

An aerial photograph of the Elms College campus in Chicopee, Massachusetts. The central focus is a large, multi-story brick building with Gothic Revival architectural features, including a prominent central tower with a clock face and arched windows. The building is surrounded by green lawns, trees, and other campus structures. In the background, residential houses and a parking lot are visible.

ELMS
COLLEGE

2025-2026

STUDENT HANDBOOK

291 SPRINGFIELD STREET | CHICOPEE, MA 01013

Updated September 11, 2025

Table of Contents

College of Our Lady of the Elms Mission Statement.....	7
Important Phone Extensions.....	10
Student Rights and Responsibilities.....	12
Commonly Asked Questions.....	13
Academic Policies.....	15
Academic Affairs.....	15
Absences.....	15
Jury Service.....	15
Academic Honesty Policy.....	15
Standard of Satisfactory Academic Progress for Financial Aid Recipients.....	16
Class Attendance Policy.....	20
Cooperating Colleges and Universities of Greater Springfield (CCUGS).....	20
Course Credit.....	21
Course Registration.....	21
Faculty Advisors.....	21
Financial Obligation and Hold Policy.....	21
Withdrawal and Tuition Refund Policies.....	21
Grade Change Policy.....	25
Incomplete Grades Policy.....	25
Student Grievance Policy for Academic Matters.....	28
Academic Grievance.....	28
Procedural Steps.....	28
Procedures: Written Record.....	29
Transfer Credit Policy.....	30
Student Military Leave of Absence.....	31
Kirley School Of Continuing Education - Berchmans Hall, Room 125.....	32
Tutoring Services.....	33
Brainfuse Online Tutoring.....	34
The Office of Experiential Learning.....	35
International Programs.....	38
First Year Seminar (FYS).....	38
INFORMATION TECHNOLOGY.....	39
Computing Resources on Campus.....	39
Collaboration Spaces on Campus.....	40
Alumnae Library Learning Commons.....	40

Wireless Network Access.....	40
Backup Storage.....	41
Printing.....	41
Student Email Accounts.....	41
Technology Acceptable Use Policy for Students.....	41
STUDENT SERVICES.....	46
Student Affairs Division.....	46
1. Campus Ministry.....	46
2. Counseling Services.....	47
3. Dining Services - Elmor.....	48
4. Health Center.....	49
5. Residence Life.....	49
6. Student Engagement and Leadership.....	49
7. Athletics & Intramural Sports.....	50
ATM Machine.....	52
College Bookstore.....	52
Commuter Student Life.....	53
Library.....	53
Mail Services and Mailroom Policy and package information.....	53
End of Semester/Leaving the College.....	55
Graduating Students.....	55
Mary Dooley College Center.....	55
Student Government Association.....	56
RESIDENCE LIFE POLICIES.....	62
Alcohol Policy.....	62
Drug Policy.....	64
Semester Breaks and Residence Halls.....	66
Change of Residency & Residence Hall Contract.....	66
Children in the Residence Halls.....	66
Common Areas.....	66
Cooking Facilities.....	66
Damage to Common Areas.....	67
Damage to Rooms.....	67
Elms College Overnight Host Program.....	67
Fire Safety.....	68
Furnishings.....	69
Bathroom Use and Privacy.....	69
Guest and Visitation Policy.....	69
Hall Sports.....	71
Joint Responsibility.....	71

Key and ID Card Policy.....	71
Residence Hall Keys/ID cards.....	71
Laundry.....	72
Lofts and Bunks.....	72
Losses, Theft, and Damage.....	72
Medical and Recreational Marijuana Policy.....	73
Neighbors.....	73
Pets.....	73
Policy Amendments.....	73
Prohibited Items.....	73
Quiet Hours and Noise Policy.....	74
Reassignment.....	75
Residence Hall Alarm System.....	75
Room Change Policy.....	75
Room Consolidation.....	76
Room Deposits.....	76
Room Inspection and Right of Entry.....	77
Room Lockouts.....	77
Smoke-Free Buildings.....	77
Statement on Building Access.....	77
Windows.....	78
JUDICIAL SYSTEM AND CONDUCT STANDARDS.....	78
Purpose & Goals.....	78
Authority/Complaint.....	79
Enforcement.....	79
Student Code of Conduct.....	79
Conduct Standard Violations:.....	79
Student Conduct Process.....	82
Introduction.....	82
Glossary.....	83
General Discipline Policies.....	85
Interim Restrictions/Suspension.....	85
Modification of Community Standards Procedures.....	85
Official Means of Communication:.....	85
Maxient.....	85
Parents/Guardians and Attorneys.....	86
Support Person/Advisor.....	86
Summer/Winter Breaks and Extraordinary Situations.....	87
Withdrawal of Complaints.....	87
Student Obligations.....	87

Witness/Student Behavior.....	87
Criminal Cases Pending.....	87
Filing a Complaint/Report.....	88
Complaint/Incident Report Review.....	88
Notification -hearing notice.....	88
Types of Hearings.....	89
Administrative Hearing.....	89
Community Standards Board (CSB).....	89
Guidelines for Administrative Hearings.....	89
Hearing Officers.....	90
Community Standards Board (CSB).....	90
Guidelines for Community Standards Board Hearings.....	90
Complaining and Responding Students and/or Organization.....	91
Community Standards Board Operations.....	92
Sanctions.....	92
The Purpose of a Sanction.....	92
Possible Sanctions.....	92
Alcohol and/or Drug Education.....	92
Educational Conversation.....	92
Educational Assignment.....	93
Parent/Guardian Notification.....	93
Warning.....	93
Loss of Privilege(s).....	93
Administrative Relocation.....	93
Mediation.....	93
Meeting with Campus Administrator.....	93
No Trespass Notification.....	93
Probationary Statuses.....	94
Residence Hall Probation.....	94
College Probation.....	94
Disciplinary Probation.....	94
Loss of College Housing/Residence Hall Removal and/or Cancellation of Housing Agreement.....	94
College Suspension.....	95
College Dismissal.....	95
Completion of Sanctions.....	95
PUBLIC SAFETY POLICIES & PROCEDURES.....	96
Access to Buildings and Grounds.....	96
Key Policy.....	96
Access Policy: Berchmans Hall.....	96
Access Policy: Computer Labs.....	97

Access Policy: Maguire Center for Health, Fitness, and Athletics.....	97
Access Policy: Mary Dooley College Center.....	97
Access Policy: Alumnae Library.....	97
Access Policy: Marian Hall, and Spaulding House.....	97
Access Policy: Residence Halls.....	98
Active Shooter.....	98
Bomb Threats.....	100
Camera, Video and Audio Recording Privacy.....	100
Campus Crime Report.....	100
Campus Events.....	101
CORI Requirements.....	101
Crime Prevention.....	101
Drone/Unmanned Aircraft System (UAS).....	102
Emergency Notification System “CodeRed”.....	104
Emergency Telephone Numbers.....	104
Statement of Equal Opportunity.....	106
Notice of Non Discrimination.....	107
Federal Campus Sex Crime Prevention Act.....	107
The Family Educational Rights and Privacy Act (FERPA).....	107
Fire, Fire Drills, and Fire Regulations.....	109
Hate Crime.....	110
Anti-Hazing Prevention Policy.....	112
ID Cards.....	117
Parking Regulations.....	117
Posting Policy.....	118
Expressions, Demonstrations and Gathering Policy.....	118
Public Safety Officers.....	121
Title IX and Sexual Misconduct.....	122
Smoking Policy.....	124
Travel Policy.....	125
Student Business Policy:.....	125

Dear Elms College Blazers,

For more than 95 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 as a student.. 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 and in compliance with state and federal laws. In addition, 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 your time at Elms College.

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 people 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.

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.

Elms College President's Cabinet

<u>Harry Dumay, Ph.D.</u>	<u>President</u>
<u>Joyce Hampton, Ed.D.</u>	<u>Vice President of Academic Affairs</u>
<u>Andrew Coston, Ph.D.</u>	<u>Vice President of Student Affairs</u>
<u>Brett Carroll, C.P.A., MSM</u>	<u>Vice President of Finance & Administration</u>
<u>Bernadette Nowakowski, MALA</u>	<u>Vice President of Institutional Advancement</u>
<u>Molly Miner, Ed.D.</u>	<u>Vice President of Enrollment and Marketing</u>
<u>Tyra Good, Ed.D.</u>	<u>Special Assistant to the President for Strategic Equity</u>
<u>Sister Carol Allan, M.A.</u>	<u>Special Assistant to the President for Mission & Charism; <u>Cabinet Liaison to the DEIJ Committee of the Board</u></u>
<u>Father Mark Stelzer, S.Th.D.</u>	<u>College Chaplain and Special Assistant to the President for <u>Catholic Identity</u></u>

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
Elior Food Service	413-265-2211
Athletics	413-265-2311
Bookstore	413-265-2273
Business Office	413-265-2209
Campus Ministry	413-265-2468
Center for Student Success	413-265-2287
Career Center	413-265-2272
Counseling Center	413-265-2275
Dean of Students	413-265-2210
Financial Aid	413-265-2249
Health Center	413-265-2288
Help Desk, Information Services (IT)	413-265-2390
International Programs	413-265-2256
Institutional Marketing	413-265-2588
Library	413-265-2280
Maguire Center	413-265-2313
Mailroom	413-265-2331
Tutoring Services	413-265-2304
Physical Plant	413-265-2248
President's Office	413-265-2293
Public Safety	413-265-2278
Registrar	413-265-2532
Residence Life & New Student Programs	413-265-2461
Kirley School of Continuing Education	413-265-2490
Student Accommodations and Support Services (SASS)	413-265-2333

Student Accounts	413-265-2432
Student Affairs	413-265-2210
Student Government Association/Director of Engagement & Leadership	413-265-2289

Student Rights and Responsibilities

This statement on rights and responsibilities is designed to clarify those rights that the student may expect 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 Student Affairs 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 Kirley School of Continuing Education 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 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 mouse over Your Account, then click on How To Create Password then follow those directions. Students can find their student ID number on their Elms College Student ID. Setting up a password will allow use of the library's databases, the online catalog, and Interlibrary Loan.

Contact the library staff if you have questions at 413-265-2280. Students can also set up an appointment to 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 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 have public computers that students may use. There are also three shared workstations with large video screens, and 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, and there is a commuter crescent in the lower level of the Mary Dooley College Center. The Learning Commons and the Center for Student Success in the Library have comfortable furniture with laptop tables and built-in electrical power access.

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

Yes, Elixir, our food service vendor, provides all students with the opportunity to purchase a meal plan. Visit <https://elms.campus-dining.com/meal-plans/> 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-Friday 7:30 a.m.-9:00 p.m. and Weekends 11:00

a.m. - 4:30 p.m.. There are also vending machines available in the Mary Dooley College 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. If you are interested in purchasing a membership, you may download an application form and a health history form at athletics.elms.edu/information/facilities/index. Membership for part-time, off-campus, online and graduate students is available at a reduced rate.

How do I learn about campus events?

All campus events are listed on the Elms College website in our News and Events section and the ElmsConnect mobile app. Student Groups will advertise their events around campus. Any other events will go through the Office of Student Engagement and Leadership. If you would like more information please contact the Director of Student Engagement and Leadership at studentengagement@elms.edu.

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 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 professor, 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 registrar@elms.edu.

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. The committee includes the Registrar, Director of Financial Aid, Asst. Dean of Academic Student Success and other college representatives as needed. The committee will determine if a student is meeting the SAP qualitative, quantitative and time requirements outlined below, and to determine continued eligibility for federal, state, and institutional grants, scholarships, loans, and work programs.

I. Qualitative

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

II. Quantitative

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

III. Time Standard

The time standard allows 150 percent of the normal degree requirements (the federal maximum) for credit hours attempted (including transfer and incomplete hours) for degree completion. For example, the 150% time limit for a typical four year (8 semester) bachelor's degree program is six years (12 semesters).

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

Appeals Process for Loss of Financial Aid Eligibility

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

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

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

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

Appeals Process and Timeline

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

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

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

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

business days of receiving the appeal. The decision of the VPAA will be final.

Graduate Student SAP Policy

Standard of Satisfactory Academic Progress for Financial Aid Recipients

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

I. Qualitative

For qualitative purposes, SAP requires a cumulative Grade Point Average (GPA) of 3.0 or better. Graduate and professional student GPAs are reviewed each semester to evaluate eligibility for federal, state, and institutional grants, scholarships, loans, and work programs. Students that fail to meet this standard will not be eligible for federal aid until the minimum cumulative GPA is achieved.

II. Quantitative

Students must complete 50 percent of credit hours attempted, including transfer and incomplete hours, as a measure of this standard. (Elms College credit hours attempted + incomplete + transfer hours x .50 = minimum hours needed to satisfy this standard.)

III. Time

The time standard allows 200 percent of the normal degree requirements (the federal maximum) for credit hours attempted (including transfer and incomplete hours) for degree completion. If a student fails to meet either the qualitative or quantitative measure, the student will be placed on academic probation and notified of her/his status. The following semester, all students on probation will be reviewed for progress. If the committee (vice president of academic affairs, director of financial aid and registrar) determines that the student is not progressing at a satisfactory rate, the student will be notified that they have become ineligible for financial aid until these standard(s) are met. Students who become ineligible will be given the opportunity to appeal to the committee for further review. Appeals should be well documented. The decision of the committee is final.

There is no appeal or extension for exceeding the time measurement. For the purposes of financial aid, the committee will complete this review at the end of each semester, after the semester grades have been posted, and apply the same standard to both undergraduate and graduate students.

Satisfactory Academic Progress (S.A.P.)

Federal regulations and Elms College policy require that students must make satisfactory academic progress in order to receive financial aid. Any student who fails to complete attempted course work or whose cumulative GPA falls below the required minimum (as defined in this catalog) will receive a warning, or will be placed on financial aid probation. Any subsequent failure to achieve S.A.P. will result in the revocation of financial aid eligibility and will prohibit the student from receiving assistance for the following semester. Students who are denied aid because of unsatisfactory academic progress may appeal in writing to the director of student

financial aid services.

Academic Probation

At the end of each regular semester, the records of all students are reviewed. For a student to be in good academic standing, the student must give evidence of satisfactory academic progress, which is measured against both a quantitative and qualitative standard. Students who do not meet either standard are placed on probation and may not participate in a major student activity, participate in an intercollegiate sport, hold office, or represent the college publicly until the probation is removed. Students on probation are notified by the registrar, and are to meet with their faculty advisors who will be monitoring the student's progress. NOTE: A student's financial aid and scholarship/grant are subject to revocation if he or she is placed on probation for a subsequent semester, and if the student is not making appropriate "Standard Academic Progress" (S.A.P.) as defined by federal regulations. For more details, contact the Office of Financial Aid.

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 emergencies 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 and Universities of Greater Springfield (CCUGS)

CCUGS 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 in the Spring and Fall semesters offered by member institutions 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. Detailed 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 for undergraduate students is 15-16 credits; the minimum full-time load is 12 credits. Full time on-campus undergraduate students may carry a maximum of 18 credits per semester without incurring additional tuition fees. A full-time credit load for graduate students is 6 credits.

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. Students can locate their advisor's name at the top of their profile page in ElmsConnect.

Along with a Faculty Advisor, a student may be assigned an Academic Coach.

Financial Obligation and Hold Policy

Students are required to meet their financial obligations by the following due dates each semester:

- **Fall Semester:** August 3
- **Spring Semester:** January 3
- **Summer Semester:** May 3

Students with an outstanding balance **greater than \$2,000** after these dates will have a **registration hold** placed on their account. This hold will prevent registration for future courses at Elms College.

If you are unable to meet the payment deadline, we strongly encourage you to contact the Office of Student Accounts to discuss **special payment arrangements**. In some cases, a hold may be **temporarily lifted** even if the balance remains above the \$2,000 threshold, provided a formal payment plan is in place and the student is in good standing with the agreement.

Withdrawal and Tuition Refund Policies

Taking time away from school is a significant decision, and it's important to talk to people who support you. We understand that not all situations and circumstances are alike, and we want to provide you with individualized attention to address your needs. We are here to help you make an informed decision.

If you are withdrawing during the semester, it's important for you to know what happens to your bill, financial aid, health insurance, and grades. Review the information below, and connect with the listed areas to discuss your decision to withdraw or transfer. We want you to have all the information and options in front of you before you finalize your decision.

Center for Student Success

2nd Floor Alumnae Library

css@elms.edu

Office of Financial Aid

1st Floor Berchmans Hall

finaid@elms.edu

Office of Student Accounts

1st Floor of Berchmans Hall

studentaccounts@elms.edu

Office of the Registrar

1st Floor of Berchmans Hall

registrar@elms.edu

Student Health Center

healthcenter@elms.edu

Withdrawal Checklist

- Academic Advising: Reach out to your advisor directly, your academic dean's office, or if you need help connecting with an advisor, contact the Assistant Dean of Academic Student Success in the Center for Student Success at 413-265-2256, css@elms.edu

- Financial Implications:
 - Check the catalog for the Withdrawal and Refund Policy. Students who withdraw may be liable for tuition, fee, room, and meal plan charges.

 - Talk to Student Accounts to see if you will have an outstanding balance as a result of leaving. Outstanding or overdue balances may impact your ability to re-enroll.
 - Contact: Student Accounts at studentaccounts@elms.edu.

 - Did you receive Financial Aid? Withdrawing may reduce your financial aid and affect your eligibility for future aid if you do not maintain Satisfactory Academic Progress.

- Contact: Financial Aid at finaid@elms.edu.
 - Receiving Veterans education benefits? Contact the School Certifying Official before withdrawing to understand the potential impact on your benefits.
 - Email: registrar@elms.edu
- **Student Support**: The Center for Student Success can meet with you to explore options, provide guidance, and help you navigate the process to ensure your questions are answered. Taking time away from school does not mean the end of your academic journey. Reach out to our office to start this important conversation.
 - Contact: 413-265-2287, css@elms.edu
- **Health and Counseling Services**: If you are planning a personal leave or official withdrawal, have you considered whether a Medical Leave is right for you? If you need extra support, reach out to our team of health professionals at the Wellness Center (Health and Counseling) located at 15 Gaylord Street, by calling 413-265-2288 during office hours, or by emailing at healthcenter@elms.edu
- **Health Insurance**: Do you have health insurance through Elms? If you enrolled in the student health insurance plan, you may be able to remain enrolled for the full period covered by your premium even if you withdraw. Contact studentaccounts@elms.edu.
- **Residence Life**: Do you live in the Residence Halls? Students who withdraw must vacate campus housing. Contact Residence Life to discuss how withdrawing affects your housing and meal plan. Contact reslife@elms.edu.
- Are you an International Student? Before withdrawing, you must notify the Office of International Programs to discuss your intent. Failure to do so may result in termination of student status. Contact: Nancy Davis, Assistant Dean of Academic Student Success, ipoffice@elms.edu / 413 265-2462.

Elms College Tuition Refund Policy

Tuition refunds are made only to those students who officially drop or withdraw during the refund period for the course semester or session:

15-Week Courses:

- 100% refund through the last day of Add/Drop (Days 1–8)
- 50% refund during the second week of classes (Days 9–14)

- 25% refund during the third week of classes (Days 15–21)
- No refunds after the third week of classes (Days 22–end of term)

8-Week Courses:

- 100% refund through the last day of Add/Drop (Days 1–8)
- 40% refund during the second week of classes (Days 9–14)
- No refunds after the second week of classes (Days 15–end of term)

\$500 Withdrawal Fee:

A one-time, non-refundable \$500 fee will be assessed to any student who fully withdraws from the college after the start of classes.

*Please note that dates may vary per semester depending on holidays; please refer to the Academic Calendar for deadlines for the current semester.

Important Notes:

- A withdrawal from any course will result in a grade of W.
- A grade of W does not affect your GPA, but is considered when awarding financial aid.
- A withdrawal may affect your Satisfactory Academic Progress (SAP). To learn more about SAP, see the [policy](#).
- Students who withdraw from courses for medical reasons should go through the Student Health Office to follow the Voluntary Medical Withdrawal process.
- Students who need to comply with military training or deployment may refer to the Military Leave of Absence policy for guidance and support.

Financial Aid Withdrawal Policy

The following policy regarding financial aid is based on federal regulations. The amount of your financial aid award is based on attending the entire semester. If you withdraw from school, you must notify the Center for Student Success and/or the Office of the Registrar. If you stop attending all of your classes (officially or unofficially), a return of funds calculation will be processed based on the date you submit your withdrawal request and your award eligibility may be adjusted. This may result in a bill owed to Elms College.

While Elms does not have an attendance policy, the institution monitors attendance based on mid-semester roster checks and final grades. If the last date of attendance cannot be determined, the return of funds calculation will be processed at 50%. Whether the withdrawal is official or

unofficial, once the institutional last day of attendance has been established, the refund calculation will be processed within 30 days from the time the date has been confirmed. Funds will be returned within 45 days of the confirmation of the last date of attendance. The funds are returned in the following order: Unsubsidized Stafford loan, Subsidized Stafford loan, Direct PLUS loan, Pell, SEOG, and Iraq/Afghanistan Service Grant.

Return of Title IV Funds Policy

Students who withdraw from classes beyond the 60% point in the semester will have earned 100% of their financial aid.

If a student has not yet received the full amount of aid that they are eligible for at the time of withdrawal, they may be eligible for a post-withdrawal disbursement. If this disbursement includes a loan, the student will be notified that written permission for the loan disbursement is required from the student.

After the refund calculation is processed, the student will receive notification of their new revised award amounts. It is the student's responsibility to pay any outstanding debt owed to the institution. A hold will be placed on the student's account and they will not be allowed to register for classes until their outstanding bill is paid. If a student's loan disbursement has been reduced, that portion will be returned to the Department of Education which will then reduce the student's overall indebtedness.

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, or submit the Incomplete Contract information via email, to the Registrar's Office. The contract must be signed by the student and instructor (or if submitting via email, the student must be copied), 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 midpoint 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.

Maintaining Matriculation

In compliance with federal enrollment reporting requirements, Elms College requires all certificate and degree-seeking students to maintain continuous enrollment or matriculation from the time of admission until the completion of all degree requirements. Typically, this is achieved by enrolling in courses in consecutive required semesters, noting that summer semesters are not required for all students/programs. Students who do not register for consecutive semesters must register for "Maintaining Matriculation" or a Leave of Absence. Students who fail to take one of these steps will be administratively withdrawn from the college.

In order to be continuously enrolled and within federal compliance, a student must be registered in credit-bearing courses, on an approved leave of absence, or listed as Maintaining Matriculation.

Elms College requires students to submit official notification of intent to take a leave of absence or to withdraw from the college:

- A leave of absence is an option for students who have completed at least one semester, and have a health or personal need to temporarily stop attendance. A leave of absence is permitted up to 180 days.
- A withdrawal indicates that the student has permanently stopped attending the college. When a student withdraws, registration for future semesters will be contingent upon reapplication to the college through the appropriate Office of Admission.

Aside from being registered in credit-bearing courses and progressing toward certificate or degree completion, students are said to *maintain matriculation* when engaged in academic pursuits that do not include registration for credit-bearing classes. Students maintaining matriculation are still considered 'registered' at the college for the term in which they are

maintained. Note that Maintaining Matriculation registration is permitted for a maximum of 180 consecutive days only; after this point, students will be administratively withdrawn.

Maintaining Matriculation registration:

- Reserves a student's place in the academic program as a continuing student
- Ensures that the student will continue to receive registration materials and any other mailings/emails to enrolled students
- Allows access to college facilities and services, such as the Library, Information Technology, and Health Services
- Allows students to retain their ElmsConnect access and Elms College email accounts
- Maintains degree currency, thereby allowing the same degree requirements upon their return to the college

Registering for Maintaining Matriculation

Students may maintain their continuous enrollment by being registered for the appropriate level Maintaining Matriculation (MMC) zero-credit course:

- MMC-4000 = undergraduate degree and certificate programs
- MMC-6000 = graduate degree and certificate programs
- MMC-7000 = doctoral degree and certificate programs

Students who are eligible to maintain their continuous enrollment, but who do not request this status, will be registered into the appropriate Maintaining Matriculation course by the Registrar's Office and notified via email. Note that there may be a fee assessed for the Maintaining Matriculation course. The zero-credit course will appear on a student's transcript to help identify that the student is considered actively enrolled; a grade of "NC" (for non-credit), will be posted at the end of the semester.

Students Eligible for Maintaining Matriculation Status May Include:

- Students who are working on incomplete grade(s) or in-progress courses, including research/capstone/practicum from a prior term, who are not registered for the next semester and need the incomplete grade as a last requirement to graduate.
- Students who are taking a course(s) at another institution to transfer back to Elms in order to complete requirements to graduate.

Students who are not continuously enrolled, who do not register for consecutive semesters, and who do not request and/or are not eligible for a Leave of Absence or to Maintain Matriculation may be administratively withdrawn from the college and must reapply in order to be reinstated.

Implications of Maintaining Matriculation

Students who are receiving Financial Aid, living in residential housing, studying at Elms as an international student and/or enrolled in a student health insurance plan, are strongly encouraged to contact the respective office(s) to determine any ramifications when registering for Maintaining Matriculation.

During the semester in which a student registers to maintain matriculation, 1) they are not eligible to receive financial aid, and 2) student loan repayments may become due.

Maintaining Matriculation courses are placeholder courses only. They do not provide term credit loads and cannot be used for in-school deferments for financial aid or loan repayment obligations. Students are encouraged to check with the Office of Financial Aid to confirm the ramifications of not maintaining continuous credit-bearing attendance.

Note that, per U.S. immigration regulations, students with F-1 status must maintain full-time status, 12 cr or higher per semester for undergraduates and 9 credits or higher per semester for graduate students, in order to maintain immigration status. F-1 status students are permitted to register for less than full-time status only if authorized in advance by the International Programs Office, in consultation with the academic advisor.

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 institution 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 obtain approval from their advisor and 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 midterm 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.

Kirley School Of Continuing Education - Berchmans Hall, Room 125

Fall /Spring Office Hours - Hours are subject to change

Monday - Friday, 8:30 am - 4:30 pm

If you would like to schedule an appointment, please call 413-265-2490.

Contact Information

Dr. Walter Breau, Executive Dean, 413-265-2490

Jane McCarry, Director of Operations, 413-265-2490 or mccarryj@elms.edu

Wanda Banks, Assistant Director for Online Program Support, 413-265-2336, banksw@elms.edu

Wally Soufane, Social Work Program Specialist, 413-265-2387, soufanew@elms.edu

The Kirley School of Continuing Education (KSCE) guides a diverse group of learners near and far in supportive, vibrant in-person and online learning communities. KSCE scaffolds CE students and builds bridges to their academic success in partnership with faculty, staff and administration.

The Kirley School of Continuing Education affirms the inclusivity of the Elms College founders, the Sisters of St. Joseph emanated from their Charism of "uniting neighbor with neighbor, neighbor with God, without distinction."

STUDENT SUCCESS

Student Success at Elms College

The Student Success services and programs are designed to support students during their academic journey. From day one of the transition to college through the academic demands of the classes, the Student Success team works with students holistically to achieve a transformative academic experience. Our faculty serve as faculty advisors and our Student Success team provide

resources and opportunities to help students do their best in the classroom and in life. Student Success Resources are overseen by Nancy Davis, the Assistant Dean of Academic Student Success in Academic Affairs. Her office is located in the Center for Student Success, on the second floor of the Alumnae Library. You can reach Assistant Dean Davis at 413-265-2256 or davisn@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, to check in for office appointments and studying, there is a printer for networked printing, 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 through Elms Connect.

Offices located in the CSS are: Tutoring Services, Advising, Career Services, Student Accommodations and Support Services (SASS), Experiential Learning, and Fulbright Language Teacher(s), International Programs Office

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. Nancy Davis, Assistant Dean of Academic Student Success assists students who are **declaring and changing majors**. Students can discuss strengths and best fit for a new major, learn how their courses will fit into the 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 them 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. The Director of Academic Student Success, Regina Tillona, can 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://traccloud.go-redrock.com/elms/trac>.

Please use your Elms College Username and Password to schedule an appointment. 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 Username and Password as Moodle, Gmail and ElmsConnect. Be sure to use Chrome as your browser when accessing Brainfuse. Learn more about the Brainfuse policy here: [Tutoring Services for Students](#)

Regina Tillona, Director of Academic Student Success, manages Tutoring Services and Brainfuse Online Tutoring. Her office is located in the Center for Student Success, on the second floor of the Alumnae Library. You can reach her at 413-265-2304 or tillonar@elms.edu.

Office of Career Services

The Elms College Office of Career Services exists to provide career support for Elms College students and alumni while delivering comprehensive, innovative, and inclusive programs and opportunities for all students. Emphasis is placed upon fostering meaningful connections for Elms College students with employers, local organizations, and alumni. This is facilitated through strategic connections with faculty, alumni, employers, social networks, and community partners.

Career Services is dedicated to providing an inviting environment where all students feel safe, validated, and empowered to explore, pursue, and manage their career journey. Students of all identities are celebrated in an office that strives to help individuals feel confident navigating the ever-changing, increasingly unpredictable, and volatile career landscape. Career Services is committed to cultivating a community that supports Elms College students and alumni through every career stage and challenge.

The Elms College Model for Career Education:

Exploration: An Elms College education allows students to develop a well-rounded range of skills that can be applied to almost any career. Employers in all industries value the ability to communicate clearly, to work collaboratively with others, and to bring innovative solutions to complex problems. In the explore phase, students are encouraged to embark on self-discovery, identifying skills, strengths, and interests related to a potential major or career. Workshops and programs provide information about possible career pathways, industries, and occupations.

Development: Through career education at Elms College, students have the ability to develop critical skills and strengths to prepare for the 21st-century workforce. Career Services provides

the ability to connect with employers in various fields and industries to create multiple communication points. Students can schedule a practice interview with a career adviser, attend a program or workshop to develop critical career-related skills, and have a resume, cover letter, and other job application materials reviewed by staff members.

Engagement: Students have the opportunity to participate in experiences related to individual career development. Career Services will facilitate the connection with employers seeking to hire for internships and full-time positions. Career Services provides guidance on building meaningful relationships and skills through various programs delivered in the fall, spring, and summer.

Career Advising:

During career advising appointments students receive help from professionals within Career Services to further understand life after graduation and to develop general strategies for moving forward in the direction of their aspirations. Career advising appointments can include, but are not limited to, the following topics to assist students:

- Exploring values, interests, and skills
- Gaining practical experience
- Strategizing job and internship searches
- Researching graduate and professional schools
- Leveraging the Elms network
- Developing a 4-year career action plan
- Choosing a major and exploring careers

Unlocking the Power of the Handshake platform:

Elms College partners with Handshake, the leading career management platform in higher education, to help students discover career paths and opportunities. Students can set up a handshake account by visiting <https://app.joinhandshake.com/edu> and using the assigned Elms email address. Handshake can be used to find on and off-campus jobs and internships, to submit materials for review, and to schedule appointments with a career advisor.

Elms College also provides What Can I Do With This Major. What Can I Do with This Major provides insight into career paths by major. This can be accessed via the Career Services page on Elms Connect.

The Office of Career Services has a director, J. Marshall, M.Ed., a career professional with 25 years of experience. J (pronounced “Jay”) welcomes students to connect in and around campus, at the office, or via email, phone or video chat, and, of course, on LinkedIn. The Office of Career Services is located on the 2nd Floor of the Elms College Alumnae Library in the Center for Student Success. Appointments can be scheduled by emailing marshallj@elms.edu or calling 413-265-2272.

The Office of Experiential Learning

Experiential Learning is learning beyond the classroom that prepares students for careers,

deepens academic knowledge, and advances civic engagement and social justice. Students learn through doing and observing locally and beyond, guided by professionals in their fields. These experiences are supported by Elms faculty and staff, and by relevant training, preparation and reflection opportunities.

The Office of Experiential Learning partners with departments across the campus to advise and support students and faculty to create quality experiential opportunities which may be credit-bearing, paid, or volunteer service. The office supports collaborations with agencies throughout the region and beyond and draws upon research-based practices from the field.

Opportunities for Experiential Learning at Elms College include:

- Internships with local community agencies, businesses, schools, nonprofit organizations
- Research experiences under guidance and supervision by faculty members
- Courses with an experiential learning project or requirement (“CEXPL” in the Elms Catalog)
- Study Abroad
- Mission Trips
- Off-Campus Community Work-Study
- Community Service

Scholarship funding is available to support eligible internship and research experiences during the academic year and over the summer. College advising and support are available to enable students to pursue all of the above opportunities and more. Please visit the Office of Experiential Learning’s “ElmsConnect” site at <https://sites.google.com/elms.edu/experiential-learning/home> to learn more, or visit the Office of Experiential Learning in the Center for Student Success in the Alumnae Library, second floor.

Student Accommodations & Support Services (SASS)

In accordance with the Americans with Disabilities Act (ADA) of 1990, Americans with Disabilities Act as Amended (ADAA) of 2008, Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act (FHA), Elms College makes every effort to provide reasonable accommodations to students with documented disabilities who meet the College’s eligibility and verification requirements.

Higher Education institutions have developed disability service offices to fulfill both legal and ethical obligations of supporting students with disabilities through offering protection from discrimination and providing reasonable accommodations as part of compliance with related laws. Students with documented disabilities needing accommodations related to academics, housing, dietary, and/or campus events are to work directly with the office of Student Accommodations and Support Services (SASS), a division of the Center for Student Success.

I. Student Responsibility

Accommodations in higher education are based on *Access* rather than *Success*, and cannot fundamentally alter course, program, or degree requirements. It is the student’s responsibility to follow the below accommodation request process should there be a need for reasonable accommodation(s) in class and/or on campus.

- Submit a formal written request (Section I: Student Accommodation Request Form)
- Submit relevant documentation verifying the disability (see the section on Eligibility and Verification for acceptable documentation details)
- Be available for a scheduled meeting with the director of SASS to review the accommodation request and determination
- Provide their individualized accommodation letter to each instructor at the beginning of each semester or once approved by SASS
- Self-advocate to the director of SASS if there are any modifications needed to the approved accommodation(s). Additional supporting documentation may be required
- Communicate with the director of SASS when approved accommodation(s) are not being upheld within the applicable environment (e.g. classroom, residence hall, dining hall, etc.)

II. College Responsibility

Elms College may not discriminate against any individual on the basis of their disability. Elms College will provide reasonable and appropriate accommodations to students with a documented and verified disability, in order to afford the student an equal opportunity to participate within its programs, activities, and facilities.

III. Eligibility and Verification

To be eligible for an accommodation, the student must have:

- A disability, as defined by the ADA, that substantially limits a major life activity and subsequently necessitates a reasonable accommodation.
- A formal request for accommodation on file with SASS at Elms College that supports the need for the requested accommodation(s) (Section I: Student Accommodation Request Form).
- Appropriate medical documentation on file with SASS at Elms College that verifies the disability and how the accommodation(s) will assist the student. See requirements below for the specific disability category and required documentation*.

***Physical and Psychological Diagnosis:**

Section II: Physician Verification Form or other appropriate medical documentation is required.

***Learning, Intellectual, Speech/Language, Neurodevelopmental, and Developmental Diagnosis:**

Comprehensive testing with diagnosis listed (e.g. psychoeducational testing) must be provided in lieu of Section II. An Individualized Education Plan (IEP) and/or a 504 Plan *may* be acceptable if the diagnosis is listed.

IV. Accommodations

Academic accommodations can be requested by the student at any time prior to and during enrollment, however, once approved, accommodations are not retroactive. All requests for accommodations are reviewed on an case-by-case basis, and the determination of accommodations will vary depending on the nature of the diagnosed disability/impairment and the specific need(s) of the student.

Accommodations may be approved on a permanent or temporary basis, depending on the disability/impairment and documentation received from the appropriate medical professional.

Students will be notified, upon approval, of such status.

V. Confidentiality/FERPA

Students working with SASS are protected under the Family Educational Rights and Privacy Act (FERPA). Disability diagnoses are not listed within the accommodation letter to instructors. However, SASS may share information about a student if there is an educational need to know, such as setting up testing accommodations or connecting students with appropriate resources (e.g. Elms College Counseling Center, Tutoring Center, Residence Life, Dean of Students, etc.).

SASS may not share information with family members or guardians without a signed release of information from the student. Students may request a Third Party Authorization Form (TPAF) at any time from SASS.

For questions regarding the accommodation registration process please contact the Director of Student Accommodations & Support Services (SASS) directly at sass@elms.edu or 413-265-2333.

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. Stop by the office or make an appointment to explore these opportunities.

First Year Seminar (FYS)

IDS 1001 – First Year Seminar (FYS) is a 3-credit course that is required for all full time, 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.

If you are unsure if this is required for you, please check with your academic advisor.

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 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 throughout the Elms College Campus in the following academic departments: Computer Information Technology (CIT) Lab, Career Services, Nursing, and Biology. 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 work table 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 most outdoor areas 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 set up their Elms account or to configure Gaming network access. Guests 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 **Elms-Guest** wireless network is valid for 48 hours.

Note: Certain wireless devices, such as wireless printers, Google Chromecast, and Apple TV, will not function on the Elms network. Please turn off the wireless transmitter on these devices as it will interfere with others ability to access network resources.

The residential network is a shared resource. Network uses or applications that inhibit or interfere with the use of the network by others are prohibited. Examples include file sharing

applications, Email spamming, unauthorized servers, personal wireless access points or any other activity that consumes an excessive amount of bandwidth. Lastly, personal hubs, routers, and wireless access points are not allowed in the residence halls since their use can disrupt network connectivity for others.

Backup Storage

Public computers are configured to “refresh” after each restart or at a minimum every night. Files should be stored on external media, such as a USB removable flash drive, or in your Google Drive as files stored locally will be deleted during these refreshes.

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 non-refundable \$25.00 printing credit to each student at the beginning of the semester in August, January and May. Prints and copies are \$0.10 per page 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.

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 voicemail. 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. As an example, you may not show any copyrighted material that you have rented or streamed to a group unless you have purchased a license to do so.

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 email, 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 Vice President of Student Affairs and the Dean of Students:

- Campus Ministry
- Counseling Center
- Dining Services- Elixior
- Health Center
- Residence Life
- Student Engagement and Leadership
- Athletics

1. 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. The Office may be reached via email at campusministry@elms.edu or by phone at 413-265-2468.

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:

- Liturgical celebrations and prayer
- Programs for spiritual growth and reflection
- Ecumenical gatherings

- Lent and Advent daily prayers
- Response to social justice issues
- Service and reflection through local, domestic, and international experiences
- First Year Encounter (FYE)
- Campus Ministry Club/Bible Study
- Agape Latte

2. Counseling Services

The Elms College Counseling Center offers free, professional, and confidential counseling services to traditional full-time Elms College undergraduate students, provides support with consultations and referrals to anyone who isn't a traditional full-time undergraduate student, and supports the faculty and staff through consultation groups and training opportunities. Many students utilize the center at some point during their academic careers. The counseling center is staffed by a licensed professional capable of providing services for a variety of presenting concerns.

Some common student issues are:

- Alcohol and substance abuse
- Anxiety
- Conflicts with others
- Crisis and personal trauma
- Depression
- Eating disorders and body image
- Family problems
- Grief and loss
- Homesickness and loneliness
- Procrastination and Motivation
- Low self-esteem
- Relationship problems
- Suicidal thoughts

The Counseling Center is located with the Health Center at 15 Gaylord Street in a stand-alone brick house on the edge of campus. It is open 35 hours per week during the academic year, from 8:30 a.m. – 4:30 p.m. Monday through Friday. The Counseling Center utilizes an open access model for scheduling appointments. All appointments are available on a first come/first served basis and booked out no more than two business days in advance. To book an appointment, students should contact our administrative staff at 413-265-2288 or at 413-265-2275 to reserve their session.

3. Dining Services - Elior

Elms College dining services are managed by Elior. 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 found here:

<https://elms.campus-dining.com/dining-location/mary-dooley-dining-hall/>

Elior 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 the Health Center and the director of Elior 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 Elior food director at 413-265-2211 or the Health Center at 413-265-2288. Disability-related accommodations may be requested through the Student Accommodations and Support Services Office at 413-265-2333.

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 visiting the Elior office in the Mary Dooley College Center, located in the dining Hall. Please note that refunds are not given. If a student leaves the college for any reason the meal plan that they purchased is no longer available for their use. It is the student's responsibility to keep track of the number of meals and/or dining dollars.

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

Elior operates a market located in the lower level of the Mary Dooley College Center called the Tryon Market. Items in the market include convenience foods, including snacks, microwaveable food items, and some beverages. Anyone may purchase items using a debit card or credit card, or Elms College flex dollars (which are part of a meal plan or purchased separately through Elior in dining services). This market is cashless. The hours of operation mirror the dining services hours of operation.

4. 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 one registered nurse who is supervised by an off-site physician. 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 Monday through Friday 8:30 am to 4:30 pm with the exception of holidays, vacations, and school closures. The Health Center's direct line is 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.

5. Residence Life

Located on the first floor of O'Leary Hall. If you are not a resident of O'Leary Hall you will need to call the office at 413-265-2461 for access to the office. 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 two traditional residence halls, Rose William Hall and O'Leary Hall, as well as the Living Learning Community and Cultural Center (Gaylord Mansion). 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.

Policies pertaining to living in the Residence Halls can be found on page 60.

To schedule an appointment, email reslife@elms.edu.

6. Student Engagement and Leadership

The Office of Student Engagement and Leadership is located on the second floor of the Mary

Dooley College Center, room 209. The mission of this office is to enhance the social, cultural, and educational experiences of all students through the exposure 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.

The Office of Student Engagement and Leadership 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 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 questions regarding involvement, contact the Director of Student Engagement and Leadership at studentengagement@elms.edu or 413-265-2289.

7. Athletics & Intramural Sports

Athletics are an important aspect of the Elms College experience. Our intercollegiate teams provide opportunities for student-athletes to participate, compete, excel and enhance their skills and knowledge. As a member of the Great Northeast Athletic Conference (GNAC), 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.

In keeping with NCAA Policy, Elms College Athletics requires that all students participating in athletics be in compliance with NCAA regulations. . NCAA compliance forms and information can be found here: [Elms College NCAA Compliance Forms](#)

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. Continuing education students, adjunct faculty, and part-time students may join at a reduced rate. Membership includes full use of the facility plus weight training and Cybex instruction if requested.

Varsity Sports:

Baseball

Lacrosse (men and women's)

Basketball (men and women's)
Soccer (men and women's)
Cross Country (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 consists of teams of women, men, co-ed, faculty, and staff.

Examples of intramural offerings include:

Basketball
Ultimate Frisbee
Indoor Soccer
Indoor Floor Hockey
Volleyball
Dodgeball
Flag Football
Team Handball
Kickball
Softball
Game Room Activities

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 composed 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 the 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.

The NCAA Board of Governors issued a revised its policy on campus sexual violence in April, 2021. Beginning in the 2022-2023 academic year, the policy requires that students participating in athletics annually disclose whether they have engaged in conduct that resulted in discipline through the Title IX or sexual misconduct proceeding, or in a criminal conviction for sexual, interpersonal, or other acts of violence. In addition, transfer student-athletes must disclose whether a Title IX or sexual misconduct proceeding was incomplete at the time of transfer. The NCAA policy requires institutions to take reasonable steps to confirm whether these student-athletes have been disciplined or convicted for such conduct, and requires member institutions to share relevant disciplinary information with each other when a student-athlete attempts to enroll in a different member institution.

In compliance with the NCAA Policy, Elms College requires each student-athlete to complete a misconduct self-attestation form annually which should be obtained from the Elms College Department of Athletics.

ATM Machine

A Westfield Bank ATM machine is located in the first floor lobby of the Mary Dooley College Center. This is open for anyone to use. Please keep in mind that fees may apply depending on the bank.

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). Textbooks may be purchased online as well. Please call the store for details. If you have any questions you may call 413-265-2273 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 at studentengagement@elms.edu or contact the Dean of Students Office at studentaffairs@elms.edu.

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 10:00 pm. Monday through Friday, and from noon until 10:00 pm Saturday and Sunday, and are available to visit classrooms to teach Information Literacy or assignment specific sessions. Please note the hours may vary depending on time of year. The library, in conjunction with IT, provides access to computers and laptops for patron use, as well as technology for listening to, 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 cataloged 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, including Alumnae Library, 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 (Interlibrary 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, accommodations, and career related services.

Mail Services and Mailroom Policy and package information

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: 8:30 AM-4:30 PM.

How to set up a student mailbox:

- All students who will receive mail are encouraged to sign up for a mailbox. All Mailboxes are free of charge.
- Students must go to the Mail Room and ask the mail clerk for a mailbox. The Mail Room is located in the lower level of the Mary Dooley College Center.
- A school I.D. is required for setup
- A combination mailbox will be assigned to each student
- The mailbox number and combination will be written on a slip

Picking up your mail:

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

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

Incoming Packages:

- Incoming packages are scanned upon arrival.

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

- Please wait for an email from elmsneopost@elms.edu before attempting to pick up any packages.

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

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

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

When purchasing online and having an item shipped to the mailroom please add in the notes section that the package has to be delivered to the Elms College Mary Dooley College Center - Mailroom only.

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
- FedEx
- 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 Registrar's Office of the correct address they would like to forward 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 the 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, Campus Ministry, Faculty Dining Room, the Elms Café, the game room, the MAC lounge, the Center for Equity in Urban Education, 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 Office. The upper level houses the Borgia Art Gallery, Alumnae Room (classroom), Institutional Advancement which includes Constituency Relations (Alumni), the Office of Residence Life, and the Office of Student Engagement and Leadership.

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 Office of Student Engagement and Leadership. 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.

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. Any full-time student may participate in SGA and may choose to hold a leadership position such as an executive board member, class officer, or student representative. 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. Please refer to the Elms College website for information regarding clubs and organizations. Please contact studentengagement@elms.edu if you have any questions.

HEALTH CENTER POLICIES

All full-time undergraduate 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.

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):

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.

Hepatitis B: Series of 3 doses and/or laboratory evidence of positive immunity.

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 specific immunity for Measles, Mumps, and Rubella). Birth in the U.S. before 1957 is acceptable only for non-health science students.

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.

Meningococcal (MenACWY, formerly MCV4): 1 dose within 5 years or a signed MDPH Meningococcal Information and Waiver Form provided by Elms College.

COVID-19 bivalent vaccinations may be required for select populations. Please check with your advisor for further details.

*Medical and/or religious exemptions must be requested by completing the Vaccination Exemption Request Form. Exemptions will be reviewed by the Health Center Director. Additional documentation must be dated and all exemptions must be renewed annually at the start of each school year.

Additional documentation required includes:

Completed Report of Medical History form (NOT required for online students)

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

TB Screening Form to be completed by all in person students (Nursing students are exempt from this requirement)

*Nursing students and athletes require additional documentation. *Contact the Health Center, School of Nursing, 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 prior to the last date to add/drop classes in 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:

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

Sequence of events:

The student will be notified of outstanding documentation prior to the start of the semester.

**Notification #1*

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*

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*

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*

On the last day to add/drop classes in the student's first semester of their program, 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*

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

Lactation Room(s) and Procedures

Elms College has adopted these procedures in support of lactating students, and breastfeeding/human milk feeding. Elms College shall provide lactating students with the accommodations necessary to ensure they have access to equal educational opportunities while also meeting their health needs. Elms College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972. Sex discrimination, which can include discrimination based on pregnancy and lactation, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, and health insurance coverage.

Elms College has designated lactation room(s) on campus for students, faculty, and staff. Off campus locations utilize the designated locations at those sites, but if feasible off-site students are welcome to use the Chicopee campus location(s). Please contact your off-site coordinator or the Title IX Coordinator.

A space is available in the Wellness Center, located at 15 Gaylord Street (brick building behind the Mary Dooley College Center).

A designated lactation room is located in the lower level of the Alumni Library on the Chicopee campus. The key is accessible at the circulation desk. Library hours can be found here: <https://www.elms.edu/library/> The room is located to the right of the entrance to the library theater and contains a small refrigerator for storage.

The Wellness Center is open Monday through Friday 8:30 am to 4:30 pm but is available after hours and during the holiday breaks and summer months, however, please contact for operating hours. You may call the Health Center at 413-265-2288 to arrange use of the space in advance. 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.

If you have questions about the spaces or have a specific need please contact the Title IX Coordinator, Cheryl Smith at smithc911@elms.edu or the Deputy Title IX Coordinator for students, Dean of Students, Teresa Winters, winterst@elms.edu, 413-265-2210.

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 the Health Center, the Director of Counseling Services, or the Director of Student Accommodations & Support Services to discuss the issues impacting them and their options to remain in good academic standing at the College. Students are also required to complete a Voluntary Medical Leave of Absence Form (available at the Registrar's Office) and provide supporting documentation from a licensed medical and/or mental health provider. The medical or mental health provider may not be a family member unless prior permission is obtained from the College. Documentation must be on agency or provider letterhead and signed and dated by the provider. The completed documents should be submitted to the Health Center Office. The Director of the Health Center will review the request and make a decision. In some cases the Director of the Health Center will consult, as appropriate, with the Director of Counseling Services, the Director of Student Accommodations and Support Services (SASS), and/or the Dean of Students or Vice President of Student Affairs (VPSA).

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 the 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 VPSA, in consultation with the Director of the Health Center, the Director of Counseling Services, or the Director of Student Accommodations & Support Services (SASS), 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 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 VPSA.

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

Appeal Procedure for Involuntary Medical Leave: If a student believes that a decision for an Involuntary Medical Leave/Involuntary Leave made by the College is unreasonable, or that the procedures and / or information relied upon in making the decision were unfair, the student may appeal the decision. The appeal must be made in writing to the Dean of Students or VPSA.

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 VPSA will respond in writing to the student's written appeal within five (5) business days; Additional medical and non-medical supporting documentation as a part of the appeal process may be requested. 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 many of the students are not the legal drinking age. In addition, Elms College works to establish an environment that supports sobriety.

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 Student Conduct 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 choose 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 and/or Dean of Students/VPSA/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, including the students residence hall room or any window in the residence hall(s) or college buildings. This is prohibited.

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 of Alcohol:

- Letter sent to parents/guardians
- Completion of an online alcohol education program or education program identified by the hearing officer/Community Standards Board (CSB) may be required. The login and/or link along with any necessary information will be provided in the letter
- Letter of warning or higher level sanction- depending on situation
- Disciplinary and educational discussion
- Time limit to remove unauthorized item(s)
- Items may be confiscated

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

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

- (a.) the student is under the age of 21; and
- (b.) the institution determines that the student has committed a disciplinary violation with respect to such use or possession.”

Elms College reserves the right to contact parents or legal guardians in the event of illegal use or possession of alcohol or controlled substances on campus. The policies apply to resident students, commuter students, off campus students, and all other program modalities that the college offers.

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) for a banned substance list. Student athletes should speak with the athletic director or athletic trainer regarding prescription medication concerns.
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. This applies to all Elms College students and all resident students including STCC and HCC students residing at Elms College.

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 to complete a housing contract release form, determinations will be made on a case by case basis by the Director of Residence Life/designee and the Housing Release Committee. 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 and/or furniture may not be removed from their location. Any student found with lounge or common area furnishings/furniture in their room will be referred to the student conduct process and will receive a moved furniture charge.

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: hotpots 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 and/or 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, permanent adhesive 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 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 (if applicable). 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 falsely pulling 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 and charged relocation fees. 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

Any policy changes will be provided in email to all residential students; this will serve as an official notice.

The visitation hours and guest policy may be canceled or changed at the discretion of the Office of Residence Life or designee.

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 canceled at the discretion of the Office of Residence Life.

Guidelines for Having Guests in the Residence Halls

1. Residents must always sign in and sign out their guests in the lobby (front desk) of their building regardless of time of entry.
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 (including legal drinking age) and guests are not allowed to bring alcohol in the residence hall. 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, hacky-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. Laundry facilities and access to washers and dryers are included in the housing room & board. Issues with machines should be reported to reslife@elms.edu or directly to the student's resident advisor (RA).

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.. 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 any health issues are encouraged to contact the Health Center.

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 three gallons. Animals are not allowed on campus, except in the case of service animals and Student Accommodations & Support Services (S.A.S.S.) approved emotional support animals (ESA). Resident students must contact the SASS Office first and receive written approval regarding support animals before they are brought to campus.

*Suspicion of an unauthorized animal on campus shall serve as grounds for Residence Life Staff 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, gas grills
- Weapons or replicas of weapons of any sort
- Satellite dishes or antennas
- Air conditioners or space heaters
- Christmas or other cut 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
- Any other flammable materials deemed unsafe by the college administration or Chicopee Fire Department
- Water beds
- 3D Printers
- Electronic personal assistive mobility devices (self-balancing scooters, “Hover Boards” etc.). These cannot be stored or charged inside the residence halls.
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 accommodation.
- Drones or remote flying devices of any kind

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, or loud volumes from devices or other activity that would be disruptive to other residents. The college reserves the right to use their discretion.

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 into 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 security deposit will be charged to a student's account once a room has been chosen for the following semester and a contract signed by the student. 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, Vice President of Student Affairs (VPSA) 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, residence life staff, student affairs staff, or 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 Buildings

All of our residence halls and buildings are smoke-free environments; this includes inhaling, exhaling, vaporizing (including e-cigarettes), marijuana (which is not permitted), or possessing any lit tobacco product (i.e. cigarettes, cigars, pipes, etc.). Smoking (not marijuana), is permitted at designated locations on campus.

*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, including STCC and HCC resident students, 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. 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/Complaint

All student violations of the Student Code of Conduct or any College Policy are adjudicated through the Student Affairs Office, specifically the Dean of Students. Any member of the College community may file a complaint with the Vice President of Student Affairs or Dean of Students regarding an alleged conduct violation by a student or guest. You may file a complaint or report using the appropriate form here: [Submit a report](#)

The Code of Conduct and all College Policies apply to all students. It 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.

Conduct Standard Violations:

1. Forgery or fraud
This includes but is not limited to Elms College or other student records, ID cards, or papers. Unauthorized reading, removing, duplicating, photographing of any College file, document, or record of any member of the College community. Attempts to obtain any item of value or any item under false pretenses, or falsification of official college

documents. Included but not limited to

2. Disruptive Actions:
Actions that interfere with, inhibit, or prevent regular and/or essential College operations including any behavior that disrupts the learning environment.
3. Providing false information to any College official or department at any time for any reason, including acts of academic dishonesty. Knowingly giving false information to a college official who is performing his/her official duties
4. 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.)
5. Failure to comply with sanctions resulting from disciplinary proceedings.
6. Use, possession, providing, or selling of illegal drugs or drug paraphernalia.
7. Alcohol violation (includes College policy and legal offenses):
 - a. Use, possession, or providing of alcoholic beverages on College premises owned, leased or operated by the College to underage individuals.
 - b. In the presence of open, closed, or empty containers of alcohol and not the legal drinking age.
 - c. Possession of hard alcohol in residence hall or room.
 - d. Excessive amount of alcohol; over the allowed limit in the residence hall.
 - e. Alcohol, open or closed container(s) in public space on Elms College campus
 - f. Intoxicated and disorderly conduct.
 - g. Public intoxication, including inside or outside college buildings; in or around College property owned, leased or operated by Elms College.
 - h. Inappropriate use of furniture for consumption of alcohol: Included in this is the 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.
8. Weapon violation:
Possession or use of any weapon (including air, pellet, BB & paint guns, knife) or incendiary device (including fireworks), or using any object in a way that creates a risk of bodily harm.
9. Theft, burglary, attempted theft, unauthorized borrowing or use, including inappropriate use of any College property.

10. Theft, burglary, attempted theft, unauthorized borrowing of property of any of its members or visitors on the main campus or at off-campus program locations or college sponsored events; possession of stolen property; or damage to, another college member's or visitors property.
11. Malicious use or abuse of College, public, or private property.
12. 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.
13. Any verbal or written abuse, or verbal or written harassment, including unwelcome correspondence, and unwelcome phone calls or text messages (including those made on/using any social media, or electronic platform); May include conduct that threatens or endangers a person's emotional, mental or physical well-being.
14. Any bullying behavior or intimidation.
15. Any stalking, or unwelcome continued contact either electronic, verbal, or written in any format or posted in any platform or location.
16. Racial or bias slurs, language or offensive verbal or written statements or behaviors.
17. Sexual misconduct 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/ Title IX Policy for specific definitions located here: [Title IX & Sexual Misconduct](#)).**
18. Fighting, assault, any act of physical violence or any conduct that endangers the health or safety of any person.
19. 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.
20. Solicitation, including the distribution of advertisements and samples, except as authorized by College policy.

21. 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.
22. 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.
23. Failure to meet financial or other obligations to the College and not respond to attempted communication from College officials. .
24. Tampering with or damaging fire equipment, causing a false alarm or arson.
25. Any violation of federal, state, or local criminal codes.
26. Violations of approved policies regarding use of College computing resources or violations of computing resources at off-campus locations or as an online student.
27. 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.
28. 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

The Student Code of Conduct and College policies apply to all students and apply 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/ (VPSA), Dean of Students, 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 or Dean of Students.

Hearing Officer

The Dean of Students, Director of Residence Life, Residence Life Staff, and/or the Vice President of Student Affairs or designee may serve as a Hearing Officer and is the fact finder and decision maker.

Business Day

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

Hearing Notice

Correspondence in letter form from the designated 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.

Outcome 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, or designee, to conduct a review of a Student Conduct 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

Interim Restrictions/Suspension

On rare occasions the VPSA, 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 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, 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.

Maxient

Maxient is a case management software that is used to manage reports and cases.

Students will receive notices and communications through the Maxient system to their Elms Email. . Maxient is the most trusted provider for incident reporting and student conduct case management. When the office sends an official notice, you will receive an email from "notifications[at]maxient.com." The email will show the sender as an Elms employee or office with their name followed by "(via Maxient)." It is important for you to know that this is an authentic email from the college.. It is not spam or a phishing attempt.

In addition to a brief explanation, the body of the email will contain a link to your notification letter. You may be prompted to enter your Student ID number to ensure the privacy of letters sent

through the system. Once logged in to the Maxient portal, you can access your letter, which will be a PDF document. Print or download and save the letter for your records as this link is only active for a limited time.

If you have difficulty accessing your letter in Maxient — or want to confirm the legitimacy of the email — contact us at studentaffairs@elms.edu or call the office at 413-265-2210.

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. **Please refer to the Title IX/Sexual Misconduct policy for exceptions.**

At the discretion of the VPSA 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 Dean of Students or designee 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 or the hearing officer 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 or hearing officer 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 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 Vice President of Student Affairs, 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, 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. **To submit a report or concern for CARE, a bias related incident, a Title IX/sexual misconduct or sexual harassment incident, hazing incident, or any other incident or concern, please visit [Elms College Reporting Forms](#).**

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.).

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.

Complaint/Incident Report Review

The complaint/incident report will be reviewed to determine if it should proceed through a process and which 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 VPSA, Dean of Students, or designee, determines the procedure to be used: Administrative Hearing, Community Standards Board (CSB); for Title IX incidents please refer to Title IX/Sexual Misconduct policy and information : [Title IX & Sexual Misconduct](#)

Notification -hearing notice

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

- Incident date and location (if known)
- Brief description of incident
- Alleged Community Standards violation(s) or college policy violation(s)
- The date of a hearing or meeting, any additional step(s), as well as who to contact and/or how the matter is proceeding.

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 Dean of Students, VPSA or designee.

Community Standards Board (CSB)

The CSB serves as an additional mechanism for addressing alleged violations of community standards, fostering a culture of integrity, responsibility, and restorative justice. Vice President of Student Affairs, Dean of Students, or designee may determine the use of the CSB.

The need for a Community Standards Board arises when:

- Student behavior significantly impacts the welfare, safety, or rights of others, significantly disrupts the Elms College Community, or undermines the educational mission of the institution.
- Student behavior or incidents are complex, nuanced, or are community-based conflicts.

Guidelines for Administrative Hearings

Since every matter is unique, the guidelines may be changed or modified as needed. Students are encouraged to communicate with a parent or guardian that they have been involved in an incident.

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 determine 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.

Hearing Officers

The Dean of Students, Director of Residence Life, Residence Life Staff (Assistant Residence Directors/ Graduate Assistants), or the Vice President of Student Affairs or designee may serve as a Hearing Officer and conduct the administrative hearing. The hearing officer 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 and a sanction may be imposed.

Community Standards Board (CSB)

Students are encouraged to inform 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 or designee, 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 or designee, 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:

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. The CSB Members are current Elms College staff and faculty members who will serve a 3 year term and the term, when possible, will be staggered so as to maintain continuity from year to year.

The Dean of Students Office will have up to 5 or more trained staff and/or faculty members who may be called to serve on the board.

Guidelines for Community Standards Board Hearings

1. The Dean of Students or designee serves as a nonvoting Chairperson. The dean is joined by at least 3 voting panel members of which, one must be a staff member and one a faculty member.

2. 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.
3. 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.
4. 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.
5. The CSB hearing may not be recorded
6. The CSB will meet in a closed executive session to deliberate on the alleged violation(s) and possible sanction(s).
7. 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 VPSA/ 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 VPSA/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 involving student/parties, relevant witnesses, and hearing support persons. 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 an outcome letter that includes 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

Sanctions

(apply to Community Standards Board and an Administrative Hearing)

The Purpose of a Sanction

When a party is found responsible for violating Community Standards and/or the Code of Conduct or College Policy, a 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 or contributes to the Elms College community through service or restitution. Restorative justice practices may be exercised to assist parties in resolving issues and healing the community.

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. The sanction will be set for a determined amount of time frame decided by the hearing officer or CSB and takes into account the timing of the incident (ex. end of the semester a sanction may continue to be in place beyond that semester or time period).

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 assessment and/or treatment.

Educational Conversation

In some cases, the incident or complaint may warrant an educational conversation only regarding the behavior.

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 a program. The sanction could also be some type of service to the institution.

Parent/Guardian Notification

In some cases, the hearing officer, or CSB, or Dean of Students may determine that the student's parent(s), guardian, or emergency contact be notified of the violation and the assigned sanctions.

Warning

Formal, written notification confirming that a violation of the College's Community Standards or College Policy 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. The loss of privileges may be a sanction itself or may be included with additional sanctions, such as probation or a warning.

Fines and/or Restitution

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

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 hearing officer, CSB, or Dean of Students may deem it necessary that a student complete a predetermined number of meetings with another campus administrator, or be referred to the counseling center or health 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.

Probationary Statuses

Remain active for a specified period of time and serve as a formal notification that the activity in question is unacceptable. During this time, the student is given the opportunity to modify unacceptable behavior, to complete specific assignments, and to demonstrate a positive contribution to the College community. Additionally, if continued or other inappropriate behavior follows, and a student is found responsible, higher-level sanctions may be issued.

Residence Hall Probation

Residence Hall Probation is a lower-level probation 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. Residence hall probation also includes that a resident may lose housing privileges for continued violations. Residence Hall Probation applies to a resident student only.

College Probation

College Probation is a lower-level probation 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. College probation applies to commuter or off campus students, online students, or off site locations students only.

Disciplinary Probation

Disciplinary Probation is a higher-level, more serious probation for 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 positions, leadership/student leadership positions or hold a student leadership office, receive certain awards/honors, including but not limited to Resident Advisor, Peer Mentor, SGA President or any officer; may be ineligible to participate in athletics, recreation, intramurals, dance team, cheerleading, or any other co-curricular activity, or may be removed from their college employment position, such as Resident Advisor.

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

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 student 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.

Appeal Review Process

Only a respondent in a conduct case may submit an appeal (Exceptions are made in Title IX cases and information regarding the Title IX process can be found in the Title IX policy).

Requests for an appeal review must be made in writing to the Dean of Students 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
- Severity of the sanction for the responsible conduct.

The Vice President of Student Affairs (VPSA) will review most appeals. In some cases an Appeals Officer designated by the VPSA or Dean of Students, will review the appeal. 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: 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.

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 maintenance request has been issued and/or without the permission of the Dean of Students, or Vice President of Student Affairs or their 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 Access Policy: Alumnae Library). 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 monitors the entrance. 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 Center's 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 side doors are unlocked at 7 a.m. daily by Public Safety throughout the academic year. The building is secured daily by 1 am, with the main entrance remaining open for students to access the computer lab and MSC, SGA, and Try On Market.

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 Campus Safety. Entry to the library and use of the building's facilities are allowed for students, employees of Elms College, alumni, CCGS students and faculty, C/W MARS card holders, and Chicopee residents.

The Alumnae Library hours of operation are posted on its website: www.elms.edu/library. They can be found on the left-hand side, which will list each day's hours (the link labeled More will give future hours). Hours of service for holidays, weekends, summers, and examination periods will vary from normal hours and will be posted on the website when applicable.

Access Policy: Marian Hall, and Spaulding House

The following buildings provide office facilities to several campus departments:

Marian Hall houses the Education Department.

Spaulding House houses the Admission Office.

The Yellow House houses Marketing, IT, and the College Chaplain.

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.

Campus Map: <https://www.elms.edu/campus-map/>

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 the 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 the 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 is 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: [Clery Report 2023](#).

Campus Events

1. Reservations for space on campus must be made with the switchboard operator (depending on the location it may be 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, unless permission has been obtained from the Dean of Students or Vice President of Student Affairs or designee, 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. The event sponsor will be asked to correct the infraction.
 - c. The event may be terminated.
 - d. Sponsors will be barred from holding future events.

CORI Requirements

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

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

Crime Prevention

- Lock your door, even if you intend to leave the room for only a few moments.
- Be wary of isolated spots such as locker rooms, laundry rooms, computer rooms, library study areas, etc. Ask a friend to accompany you (especially at night).
- If you feel uneasy about walking alone from your car to the residence hall or office at night, call Public Safety at 413-265-2278. They will escort you from the parking area to your destination.
- Make sure that your keys are in your possession at all times. Do not lend them to anyone,

and be careful not to lose them.

- Do not prop open doors that are meant to be locked....don't sacrifice security for a little convenience.
- Never permit someone who is not a resident to enter the residence hall behind you.
- Have your car key and room door key ready ahead of time for immediate use.
- At night, stay only on well-traveled streets in your vehicle, and keep ample gas in your tank. As a pedestrian, use well-traveled sidewalks, and avoid taking shortcuts off the beaten path.
- Personal belongings should not be left unattended in public places such as classrooms, lounges, offices, vehicle parking areas, etc.
- Cars should be locked at all times, with valuables concealed or locked in the trunk.
- Report any suspicious behavior immediately to Public Safety or call 911.

Please familiarize yourself with the emergency numbers and procedures.

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

Drone/Unmanned Aircraft System (UAS)

Policy Statement:

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

For educational or hobby use:

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

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

For commercial use:

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

Guidelines

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

operational control.

12. Commercial operators must have proof of FAA registration in possession during flight operations. This certificate can be provided to the requestor in print or electronic format.
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 with 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 can also contact the main college reception number at 413-265-2380 for additional assistance.

Emergency Notification System "CodeRed"

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.

Students can update their CodeRed registration by utilizing the attached link:

[CodeRed Registration Update](#)

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

Additional contacts: 413-265-2278

College phone operator and front desk 413-265-2380

Residence Life 413-265-2461

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

MiraVista Behavioral Health Hospital, Holyoke MA 413-701-2600

Baystate Medical Center, Springfield MA 413-784-0000

Baystate Emergency Room, Springfield MA 413-794-3233

Sexual Assault Resources

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

YWCA ARCH 413-733-7100

(Rape Crisis)

Women's Shelters 413-733-7100

Springfield

Main Street Shelter (Holyoke) 413-534-2466

Pregnancy Centers

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

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 statement can be found here: [Equal Opportunity Statement](#) The College, through its President and Board of Trustees, reaffirms a policy of equal opportunity and non-discrimination 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 to not discriminate against any individual on the basis of race, color, religion, sex, age, national or ethnic origin, sexual orientation, gender identification, mental or physical disability, service in the uniformed services, or genetic information or any other protected status as defined by federal and state laws and regulations.

Elms College is committed to ensuring that all educational 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.

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

Providing Educational Opportunities

As an institution of higher education, Elms College implements federal law prohibiting discrimination in participation of and access to educational opportunity. Among these are Title 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, sex, age, national original, 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.

Legal Requirements for Enforcement

As an employer, Elms College must comply with federal and state non-discrimination employment requirements. Among these are Title VII of the 1964 Civil Rights Act which prohibits discrimination on the basis of race, color, sex, religion, or national origin; the Americans with

Disabilities Act of 1990 which prohibits discrimination against otherwise qualified individuals with disabilities; the Age Discrimination in Employment Act of 1963 which prohibits discrimination on the basis of age; the Equal Pay Act which prohibits discrimination in pay on the basis of sex; and Chapter 151B of the Massachusetts General Laws which makes it unlawful to discriminate in employment based on age, race, color, nation origin, religion, sex, sexual orientation, handicap, genetic information, or service in the uniformed services. All of these legal requirements are enforced under the EO Policy as stated.

Notice of Non Discrimination

The notice can be found in the Title IX Policy and Grievance Procedures:

[Notice of Non Discrimination](#)

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 <https://www.mass.gov/orgs/sex-offender-registry-board> 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:

- Vice President of Student Affairs, Dean of Students, Director of Residence Life, Director of Public Safety

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 or Vice President of Student Affairs
- Vice President of Academic Affairs
- Director of Public Safety

Please click on the link to file a report. [Elms College Reporting Forms](#).

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 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 by submitting a bias incident report. 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 may also be submitted through the bias incident report form and will be addressed by *Director of Human Resources or designee*.

Anti - Hazing Prevention Policy

In compliance with the Federal Stop Campus Hazing Act and the Massachusetts Hazing Law, Elms College strictly prohibits any acts of hazing.

Purpose: The purpose of this policy is to set forth Elms College's approach to preventing, reporting, and responding to Hazing and to ensure compliance with applicable laws, with the goal of creating a campus community that is safer and intolerant of Hazing.

Covered Parties: The Policy applies to all students and all student groups, whether a recognized or unrecognized student organization.

Defined Terms:

Hazing as defined under the Federal Stop Campus Hazing Act:

“Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that (I) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and (II) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury.”

Examples of hazing include, but are not limited to: Physical abuse (e.g., beating, striking, branding, or exposure to harmful substances), forced consumption of any substance (e.g., food, alcohol, drugs), sleep deprivation, forced isolation, or extreme calisthenics, sexual acts or lewd behavior; activities causing mental stress, fear of bodily harm, or public humiliation

Note: A person cannot legally consent to being hazed under Massachusetts and federal law.

Hazing Violation: A responsible finding that a person (s) or student organization has engaged in hazing.

Student Organization: Student Organizations are groups consisting of two or more Elms College students, regardless of whether the group is officially recognized. This includes but is not limited to clubs, athletic teams (varsity or club), student government.

College Policy

Elms College is committed to fostering a safe and respectful environment where all members can socialize, build community, and enjoy shared experiences free from hazing.

I. Hazing

Elms College strictly prohibits all forms of hazing. Hazing is also prohibited by Massachusetts and federal law. No Covered Parties shall engage in or participate in hazing.

II. Notice Requirements

A. Student Organizations

Elms College offices, such as Student Activities, Engagement, or Athletics, and Dean of Students have established the following procedures:

At the time of registration or annually, students will:

- Acknowledge receipt of the Massachusetts Hazing Law,
- Distribute it to all members, candidates, or applicants,
- Confirm understanding and agreement to comply.

The acknowledgment will be retained in the organization's permanent file.

III. Reporting Requirements

Any community member who knows, witnesses, or is informed about hazing must report the incident to Elms College.

Under Massachusetts law, if a person is present at the scene of a hazing crime, they must report it to law enforcement as soon as reasonably practicable, unless doing so would endanger themselves or others. Failure to report may result in a fine of up to \$1,000.

A. Process for Reporting Hazing

1. Emergency Reporting

If the hazing is life-threatening, violent, or presents immediate danger:

- Call 911 or local law enforcement and Elms College Public Safety at 413-265-2278
- Then, report the incident using the confidential online form: [Incident Report Form](#)

2. Non-Emergency Reporting

If the situation is not an emergency, submit a report using the online form:

[Incident Report Form](#)

IV. Investigations

Responsibility for investigating hazing depends on the individuals involved.

A. Hazing Involving Students

Handled by the Office of the Dean of Students under the procedures of the Code of Student Conduct found in the Elms College Student Handbook.

If criminal behavior is involved, local law enforcement may also investigate.

Covered Parties and Student Organizations found in violation may face disciplinary action.

V. Disciplinary Process

i. Students

Adjudicated through the Office of the Dean of Students or designee under the Student Code of Conduct.

ii. Organizations

Handled by the overseeing department (e.g., Athletics, Student Activities) in consultation with the Dean of Students. Possible consequences include loss of college recognition, college affiliation removal, or other sanctions.

iii. Others and Non-Affiliates

Incidents involving individuals not affiliated with Elms College may be referred to law enforcement or otherwise addressed as deemed appropriate by the College. This includes alumni or any external advisors to student organizations.

VII. Recordkeeping

Records related to hazing compliance and violations must be maintained for **five (5) calendar years**.

Copies of the law will be reissued as necessary to ensure compliance.

VIII. Publishing Incidents of Hazing

A. Campus Hazing Transparency Report

Elms College will publish a report of hazing violations committed by recognized student organizations starting December 23, 2025, covering incidents since July 1, 2025. It will be updated biannually and available on an official college website.

Contents of the Report:

- Name of the organization
 - Date(s) of violation
 - Description of the violation
- No Personally Identifiable Information (PII) will be included, in compliance with FERPA.

B. Clery Annual Security Report

Starting October 1, 2026, hazing statistics will be included in Elms College’s Clery Annual Security Report overseen by the Director of Public Safety.

C. Annual Report to the Massachusetts Board of Higher Education

Elms College must annually certify that it:

- Informs all students and student organizations about the Massachusetts Hazing Laws (§§17–18),
- Has a disciplinary policy for addressing hazing.

The Dean of Students is responsible for filing this certification to the state of Massachusetts.

Ways to Foster Positive Organization Experiences

At Elms College, we believe in fostering inclusive, respectful, and empowering environments within all student organizations. It is important to create meaningful and challenging experiences for new members that build trust, unity, and leadership without harm.

Hazing endangers students physically, emotionally, and legally, and it directly conflicts with the Core Values of Elms College; Faith, Community, Justice, and Excellence.

Below are some ways to prevent hazing and promote a positive experience:

1. Fostering Unity

Example Activities:

- Organize a group community service project to give back to the Chicopee or surrounding area.
- Visit a ropes course or participate in team-building workshops to enhance communication and trust.

- Collaborate on a team or organization joint social event with another student organization or team.

2. Developing Problem-Solving Skills

Example Activities:

- Facilitate discussions among new and current members about the organization’s challenges (e.g., recruitment, engagement, academics), and brainstorm practical solutions together.

3. Building Leadership

Example Activities:

- Encourage members to participate in campus-wide leadership opportunities and Student Life programs.
- Involve new members in planning events or joining committees.
- Establish a peer mentorship system to guide and inspire future leaders.
- Invite Elms alumni or community leaders to share their leadership journeys.

4. Instilling a Sense of Belonging

Example Activities:

- Host bonding events like group outings to local plays, sporting events, or service opportunities.
- Organize a “membership reflection night” or candlelight ceremony where members share what the organization means to them.

5. Supporting Academic Success

Example Activities:

- Promote use of Elms College academic support services, tutoring, and advising.
- Establish regular group study hours.
- Invite faculty or guest speakers to lead sessions on study skills, time management, and exam preparation.

6. Honoring Organizational History

Example Activities:

- Invite alumni or founding members to speak about the group’s history, traditions, and achievements.
- Create a digital archive or timeline of the organization’s milestones.

7. Supporting Career Development

Example Activities:

- Partner with the Elms College Career Center to host resume-writing workshops and mock interviews.
- Organize career panels or networking events with professionals and alumni.

8. Engaging with the Community

Example Activities:

- Participate in service projects, food drives, or campus clean-up efforts.
- Plan a fundraiser to support a local charity or Elms College initiative.

If you need support or have questions about ways to positively engage your organization, please reach out to the Office of Student Engagement or the Dean of Students for guidance, resources, and training opportunities.

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 document obtained with your parking sticker or found on the college website. 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 Student Affairs Office (located in the Mary Dooley College Center, Room 110).

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.

The college encourages the use of “electronic postings” to conserve paper and reduce waste.

Expressions, Demonstrations and Gathering Policy

Purpose

To provide guidelines for students, faculty, and staff who wish to communicate the positions they support on issues. This policy applies to Elms students, student organizations, faculty and staff.

Definitions

Elms Student: Anybody currently enrolled at Elms College. Public Speech, rally, march, demonstration and/or protest: may be used interchangeably, means the expression of a position or viewpoint.

Disorderly Conduct: breach of peace, aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, Elms College.

Procedure (Or Process)

Community Notification: Whenever possible, the Elms community will be notified by Public Safety to the extent possible that a protest or demonstration will be, or is, taking place.

Classroom Speakers/Invited Guests

Speakers invited by the faculty of Elms College and sponsored by faculty through their departments, programs, or as part of a class, and presenting in an academic space (classrooms and lecture halls), enjoy the benefits of academic freedom as long as the intended audience is the Elms College community. Speakers or presenters invited by faculty instructors for the purposes of

instruction within an individual course curriculum can do so with department/college approval. Students, faculty, and staff are responsible for their guests and are accountable for their guests' conduct on campus, including any property damage that takes place. An individual member or group of members of the Elms community may also invite any person to address the community as long as the procedures in this document are followed.

Elms College recognizes that the right to protest and demonstrate does not include the right to engage in conduct that disrupts the College's operations or endangers the safety of others. Protests and demonstrations are permitted until or unless college officials determine that college operations have been compromised and/or the rights of others have been significantly infringed.

Spontaneous Events

A spontaneous event is permitted involving Elms College members only. These include responses to world or local events, vigils, and/or celebratory gatherings (e.g. Red Sox win the World Series, Elms sports team wins a championship). Recognizing that there are times when things happen that preclude the ability to plan an event, the College has designated areas on where these events may occur (see section below). Restrictions to these spontaneous events include: any construction; amplified speech; disruption of the business of the university, and blocking traffic.

Counter protests: A protest, demonstration, rally or event on campus may also invite another form of protest. When these occasions arise, the expression of all parties is important. Please note that a separate protest area may be designated for those persons whose views differ from the views held by the event organizers. Student organizations and college departments are required to plan for the possibility of counter protests when organizing events.

Planning and Execution of Event

Advance Arrangements: Recognized student organizations and other groups of staff/students organizing a protest, rally, or demonstration are required to make advance arrangements (as is required for all other events) with the staff in the Office of Student Affairs. Employees who wish to organize a protest, rally or demonstration are required to make advance arrangements with Human Resources. A request to hold a protest or demonstration should be submitted at least two business days before the start of the event to ensure its successful execution. To ensure that the assembly and demonstration does not violate directly or indirectly the rights of others by interrupting the orderly operation of the college, Public Safety must also grant approval of the gathering. For arrangements requested by employees that are denied, the applicant may appeal to the Vice President of Finance and Administration. For arrangements requested by students that are denied, the applicant may appeal to the Vice President of Student Affairs. During the event, Public Safety will be visibly present to engage with student protestors and demonstrators, to ensure participants safety, and to assist organizers in ensuring that the demonstration does not disrupt the normal functioning of the college. Protests and demonstrations may not take place in classrooms, corridors, or in or near administrative offices, but may take place inside designated event spaces if approved in advance. As part of advanced planning, event organizers can work with the Office of Student Affairs to identify an interior location on campus that could serve as a location in inclement weather or other location that would meet an extenuating need of the event.

Any assembly for protest or demonstrations may not prevent access to any campus building or college facility.

Approved Locations for Exterior Demonstrations Include the athletic fields if not in use, or the

Quad.

Building Occupancy: Adherence to building occupancy levels and opening and closing times of specific buildings are required at all times for the safety of participants. Elms College officials will require that protestors or demonstrators participating in an approved protest or demonstration in a college building leave at the time of building closure.

Building occupancy will be determined by Public Safety and Chicopee Fire based on square footage requirements, current furniture configuration and proper egress. Building opening and closing times will be determined by Public Safety based on regularly scheduled usage, which varies depending on the time of year.

Restriction from Buildings (individuals and groups): Elms College may deny individuals access to all or some of Elms College property, if a person(s) is known to have or has engaged in criminal activity, suspicious activity, or behavior that is or is likely to be threatening, violent, or disruptive to college operations and activities. Elms may restrict access to buildings and outdoor areas during both business and nonbusiness hours.

Construction: The erection or construction of any structure (such as a tent, stage, signs, etc.) requires the approval of the Office of Student Affairs in consultation with Public Safety and Facilities.

Disruption and Obstruction: The following actions are prohibited: Intentional or unintentional obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions. Participation in any behavior which disrupts the normal operations of the college according to the student handbook.

Noise Levels: To minimize the disruption of academic and administrative activities, music, amplified sound, or other loud noise is not permitted between 9:00 a.m. and 7:00 p.m. each day. Even during approved hours, Elms College officials may require event organizers to adjust the volume to a lower level, or turn off amplifiers altogether if the activity is taking place at or near the classroom and /or administrative offices. Protestors and demonstrators may not use amplified sound indoors.

Special Circumstances: Any outdoor event or display of students which involves special or extenuating circumstances, such as a duration over an extended period of time, student sleep-overs, large attendance, or late- night/early morning events will require special permission from the Vice President of Student Affairs, (or designee) in consultation with Facilities and Public Safety (or designees) in advance of the event. If the outdoor event or display is primarily for faculty or staff, special permission will be required from the Vice President of Finance and Administration (or designee) in consultation with Facilities and Public Safety. For events organized by a recognized student club, the advisor is required to be present. For events where a large crowd is expected or where there is a potential for the attendance of persons with views that differ from the views held by event organizers, the group's faculty or staff advisor and/or department staff member will be required to attend and the college may require the presence of Public Safety.

Solicitation and Distribution of Information: Handbills, pamphlets, flyers and quarter- sheets may be distributed on any location on campus except in classrooms or offices in use. When handbill distribution is associated with a particular event, whether indoor or outdoor, the locations of distribution may be restricted to preserve safety and security but material distribution may not be wholly prevented or unnecessarily restricted (e.g. at a campus event-commencement etc.).

Distribution is subject to the Elms College posting policy as found in the student handbook.

Posters, Placards, Banners and Signs: Students, student organizations, faculty, staff, and employees

commonly post signs and flyers to inform the Elms community of upcoming events or expressing their opinions. The college allows this practice within regulations designed to reasonably govern what, when and where the event takes place for the protection of the students, college property, and appearance of the campus. Banners and/or signs that students desire to be posted must be approved in accordance with the policies of the Office of Student Affairs. Banners and/or signs that employees desire to be posted must be approved by the Vice President of Finance and Administration in consultation with Facilities and Public Safety. Placards, banners, and signs generally are allowed but may not be dangerous for others or impede the participation of others in the operations of the college. If so determined, individuals carrying the placards, banners, or signs will be required to move to a different location or remove the material.

Media/Public Relations: The Marketing Office is responsible for communications including media relations, public relations, publications, advertising/marketing and web sites for the college. All communications with the media should be coordinated through the Director of Marketing. Students are encouraged to contact the marketing office with items that might be of interest. Faculty, staff and students may not speak on behalf of the university unless previously approved. 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.

Compliance

Unapproved assembly/demonstration or behavior that conflicts with the Student Code of Conduct may result in disciplinary action. Students in violation will be referred to the Dean of Students office and will be subject to the student conduct process. Employees who violate this policy or behave in violation of the Employee Handbook at an assembly/demonstration are subject to disciplinary action up to and including termination.

Miscellaneous

Elms College Status as a Private Institution: There are differences between public and private institutions. Public institutions are established by government entities (e.g. the Commonwealth of Massachusetts) and are subject to the authority of that state government and as an extension the US government. Elms College, as a private college has the right to develop and create its own policies, procedures and rules about how it operates which includes the right to determine who can and cannot come to its campuses.

Public Safety Officers

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

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

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

When the Chicopee police are on campus, they have full arrest powers, carry a full complement of police equipment with them and are in direct contact with police headquarters and Elms College

Public Safety. They have the authority to respond to a crime in progress, to investigate this crime and to make arrests or summons offenders. They will be assisted by Public Safety as needed or necessary.

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

Officers file reports on incidents that occur during their shift, and submit them to the director of public safety, Dean of Students Office and Residence Life if 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.

Title IX and Sexual Misconduct

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.

Pregnant and Parenting

Elms College does not discriminate against pregnant or parenting students on the basis of pregnancy, childbirth, false pregnancy, miscarriage, abortion, or related conditions, including recovery. Students at Elms College have the right to take medically necessary leave and to be free of harassment, intimidation, or other discrimination because of pregnancy-related conditions and have the right to return to the same academic and co-curricular standing following a leave for these purposes.

Title IX of the Education Amendments of 1972 prohibits educational institutions from discriminating against students based on their sex, which includes protections for pregnant and

parenting students. Elms College does not discriminate against pregnant or parenting students on the basis of pregnancy, childbirth, false pregnancy, miscarriage, abortion, or related conditions, including recovery. Students at Elms College have the right to take medically necessary leave and to be free of harassment, intimidation, or other discrimination because of pregnancy-related conditions and have the right to return to the same academic and co-curricular standing following a leave for these purposes.

If you are experiencing medical concerns based on your pregnancy or parenting that are affecting your academic schedule or standing, please contact the Director of Student Accommodations and Support Services (SASS) at sass@elms.edu or call 413-265-2333.

If you have further concerns about accommodations or wish to speak with the College Title IX coordinator or a deputy Title IX coordinator, please feel free to contact them. The contact information is above.

Examples of accommodations that students can request include but are not limited to:

- Larger desk
- Housing location change
- Breaks during class, as needed
- Excused absences due to pregnancy or related conditions
- Rescheduling tests or exams or submitting work after a deadline due to pregnancy or childbirth
- Providing alternatives to make up missed work

Accommodations should be reviewed with the Title IX Coordinator/Deputy Coordinator. If you have experienced discrimination related to your pregnancy or parenting status you can report the discrimination here: [Title IX Complaint Form](#)

Lactation Room:

The lactation room is located in the Elms College Alumni Library, on the Elms College Chicopee Campus. Please go to the front desk of the library for access. The room is open during the library hours.

Internal Resources:

- Elms College Health Center- 413-265-2288-healthcenter@elms.edu
- Elms College Counseling Center- 413-265-2275-sacson@elms.edu

External Resources:

- [Department of Education – Know Your Rights](#)
- [National Women’s Law Center: Pregnant and Parenting Students’ Rights](#)

- [NCAA Pregnant and Parenting Student-athletes](#)
- [Supporting the Academic Success of Pregnant and Parenting Students \(PDF\)](#)
- [The Pregnant Scholar](#)

The full policy for Title IX, sexual misconduct, sexual harassment can be found here:

[Sexual Misconduct & Title IX Policy](#)

[Elms College Title IX Information and Resources](#)

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 secondhand 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, entrance ways, 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 or Vice President of Student Affairs should be contacted regarding smoking issues related to students. The Public Safety Director is available to answer questions concerning fire safety and enforcement of permitted distances for smoking.

Smoking Cessation Information

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

The State of Massachusetts also provides information and resources on becoming nicotine free. Information may be obtained here:

[Take the first step toward a nicotine-free life | Mass.gov](#)

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

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

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

Student Business Policy:

Business- student engaged in activity or selling of products/items or services where they collect money, either in person or electronically.

The college supports student entrepreneurial efforts and ideas, however, students may not use the college as a personal or corporate business address or represent themselves as doing business on or on behalf of the college. Students should not use college resources for personal business. This includes solicitation through campus mail and campus email addresses. Student organizations that wish to fund-raise on college property must first contact the Director of Engagement and Leadership for authorization to do so and follow any fund-raising policies. If approved and if space is available, the college will allow the orderly sale of appropriate items and materials in the college center. In addition, student athletes' business must comply with NCAA standards regarding but not limited to Article 12 Amateurism: Section 12:1 Amateur Status, 12:5 Promotional activities, Article 16 Awards & Benefits: Section 16:11 Benefits, Gifts and services or they will lose their eligibility to be a student athlete at Elms College.