holyoke) 413-534-2466

#### ***Pregnancy Centers***

Birthright 800-550-4900 or in CT 860-290-8800

Brightside 413-788-7366

Tapestry Health 413-733-6639

Pediatric Unit at Baystate Medical 413-794-5641

#### ***Sexually Transmitted Disease Resources***

STD Testing 413-794-8354

STD Hotline 800-227-8922

AIDS Hotline 800-235-2331

### ***Statement of Equal Opportunity***

Elms College is committed to providing faculty, staff and students with an environment free of discrimination and harassment in which they may pursue their careers or studies. The College, through its President and Board of Trustees, reaffirms a policy of equal opportunity and nondiscrimination in employment as well as in the recruitment, admissions and retention of students. As an institution of higher education, Elms College constantly seeks a diverse and talented student body, faculty and staff to enrich the educational experience of all. It is the policy of Elms College not to discriminate against any individual on the basis of race, color, religion, gender, age, national or ethnic origin, sexual orientation, or mental or physical disability.

Elms College is committed to ensuring that all education and personnel actions are administered on a non-discriminatory basis. Elms College also identifies and removes any barriers to equal access and equal treatment for all members of its community.

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

### ***Federal Campus Sex Crime Prevention Act***

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

### ***How to Inquire***

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

### ***Penalties For Improper Use Of Sex Offender Registry Information***

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

### ***The Family Educational Rights and Privacy Act (FERPA)***

In accordance with the provisions of the Family Education Rights and Privacy Act of 1974 (Section 438 of the General Education Provisions Act 20.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.

Student education records are confidential and may only be released with consent of the student or as otherwise permitted by law. According to this law, a person becomes a student for purposes of FERPA when they "begin attendance" at an institution. This includes attendance in-person or remotely by videoconference, satellite, Internet, or other electronic and telecommunications technologies. At Elms College, we define a student as anyone currently or previously enrolled in any academic offering of the College. This does not include prospective students or applicants to any academic program of the College. According to Elms College policy, FERPA becomes effective on the first day of classes for those newly-admitted students who have scheduled at least one course.

### **Disclosure of Information**

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

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

1. The records of a student will be disclosed without his/her written consent to any academic and administrative offices within the College who have legitimate educational interest in the information. "Legitimate educational interest" means the demonstrated need to know by those persons who act in the student's educational interest. This includes faculty, staff, members of the Board of Trustees, third-parties acting on behalf of the College, and individuals, including students, serving on College committees.
2. The records of a student will be disclosed without his/her written consent to federal and state government agencies and officials as required by law.
3. The records of a student will be disclosed without his/her written consent to any agency to which the student has applied for or from which s/he has received financial aid, or which has made decisions concerning eligibility, amount, conditions, or enforcement of terms of such aid.
4. The records of a student will be disclosed without his/her written consent to certain educational agencies and institutions, as permitted by law.
5. The College reserves the right to furnish to parents or legal guardians of students proven to be financially dependent any information relating to academic status.
6. The records of a student will be disclosed without his/her written consent to comply with a judicial order or subpoena.
7. The records of a student will be disclosed without his/her written consent in a health or safety

emergency, as provided by the law.

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

### ***Student Rights***

1. The right to inspect and review the student's education records within 45 days of the day Elms College receives a request for access.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Elms College to comply with the requirements of FERPA.
4. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

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

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

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

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

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

#### ***Incendiary Materials***

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

#### ***In the Event of Fire***

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

Leave the area immediately.

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

### *Fire Drills*

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

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

If time permits:

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

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

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

### *Hate Crime*

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

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

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

### *Procedure*

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

- Dean of Students Office
- Residence Life Staff

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

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

### *Investigation*

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

### ***Bias Related Incidents***

A bias-related incident is an act motivated by the offender's bias against the actual – or perceived – age, ancestry, color, disability, gender, gender identity, national origin, race, religion, religious practices, or sexual orientation of the targeted person or group, but does not rise to the level of a criminal offense. Examples many include telling jokes based on stereotypes; posting on social media about someone based on identity; using offensive language that may pertain to identity; and taking down or tampering with bulletin boards or displays. A bias incident can occur whether the act is intentional or unintentional. Speech or expression that is consistent with the principles of academic freedom does not constitute a bias incident.

Any member of the Elms community who witnesses, experiences, or has information regarding a bias incident or hate crime should immediately report the incident Reporting is important even if the offending party(ies) cannot be identified. All reports should include the following information

or as much detail as possible:

- Detailed account of the incident, including date, time, and location
- Name of each person involved including witnesses
- Description of what you observed and what was said to the best of your recollection, including any specific language or terms that were used
- Name of alleged perpetrator(s) or a detailed description of the individual(s) involved
- Other pertinent information that may assist Elms College in responding to the incident
- Any physical evidence should not be removed, altered, or tampered with until Public Safety can respond.

**Reports initiated by students may be reported to the Dean of students, director of diversity and inclusion, and/or residence life.** Bias incidents that violate the college's Student Code of Conduct will be referred to and addressed through the student conduct process

**Reports initiated by faculty, staff, vendors, and visitors will be addressed by Human Resources.**

### ***Hazing Policy***

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

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

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

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

#### ***Section 17.***

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

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

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

**Section 18.**

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

**Section 19.**

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

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

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

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

**Is it Hazing?**

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

- 1) Is alcohol involved?
- 2) Will active/current members of the group refuse to participate with the new members and do



exactly what they're being asked to do?

- 3) Does the activity risk emotional or physical abuse?
- 4) Is there risk of injury or a question of safety?
- 5) Do you have any reservation describing the activity to your parents, to a professor or University official?
- 6) Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

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

### ***ID Cards***

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

### ***Parking Regulations***

Every student bringing a vehicle on campus must obtain a color-coded parking sticker by completing the following google doc parking permit application form and submitting it to Public Safety through the Parking Permit Application located on the [Accepted Students Portal](#) on the Elms College Website. Upon submission of the permit application you will receive notification of receipt from Public Safety with a pick up location for your permit. All cars parked on college property must be properly insured and legally registered.

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

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

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

### ***Posting Policy***

The sharing of information about upcoming events and activities is critical to the success of those events and so students are able to take full advantage of opportunities for out of classroom experiences. It is also important to maintain an attractive campus physical environment. The Elms College Posting Policy is designed to maintain the aesthetics of our campus, decrease damage to

facilities from improper posting, and free up facilities staff so they may direct their efforts toward the completion of other campus improvements.

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

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

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

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

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

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

### ***Campus Protest Policy***

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

**Process:** Part of the process in expressing dissent is the privilege to demonstrate in a peaceful and non-disruptive fashion. Elms College strongly feels that it is fundamental to our democratic process for the community to express their views and to protest if desired. However, these protests must be conducted in a peaceful, orderly manner with respect for the rights of all. The college community should maintain an understanding that civility, respect and tolerance are crucial in our interactions with each other when involved in campus protests. In order to keep the

sense of community on the college campus, it is important that the exchange of ideas include the understanding and respect for the rights of all of the members of the college community. This is an integral part of the learning environment; to respect the rights of all individuals whether they agree with you or not.

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

### ***Public Safety Officers***

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

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

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

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

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

Officers file reports on incidents that occur during their shift, and submit them to the director of public safety, Dean of Students Office and Residence Life is necessary. When a crime is committed or an emergency occurs, they also insure that a report is filed with the Chicopee Police Department. Officers are also asked to report needed repairs, structural safety problems, or natural obstructions.

## ***SEXUAL MISCONDUCT POLICY (Title IX)***

### **POLICY STATEMENT**

This Sexual Misconduct Policy (“Policy”) applies to all members of the College community including students enrolled for credit or non-credit-bearing coursework; College employees, including full-time and part-time faculty, staff, and administrators; as well as third parties such as contractors, vendors, visitors, and guests (collectively referred to herein as “Community Member”).

Sexual Misconduct is antithetical to the mission and values of the College and will not be tolerated. The College will respond to reports and formal complaints of Sexual Misconduct (as defined in this Policy) and will take prompt action to eliminate such conduct, prevent its recurrence, and remedy the adverse effects of such conduct in the College’s programs and activities.

This Policy will apply to any instance in which a Community Member is alleged to have engaged in Sexual Misconduct prohibited under this Policy against any person, regardless of the Complainant’s or Respondent’s sexual orientation or gender.

Where conduct in violation of this Policy also violates any other College policies, the College’s response will be governed by the procedures described herein. Where this Policy applies, its provisions will supersede any conflicting provision contained in other College policies. The policy for Title IX, sexual misconduct, sexual harassment can be found here: [Sexual Misconduct-Title IX Policy](#)

### ***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.

### ***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 Travel Policy and includes any travel outside the United States. These policies apply to all students which includes the Elms College Chicopee campus and all off-campus programs.

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

Participants are responsible for following of the guidelines, requirements, and expectations set forth by the administrator, staff, faculty member, or recognized student or individual in charge of the trip. Students with disability related needs should contact the Student Accommodations and Support Services Office to discuss their situation and arrange for reasonable accommodations.

The director can be reached by email: [sass@elms.edu](mailto: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.