

# ASSUMPTION COLLEGE

## STUDENT HANDBOOK – 2016-2017

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## INTRODUCTION

This handbook provides information about procedures, regulations, and activities at the College with which each Assumption College student should be familiar. In many instances more detailed information may be found in the Assumption College *Undergraduate Catalog* and other College publications. The policies stated herein are subject to revision, notice of which is made through normal channels of communication.

*Students are held responsible for checking their campus Post Office mailboxes, campus voice mailboxes, and their Assumption e-mail account. These are the primary forms of communication for the College.*

*Students are also expected to have a room phone since the residence phones are linked to the 911 emergency system.*

## PHILOSOPHY OF STUDENT AFFAIRS

It is crucial that students attending or planning to attend Assumption College know that the institution is committed to the Judeo-Christian heritage and specifically to a philosophy of education rooted in and sustained by the Catholic liberal arts tradition. At Assumption, one of the primary concerns is the promotion of human excellence in all of its facets - spiritual, intellectual, social, psychological, and physical.

Assumption College, founded and sponsored by the Assumptionists, is a Catholic college. It bears the motto, *DONEC FORMETUR CHRISTUS IN VOBIS*, "Until Christ be formed in you." Accordingly, we are established to be a Christian community of students, teachers, staff members, and administrators. We are a Christian community caught in the struggles and tensions of the world, but a place also imbued with the liberating Spirit of Jesus. Above all, Assumption College is an institution that introduces young men and women to the possibilities they have of living in the wider world beyond the campus, as concerned citizens and caring Christians. To fulfill these goals and commitments, Assumption tries to establish a campus climate that encourages freedom of thought and freedom from undue peer pressure. It also provides space and time for privacy, for quiet reflection, and for serious, undisturbed study. We plan and implement programs around a core set of principles to help students achieve their full personal, academic, and spiritual potential. These principles of student engagement are grounded in the Assumptionist tradition and include: Community, Contemplation, Longing for God, Vocation, and Mission to Serve.

Assumption College is firm in its belief that its existence presents a valuable option to college-bound students. This option is to choose values that receive their sustenance from the Catholic tradition. Within this tradition, there is great respect for the past and the present; and every attempt is made to preserve them for the future. Also, within that same tradition, there is a great respect for the integrity of the person.

Assumption adheres to the social and pastoral teachings of the Catholic Church. We believe that much of what is worthwhile in society is obtained in an atmosphere in which these values are openly cherished and lived out by all - not merely taught in the classroom. Assumption does not accept that everything is equally valuable and good. On the contrary, as an institution, Assumption believes some things are better than others for Christian living. It is essential that there be a commitment by each member of the College community, regardless of varying backgrounds and ideas, to Assumption's foundational Christian values.

All of us need certain periods of time in our lives in which to be alone with our thoughts and ourselves. Those periods of time cannot be relegated only to off-campus hours. Again, that we be free requires among other things that our space - physical, intellectual, psychological, and spiritual - be safeguarded at all times and also that respect be shown for persons, property, and law. The establishment of such an atmosphere requires serious consideration in our residences and needs to be reviewed yearly.

## **DIVISION OF STUDENT AFFAIRS**

### **OFFICE OF STUDENT AFFAIRS**

**Hagan Campus Center**

**508-767-7325**

The Office of Student Affairs, located in the Hagan Campus Center, across from the main Post Office, assists students in achieving a healthy balance between curricular and co-curricular life at Assumption College. The Office, staffed centrally by the Vice President for Student Affairs, the Dean of Students, and the Administrative Assistant, is responsible for most co-curricular aspects of student affairs and coordinates the efforts of the other Student Affairs departments: Student Conduct, Cross Cultural Center, Plourde Recreation Center, Office of Residential Life, Office of Student Activities, Student Development and Counseling Center, and Student Health Services.

The Office serves the College community in the following ways: articulating issues and policies related to student affairs; assessing student needs; recommending and implementing new programs to meet those needs; suggesting changes in institutional policy and structure to meet the educational goals of the College; promoting institutional priorities; enforcing College regulations.

### **MISSION STATEMENT**

As a Catholic liberal arts college, Assumption is a Christian community committed to the education of the total person, in relationship to God, self and others.

The Division of Student Affairs supports the College's mission to prepare students for a lifetime of learning and contributing to society. By enhancing the connection between academic and co-curricular life, the division seeks to promote a campus culture characterized by:

- Collaboration among faculty, students and staff that highlights cross-generational relationships and friendship network
- Integration of individual freedom and communal responsibility
- Development of leadership skills that encourage self-reflection and critical thinking
- Awareness and participation in service to community
- A radical embodiment of Christ's command to love God and neighbor as oneself
- Openness to people of diverse backgrounds and life experiences in an effort to expand our worldviews, challenge our assumptions and develop a deeper understanding
- A joyful attitude about life
- High expectations for academic excellence
- Participation in both competitive sports and recreational activities that encourage the development of personal skills and values such as dedication, perseverance, responsibility, leadership and self-confidence
- An interdisciplinary approach to cultivating a healthy lifestyle

## THE CONDUCT CODE

Assumption College roots its philosophy of conduct in the firm belief that self-direction and personal integrity are fundamental characteristics of the truly mature and liberated individual. It presumes an understanding of self-discipline and respect for the rights and privileges of others by those who are involved in our community and the educative process.

If scholars are to dwell together in peace, they will have to live under laws and rules. These laws should be considered positively as a rule of reason for the common good.

Laws and rules as a positive force are possible both within the civil society and within the College, which, though a part of the civil society, is different from it in several ways. Above all, since the society of a private college is voluntary, a greater proportion of the citizens of this society should comply with the laws and rules for the good of their society. The scope of laws and rules of the two societies is also different. The law of the larger society can touch individual behavior only as this behavior affects the public order; the rules of the voluntary society can touch the life of the individual in and for itself.

In a voluntary society, members should possess a bond of loyalty and commitment that cannot be taken for granted within the civil society. A student would challenge an offensive student more conscientiously than the average citizen would challenge a criminal. Another expectation in a voluntary society is that offenders will be treated patiently and personally, more to help, correct, and educate than to punish. That is not to suggest that consequences will not accompany misbehavior. On the contrary, mature and gracious submission to such penalties is a proper first-step in the educational process.

The rules, policies, and regulations of the College, collectively known as the Conduct Code, as ordinances of reason for the common good, help to foster a community that is worthy of our calling. Assumption College is aware of its responsibility to the larger Worcester community in which it is located. Students are expected to observe all local laws and to conduct themselves off-campus in a way that reflects well on their association with the College community. Students involved in off-campus incidents may be subject to College disciplinary procedures.

The College reserves the right to deny the privilege of enrollment or continued enrollment to any student whose conduct or attitude is believed to be detrimental to the welfare of the College. The Office of Student Affairs has responsibility for student discipline to the benefit and welfare of the College community, as well as the individual student. The College reserves the right to dismiss a student at any time without any definite public charge. Acting through the Office of Student Affairs, the College exercises that right.

Good conduct, civility, and honor are important pillars of a Catholic college like Assumption College where students, faculty, administration and staff join together voluntarily as a community of scholars in a residential setting. Behavior of students in and out of the classroom is expected to reflect the Christian value of respect for the rights of others, including the right to study, to sleep and to personal safety. Students who infringe on the rights of others may be asked to leave our residential community. The College views the education of students to be a partnership with students and their parents/guardians and ask that all understand and agree to the following as a supplemental statement to the student handbook, athletic handbook, and College catalog.

Concisely stated, students are expected to respect and abide by all College policies, local, Commonwealth and federal laws. Failure to do so may result in a range of points, statuses and/or disciplinary sanctions.

## **RIGHTS AND RESPONSIBILITIES STATEMENT**

Assumption College is founded on the high ideals of the Catholic faith and reason brought by a liberal arts education in promotion of Christian living. Assumption College is dedicated to the pursuit of knowledge and truth by focusing on all facets of human life: moral, cultural, professional, and religious. The College holds all of its community members accountable to this lifestyle. The following Rights and Responsibilities of Assumption College Students are to forward the mission of the College and to provide an institution for the betterment of all its members.

### **Rights of Assumption College Students**

- 1) Right to a respectful, educational, and safe community that fosters intellectual growth in keeping with the mission of the College.
- 2) Right to an academic environment that is intellectually engaging and challenging. Students have the right to class work that stimulates their minds, provided by professors who take great care and pride in the service they provide to their students. Professors will make themselves available to their students to support the successful academic careers of each student.
- 3) Right to pursue knowledge and the resources and staff necessary to expand that knowledge and understanding. Students have the right to a supportive and knowledgeable staff and faculty to aid them in pursuing academic and personal success.
- 4) Right to equality. Right not to be discriminated against based on race, color, religion, national origin, age, sex, sexual orientation, disability, experience, or any other unique attribute of any individual.
- 5) The right to live without the fear of intimidation, force, threats, or emotional, verbal, or physical abuse of any kind.
- 6) Right to free expression. Community members have the right to express their ideas freely, without fear of censure or retribution.
- 7) Right to a healthy environment. Community members have the right to programs and services that promote and support a healthy lifestyle including the right to well-maintained facilities as well as a healthy food selection.
- 8) Right to privacy, including the right and protection from unwarranted or unauthorized searches of person, personal spaces, and property in accordance with College policy.
- 9) Right to appeal. Students have the right to a fair and equitable process in conduct and academic matters.

### **Responsibilities of Assumption College Students**

- 1) All Assumption College students are considered adults and therefore bear full and ultimate responsibility for their actions.
- 2) Responsibility to comply with federal, state, and local laws.
- 3) Responsibility to know and abide by all Assumption College policies.
- 4) Responsibility to respect the rights of the other members of the Assumption College community.
- 5) Responsibility to follow proper institutional protocols when exercising the right to free expression.
- 6) Responsibility to respect and honor the Mission of the College.
- 7) Responsibility to cooperate with College officials.
- 8) Responsibility for the actions of their guests.
- 9) Responsibility to respect the environment, specifically the buildings and grounds of the College.
- 10) Responsibility to carry College identification card at all times, and produce such identification if asked by a College official for any reason.
- 11) Responsibility to check their Assumption College email, voicemail, and post office box.

## VIOLATIONS OF STUDENT CONDUCT

The following behavior is prohibited. Students engaging, attempting to engage, or assisting in the following are subject to disciplinary action:

- 1) **Alcohol**
  - a) Consumption, possession, or purchase of alcoholic beverages by anyone less than twenty-one (21) years of age.
  - b) Provision, distribution, sale, or transportation of alcoholic beverages to/for anyone under twenty-one (21) years of age.
  - c) Possession or consumption of alcoholic beverages in restricted areas. Possession of open containers of alcohol or empty alcohol containers in any restricted area.
  - d) Possession or use of drinking paraphernalia. Hosting or participating in drinking games.
  - e) Intoxication.
  - f) Possession of kegs (including mini), beerballs, spiked punch and/or other common sources of alcohol.
  - g) Possession/consumption of alcohol in the presence of minors
  - h) Being a minor in the presence of alcohol.
  - i) Operating under the influence.
- 2) **Drugs**
  - a) Possession or use of any controlled drug, substance, or drug paraphernalia.
  - b) Sale or distribution of any controlled drug, substance, or drug paraphernalia.
  - c) Operating under the influence.
- 3) **Property/Facilities**
  - a) Damage to College property or another person's property.
  - b) Theft or possession, sale, or distribution of stolen property.
  - c) Misuse or unauthorized use of College property or services, or another person's property.
  - d) Littering, graffiti, or vandalism.
  - e) Unauthorized entry into or use of College premises including personal property or residences; unauthorized possession or use of keys or ID cards.
- 4) **Violent or Endangering Behavior**
  - a) Conduct that threatens or endangers the health or safety of any person.
  - b) Violent behavior including but not limited to fighting, verbal or physical abuse, or contributing to the violence of others.
  - c) Sexual misconduct, sexual exploitation, or sexual harassment.
  - d) Stalking of any sort (electronic, physical, by proxy, or other)
- 5) **Verbal Abuse and Harassment**
  - a) Verbal abuse or willful damage, whether direct or indirect, to the reputation or psychological well-being of another, regardless of intent.
  - b) Harassment of another in any manner including written correspondence, electronic mail/media, phone, or by proxy.
  - c) Expression that is lewd, indecent, obscene, or degrading or demeaning to others, including, but not limited to, on the basis of gender, race, religion, cultural background, ability, or sexual orientation.
- 6) **College Civility Policy**
  - a) Conduct unbecoming of an Assumption College student.
  - b) Disorderly or disruptive conduct.
  - c) Failure to comply with the directions of College officials or individuals working in conjunction with the College who are acting in performance of their duties.
  - d) Use of devices, electronic or other, to violate the privacy of another person.
  - e) Failure to adhere to, or complete any disciplinary sanction imposed in accordance with the Conduct Code.



- 7) **College Honor Code**
  - a) Any form of dishonesty, including but not limited to theft, falsification of information, fraud, willful deception, falsification of identification, improper use or disclosure of information.
- 8) **Hazing**
- 9) **Smoking (includes e-cigs, vaporizers, etc.) in any building or prohibited area**
- 10) **Weapons**
  - a) Possessing explosives, dangerous chemicals, and/or weapons including, but not limited to, firearms, bows and arrows, sling-shots, hunting and other knives, blowguns, BB guns, pellet guns, air-soft guns, etc.
- 11) **Gambling**
- 12) **Violations of the Guest Policy**
- 13) **Violations of Residential Life policies**
- 14) **Violations of the Health, Fire, and Safety Policy**
- 15) **Violations of other College policies**
- 16) **Violations of any federal, state or local law**

*Detailed explanations of policies and sanctions can be found in this handbook, as well as other College publications.*

## **STUDENT CONDUCT POLICIES AND DEFINITIONS**

### **The Call for Help Policy**

- 1) Students who seek medical assistance on behalf of themselves or others during an alcohol or other drug-related emergency will not be held accountable through the College's conduct process for possession or use of alcohol or other drugs. **Students may be held accountable for violations regarding behavior or assault.** This policy also applies to student organizations and their members.
- 2) The recipient of medical attention will not be held accountable through the College's conduct process, but will be required to complete an assessment with the Director of Alcohol and Drug Education, or designee and follow all recommendations made, which may include participation in educational programs, counseling, and/or in or out-patient treatment plans.
- 3) The Call for Help Policy **does not** apply to individuals experiencing an alcohol or drug-related medical emergency **found** by College officials.

The College strongly encourages students to seek help by reaching out to College officials (Resident Assistants, Resident Directors, Campus Police Officers) when medical assistance may be necessary. This protocol is not intended to address possible violations of criminal laws or their consequences outside the College.

**In any emergency involving alcohol or other drugs, call Campus Police at 508-767-7777, at extension 7777, or 508-767-7225 immediately for medical assistance.**

**Policy for Areas Restricted to Alcohol Possession** – Alcoholic beverages are never permitted in Alumni, Desautels, Hanrahan, Nault, Salisbury, or Worcester Halls, or in the outside areas, public areas (hallways, lounges, etc.), athletic fields, or other campus buildings unless specifically designated (this includes alcohol containers used for decorative purposes). In addition, guests and residents of Nault Hall (Substance-Free Housing) are strictly prohibited from possessing or being under the influence of alcohol and/or other controlled substances while in the residence. Alcoholic beverages are permitted only in designated upperclass residential areas including Aubuchon, Authier, Bissonnette, Dion, Dufault, Living/Learning Center, Moquin, Plough, South, Young, Wachusett, and West Halls and then, only by those twenty-one years (21) years of age or older.

**The College Honor Code** - It is incumbent upon all students to conduct themselves honorably in all of their affairs. Any form of dishonesty, including but not limited to plagiarism, collusion, cheating, theft, falsification of information, fraud, willful deception, falsification of identification, improper use or disclosure of information will not be tolerated. In disciplinary matters (formal and informal), students are expected to be honest and fully disclosing of the whole truth. Any attempt to deceive, withhold information, or obstruct the investigation or hearing process will be regarded as a violation of the Honor Code.

**The College Civility Policy** - It is expected that students will conduct their affairs with the utmost civility toward other students, College employees, and members of the extended Assumption College community (i.e., neighbors, visitors, etc.). Any student who treats another unfairly, unkindly, disrespectfully or abusively will be subject to adjudication under the College Civility Policy. Other violations of College policies - if also attended by violations of the Civility Policy - may result in more severe sanctions than would normally be required by the Conduct Code.

**Quiet Hours** - It is essential to maintain residential units that are conducive to study, relaxation, and sleep. Quiet Hours must be observed:

- Between 11:00 p.m. and 9:00 a.m., Sunday night through Friday morning.
- Between 2:00 a.m. and 10:00 a.m., Friday night through Sunday morning.
- At all times during final examinations and study days, twenty-four (24) hours a day.

**Consideration Hours** - Consideration Hours are in effect at all times. When students are notified that their behavior is disruptive to others, they are expected to alter their conduct to accommodate the request. Students who do not change their behavior when asked to do so are in violation of Consideration Hours and may face disciplinary action.

**Gathering Policy** - The maximum occupancy for gatherings in Alumni, Desautels, Hanrahan, Nault, Salisbury, West, Worcester, and Young is double the occupancy of the room plus two. For example, a residence hall room that houses 4 students may have a gathering with up to 10 people.

The maximum occupancy for gatherings in townhouses and apartments (Aubuchon, Authier, Bissonnette, Dion, Dufault, Living/Learning Center, Moquin, Plough, South, and Wachusett) on weekend evenings (not those preceding class days, study days, or examination days) is calculated by taking the occupancy of the room, multiplying it by 5 and then adding 5. For example, an apartment that has occupancy of 6 students may host a gathering with up to 35 people. For all other nights, the maximum occupancy for a gathering is double the occupancy of the room/apartment plus two. When alcohol is present at a gathering, (regardless of the number of people in attendance) no minors may be present. Students may not charge for admission. Alcohol may never be sold or in any direct or indirect manner conveyed for charge. Hosts of such gatherings will be held responsible for any violation(s) of College policy on the part of those in attendance. Further, hosts must be aware of the personal liability they assume under Massachusetts law.

**Guest Policy** - Guests may be internal or external depending on their enrollment status with the College.

**Internal Guest** – Any resident or commuter student who is not an assigned resident of the given room, apartment, or building must:

1. be registered through the on-line guest pass system beginning at 6:00 p.m. Thursday through 6:00 p.m. Sunday evening.
2. present valid guest pass and identification when requested to do so by any College official.
3. use bathrooms designated for use by persons of their own sex.

**External Guest\*** – Any person who is not enrolled as an Assumption College student must:

1. be registered through the on-line guest pass system when arriving or remaining on campus after 6:00 p.m.
2. be accompanied by their host at all times.
3. present valid guest pass and identification (driver's license, state issued identification, school identification, etc.) when requested to do so by any College official.
4. adhere to the policies and regulations of the College, as well as, local, Commonwealth, and Federal law, during their visit.

*\*Students may be held responsible for the conduct and actions of their guests, registered or unregistered. This may include any financial responsibilities for any expenses incurred.*

**Guests with vehicles must:**

1. provide their vehicle information on the guest form.
2. place a copy of the guest placard on the dashboard while their vehicle is parked or operating on campus.
3. park in overflow lots and/or other designated areas if labeled as such. Guest vehicles are not allowed in residential parking lots and may be ticketed and/or towed at owner's expense.

**Overnight guests (Internal and/or External):**

1. May be entertained with the expressed permission of all roommates. Roommates reserve the right to veto this privilege at any time. Students can seek assistance from Residential Life staff if necessary.
2. Residents may have overnight guests in their assigned rooms/apartments for a maximum of two nights during a seven-day period from the beginning of the last visit without specific permission from the Office of Residential Life.
3. Students hosting overnight guests of the opposite sex are responsible for arranging appropriate accommodations on a same sex floor.
4. External overnight guests must have indicated their intent on their guest registration form.
5. Campus Police retains the right to deny a guest access to campus if they are unable to reach the campus host or if the hour of arrival on campus is past 11:00 p.m.

**Maximum Number of External Guests Allowed per Room** - The maximum number of external guests that can be registered per room is the occupancy of the room. For example, a double room may have two external guests. A six-person apartment may have a total of six external guests.

**Unaccompanied Guests** - Unaccompanied guests will be considered trespassers. Campus Police officers may arrest such individuals at their discretion. Persons who are found to be unaccompanied by an Assumption student may be banned from campus at the discretion of the Office of Student Affairs or the Department of Public Safety/ Campus Police.

**Visitation Policy – Hours of Visitation (Alumni, Desautels, Hanrahan, Salisbury, and Worcester halls)** - On nights before class days, study days, or exam days, visitation hours will end at **1:00 a.m.** and begin again at **9:00 a.m.** On all other nights, visitation will end at **2:00 a.m.** and recommence at **9:00 a.m.** During non-visitation hours, members of the opposite sex are permitted in designated common lounges or lobby areas only

Since there are common areas within apartments for socialization and studying, the College does not have designated visitation hours for these residential areas. The College vigorously promotes moral principles consistent with its character as a Catholic college. Therefore, students are called on as responsible adults to cherish the Christian ideal in their lives and relationships. Members of the opposite sex are not permitted to spend the night in a student's room and/or apartment. The Catholic Church teaches that sexuality is ordered to the love of a woman and a man within the bonds of marriage. As a Catholic institution, the College supports the Church's teaching that sexual relationships are morally legitimate only between a man and a woman exclusively within marriage.

**Community Desk** - Every Thursday, Friday, and Saturday night a Community Desk will be set up in the lobbies of Alumni, Desautels, Hanrahan, Living Learning Center, Plough, Salisbury, South, Wachusett, West, Worcester and Young. The Community Desk is designed to promote safety and accountability by monitoring who is entering and exiting the buildings during specified hours. The Community Desk worker is also responsible for ensuring each non-resident has a valid Campus Guest Pass. Desk coverage on Thursday nights begins at 8:00 p.m. through 1:15 a.m. Desk coverage on Friday and Saturday begins at 8:00 p.m. through 2:15 a.m.

When entering the Residence Hall:

- Residents of the building must show the Community Desk Worker their valid student I.D. and inform them of the room they live in.
- If a student from another residential area wishes to enter the building, a resident from the building must sign them in using the electronic guest pass system. (A room/suite cannot sign in more than

double occupancy plus two. An apartment/townhouse cannot sign in more than the gathering policy permits). The desk worker will check the I.D. of the guest and record entrance.

- Off-campus guests must present their guest pass from Department of Public Safety/Campus Police and be received by their host at the Community Desk in order to gain entry into any residence hall.

**Hazing Policy** - Hazing of any sort is forbidden at Assumption College. The law of the Commonwealth of Massachusetts defines hazing as “...any conduct or method of initiation into any student organization (formally recognized by the College or not), whether on private or public property, which willfully or recklessly endangers the physical or mental health of any student or other person; such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical/psychological health or safety of any such person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep, rest or extended isolation... Notwithstanding any other provisions, *consent* shall *not* be available as a defense to any prosecution under this action.” The law goes on to say that “Whoever is a principal organizer in the crime of hazing...shall be punished by a fine of not more than three thousand dollars or by imprisonment...for not more than one year, or both; whoever knows that another person is the victim of hazing... and is at the scene of such (a) crime, shall to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practical; whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars.”

Students found in violation of the Hazing policy face serious sanctions including but not limited to suspension/expulsion from residence or suspension/expulsion from the College

### **Sexual Misconduct Policy** -

Assumption College (the “College”) is committed to maintaining a safe and respectful learning, living, and working environment for all members of the College community free from gender-based discrimination and violence, including, but not limited to, Sexual Harassment, Sexual Assault, Sexual Exploitation, Relationship Violence, and Stalking (collectively referred to as “Sexual Misconduct”).

Sexual Misconduct is antithetical to the mission and values of the College and will not be tolerated. The College prohibits all forms of Sexual Misconduct and will take prompt action to eliminate such conduct, prevent its recurrence, and remedy its effects. A Student, Employee or Third Party determined by the College to have violated this policy will be subject to sanctions, up to and including the termination of their relationship with the College and/or the privilege of being on College premises withdrawn.

The entire Sexual Misconduct Policy can be found at [assumption.edu/SexualMisconductPolicy.pdf](http://assumption.edu/SexualMisconductPolicy.pdf)

**Identification Policy** - All students are required to carry a valid Assumption I.D. card with them at all times and present this card at once when requested by any College official. All students must maintain a College ID throughout their tenure at Assumption College. If a student’s card is stolen, lost, or damaged, it should be reported to Campus Police immediately. A new ID will be issued for a fee. The utilization of false identification will result in disciplinary action and possibly criminal prosecution. Similarly, students who fail to identify themselves properly to a College official will be subject to disciplinary action. All students withdrawn from the College for any reason must return their I.D. card to Campus Police prior to their final departure from campus.

**Smoking Policy** - Smoking is prohibited in, or within 20 feet of, all campus buildings. Please be considerate of the environment in which we live and dispose of cigarette butts appropriately.

**emonstrations Policy** - Demonstrations must be registered twenty-four (24) hours in advance with the Office of Student Affairs. All demonstrations must be peaceful and orderly. Demonstrations may be organized and led only by members of the Assumption College community. Demonstrations or other forms of expression may not compromise the rights of other members of the College community or interfere with the general operation of the College. Free speech is a cherished foundation of academia. Forms of expression, however, may not demean or degrade individuals on the basis of religion, national heritage, cultural background, sexual orientation, gender, ability or handicap, or any such grounds.

**College Officials** – A College official is defined as any College employee, including Resident Assistants.

## **STUDENT CONDUCT PROCESS**

When College policy is not observed, the College reserves the right to take disciplinary action through the conduct process. The Division of Student Affairs and Office of Student Conduct oversee and administer this process.

The conduct process is initiated when an alleged incident of misconduct is reported. The Director of Student Conduct or their designee will review any reports submitted to determine appropriate follow-up including, but not limited to issuing:

- a notice letter
- a notice/decision letter
- a letter requiring their presence and participation in a meeting to obtain additional information regarding the incident. (investigatory meeting)
- a letter requiring their presence and participation in a meeting to discuss the incident, lessons learned, and future actions (educational meeting)
- a letter assessing an interim measure to remain in place until final resolution of the case.

The College may impose interim measures. These measures are implemented prior to a hearing and remain in effect until a decision is rendered in the conduct process and the alleged student has been formally notified of a change in their status. Interim sanctions may include, but are not limited to a “no contact” order, suspension from residence and/or suspension from the College.

A hearing, Administrative or Board, may take place to determine a student’s role in an alleged violation of the Conduct Code.

- Administrative hearings take place between a hearing officer and the student(s) charged. In cases involving multiple students, the hearing officer decides whether to meet with students one at a time or in groups. Board Hearings may be convened at the discretion of the Dean of Students, Director of Student Conduct or their designee. Boards consist of members of the College community and are advised by the Dean of Students, Director of Student Conduct or their designee, who may also serve as a board member.

Students found in violation of College policy will be subject to disciplinary sanctions. In general, hearing decisions will be in writing and a copy can be accessed on a secure website by the student charged from an e-mail sent to their Assumption College e-mail account. Appropriate parties, such as parents, coaches and complainants, may also be informed of the outcome of the hearing.

## **ALTERNATIVE RESOLUTION**

Some situations, including roommate conflicts and certain types of harassment or disputes may be best resolved in a manner other than the aforementioned process. The Dean of Students or designee has discretion to identify such cases and establish procedures to address them.

## **ADDITIONAL STUDENT RIGHTS AND OTHER IMPORTANT INFORMATION**

- Students are presumed not in violation of the Conduct Code until determined otherwise. The College may impose interim measures to remain in place until final resolution of the case in situations that may impact the safety of the College community.
- Students have up to three (3) business days from the date of their charge letter to schedule their hearing, if it hasn’t already been scheduled for them. The College may conduct a hearing in the

absence of students charged if the students charged do not attend the hearing or fail to schedule a hearing within the required timeframe.

- Students have the right to a hearing in which they may present information and bring witnesses. However, the names and relevance of each witness a student plans to bring must be submitted to the hearing officer no less than three business days prior to the hearing for approval.
- Students may request an individual hearing but must do so in writing at least 24 hours prior to their scheduled hearing. Student wishing to pursue this option should email [conduct@assumption.edu](mailto:conduct@assumption.edu). The hearing officer (or chair of the hearing board as it may be) will consider the request and communicate the decision to the student prior to the hearing.
- Students who do not attend their hearing forfeit the right to appeal.
- Students may be held responsible for Conduct Code violations that are revealed during a hearing.
- Students have the right to receive written notification regarding findings related to them reached in any hearing.
- The conduct process uses preponderance of evidence to determine students' responsibility. Hearing officers and boards will examine whether it is more likely than not that a violation occurred and make a decision accordingly.
- Hearings will be closed to the public unless the Dean of Students or designee determines otherwise.
- Students may bring another member of the College community into a hearing as an advisor. Advisors may not participate directly in the hearing, but may lend personal support to students. In Sexual Misconduct students may have an advisor of their choice during any resolution proceeding, including any related meeting, conference, or hearing. An advisor may be any person, including an attorney, who is not otherwise a party or witness to the reported.
- Students may not be represented at a hearing by legal counsel.
- Any recordings of the hearing are the sole property of Assumption College.
- In the absence of a formally specified procedure or policy, the directives of the Dean of Students will have the full force of procedure/policy.
- The College reserves the right to assign responsibility for violations on one or more individuals or groups (room, pod, floor, townhouse, residence hall, or residential area) in situations where:
  - It is difficult to accurately determine degrees of responsibility.
  - Responsible parties cannot be identified.
  - A student, while not actively involved in the incident, possesses knowledge of violation(s).

*\*Students should encourage roommates and/or other community members to abide by the policies of the College. Students are encouraged to contact the Student Development and Counseling Center for assistance in working with roommates and/or other community members regarding strategies for addressing the behavior of others that may impact them negatively.*

## APPEALS

Students who participate in their hearing may appeal the outcome of their case. Appeals are considered by the Dean of Students, their designee or an Appeal Board. Appeal Boards consist of members of the College community and are advised by the Dean of Students or designee.

Students have five (5) business days from the date of their decision letter to submit a formal letter of appeal to the Office of Student Affairs, unless the safety of the College requires greater expediency. Appeal letters should state the grounds for appeal and provide a rationale to support the stated grounds.

The following are the only grounds upon which appeals may be sought:

- 1) 1) a material procedural error that substantially impacted the outcome,
- 2) 2) previously unavailable relevant evidence that would affect the outcome; and/or



3) the sanction being substantially disproportionate to the violation. The appeal officer or board will:

- 3) Uphold the decision and sanction of the hearing officer or board.
- 4) Reverse the decision of the hearing officer or board and remove all sanctions.
- 5) Modify the decision of the hearing officer or board and/or modify the sanctions given.

The appeal officer or board may choose to meet with the student submitting the appeal to discuss the matter in person. The appeals process is intended to foster checks and balances in the conduct process rather than rehear the case. The decision of the appeal officer or board is final.

## SANCTIONS

**Points System** - When students are found responsible for violating College policy, they are assigned points depending on the nature and severity of the violation. Points are cumulative over a student's tenure at the College. Upon reaching a total of 10 points or more, sanctions including Weekend Suspension, Suspension or Expulsion from Residence, or Suspension or Expulsion from the College will be considered. Factors that will be taken into consideration when determining sanctions include, but are not limited to: total accumulated points, the student's conduct record, the time frame during which the violations have occurred, and the nature and severity of the violations.

Students who violate multiple policies in one incident may be assigned points for all violations. For example, a student who drinks underage and curses at a resident assistant may receive points for alcohol and incivility.

Points are cumulative over the course of a student's tenure at Assumption. However, there is a point removal process in place for students who amass 7 or more points. Information about point removal can be found on the Student Conduct portal page.

When a student reaches 10 POINTS, the following sanctions will be considered:

- Weekend suspension
- Suspension or expulsion from residence
- Suspension or expulsion from the College

The following are considered in determining sanctions:

- Total number of points the student has
- Nature and severity of student's violations
- Timeframe over which violations occur
- Demeanor/behavior throughout the conduct process

### RESPONSIBLE BEHAVIOR = LESS POINTS

The points system allows for flexibility when assigning points. The number of points a student receives has a direct correlation to the violations/behavior.

Then following is a list of violations of policy and point ranges for each. Please note this is not a complete listing and points may be assessed for any violation of College policy. Further, at times, a hearing officer or board may deem it appropriate to assess a number of points outside of the range stated below.

VIOLATION	POI
<b>Alcohol</b>	
Empty alcohol containers in dry room	1-2
Alcohol in the presence of minors	1-2
21+ w/open container	1-2
Minor in the presence of alcohol ( <i>Being present where there is alcohol</i> )	1-4
Underage student possessing or consuming alcohol <sup>1,2</sup>	2-4
Assessment or transport for alcohol ( <i>No Call for Help</i> ) <sup>3</sup>	2-4
Playing/Hosting drinking games or possessing drinking paraphernalia ( <i>"water pong", etc.</i> ) <sup>4</sup>	2-4
Distribution, sale, or transportation of alcohol to/for underage individuals	6-10
Possession of bulk alcohol containers ( <i>e.g. kegs, common source</i> )	6-10
Driving under the influence of alcohol or drugs	10
99% of Assumption students transported to the hospital for intoxication in 2014-2015 were drinking hard alcohol. In	

light of this, any underage student found responsible for possession of hard alcohol no matter the amount (including a mixed drink) will receive AT LEAST 3 points.

The range of points an underage student can expect to receive for possession of alcohol (2-4) is dependent upon the amount and type of alcohol present. Although other factors can have an impact on the amount of points one may receive for the violation(s), typically, more alcohol = more points.

When students use the Call for Help Policy, no one gets points for any alcohol or drug violation.

Playing drinking games or having drinking paraphernalia results in 2-4 points for students of any age. These points are ADDED to those for underage possession/consumption of alcohol

<b>Drugs*</b>	
Possession or use of marijuana in any form and/or paraphernalia	6-10
Possession or use of other drugs (including illegal possession use of prescription medications)	6-10
Smoking marijuana outdoors	6-10
Possession of more than 7g of marijuana	10
Drug or paraphernalia sales or distribution ( <i>including prescription medications</i> )	10
<b>Sexual Violence (Additional information, more detailed definitions, and resources is available at <a href="http://assumption.edu/safer">assumption.edu/safer</a> w.<a href="http://assumption.edu/safer">assumption.edu/safer</a>)</b>	
Sexual harassment	4-10
Sexual Assault – Non-Consensual Sexual Touching	6-10
Sexual Assault – Non-Consensual Sexual Intercourse	10
Sexual exploitation ( <i>Any conduct in which a student takes advantage of another without their consent for their own advantage or benefit or to benefit or advantage anyone other than the one being exploited</i> )	6-10
Relationship Violence	6-10
Stalking	4-10
<b>Civility/Honor Code</b>	
Guest policy violation ( <i>Failure to register a guest or obtain roommate approval</i> )	1-2
Quiet/consideration hours violation	1-2
Lying to a College official	1-4
Disrespect towards staff or non-compliance	1-4
Failure to adhere to a sanction	1-4
Public urination and/or indecent exposure	1-4
Failure to be in possession of, or present, your AC Student ID	1-4
Damage	2-10
Possessing a fake, altered, or someone else's ID	4-6
Uncivil and/or disorderly conduct	4-10
Conduct Unbecoming of an Assumption College Student	4-10
Harassment	4-10
Hazing	4-10
Stalking	4-10

Theft or vandalism	4-10
<b>Fire Safety</b>	
Possessing an unlit candle or incense in a residence hall ( <i>including items that can melt wax indirectly</i> )	2-6
Tampering with fire safety equipment ( <i>extinguishers, exit signs, smoke detectors, etc.</i> )	4-10
Burning a candle or incense in a residence hall	6-10
Smoking in any building ( <i>This includes e-cigarettes, hookah pens, etc.</i> )	10
<b>Violence/Weapons</b>	
Conduct that threatens or endangers	2-10
Possessing or use of fireworks or explosives	2-10
Possessing a weapon ( <i>including firearms, bows and arrows, sling-shots, hunting and other knives, blowguns, BB guns, pellet guns, air-soft guns, etc.</i> )	2-10
Violent behavior/Physical Violence ( <i>pushing, punching, fighting, abuse, etc.</i> )	4-10
<p>*Evidence of Drug Policy Violations - The following are all considered to be evidence of drug policy violations and sufficient grounds for full disciplinary actions: the actual presence of a controlled substance/illegal drug; the presence of any drug paraphernalia; the presence of smoke or odors, as in the case of marijuana. In addition, all students present at the time of the violation may be held responsible for the</p>	

*Students who withdraw or are required to withdraw from the College and with 7 or more points may be banned from the campus.*

**Notifications for Violations of the Alcohol and/or Drug Policy** - Generally, the College notifies students' parents/guardians when an alcohol and/or drug violation occurs. The Family Educational Rights and Privacy Act (FERPA) allows the College to do so when students are under 21 years of age or are considered financial dependents. FERPA prohibits notifying a student's parents/guardians if these criteria do not apply.

The Athletic Department may assign additional sanctions in cases involving student athletes. These sanctions are outlined in detail in the *Student Athletes Handbook*. Student athletes should consult with their coaches or the Athletic Director for details.

**The following is a list of sanctions/statuses that may be assessed to students who are found in violation of College policy:**

- **Conditional Housing** – Notification that any further Conduct Code violations during a specified period of time may result in suspension from residence halls, suspension from the College, or other severe sanctions. Alleged misconduct may result in interim sanctions pending the outcome of the conduct process.
- **Weekend Suspension<sup>1</sup>** - Suspension from campus residence and/or from the entire campus grounds for one or more weekends.
- **Suspension from Residence Halls<sup>1,2,3</sup>** – Students are not allowed to enter any residential area for a specified period of time. Violating this suspension may result in more severe sanctions and/or the student's arrest for trespassing.
- **Expulsion from Residence<sup>1</sup>** - Students are not allowed to enter any residential area for the remainder of their college career. Violating this sanction may result in more severe sanctions and/or the student's arrest for trespassing.
- **Conditional Enrollment** – Notification that any further Conduct Code violations during a specified period of time may result in suspension from the College or other severe sanctions. Alleged misconduct may result in interim sanctions pending the outcome of the conduct process.

- **Suspension from the College<sup>1,2,3</sup>** – Students are not permitted to be enrolled at the College or enter the College grounds for a specified period of time. Violating this sanction may result in more severe sanctions and/or arrest for trespassing.
  - **Expulsion from the College<sup>1</sup>** – Students are permanently barred from enrollment at the College and banned from entering the campus grounds. To be found on campus may result in one's arrest for trespassing.
  - **Delayed Conferral of Degree** – The issuance of a student's diploma is delayed for a specified time.
  - **Area Ban** – Students are not allowed to visit certain buildings or areas on campus.
  - **Change of Residency** – Students are assigned to a different residential room or area.
  - **Educational Sanction** – Students are assigned to complete projects, papers, programs or other experiences to aid in their personal development.
  - **Fine** – Students must submit a payment in the designated amount to the Finance Office by the required deadline. In general, checks should be made payable to *Assumption College*.
  - **Loss of Privileges** - Specific privileges are revoked from students (e.g. visitation to a certain part of campus, guest privileges, Senior Week, etc.).
  - **Cease and Desist Order** – Lower level directive issued by a College administrator or Campus Police
  - **No Contact Order**- Formal order that a student must avoid any contact with specified individual(s) by telephone, mail, e-mail, text, social networking sites, proxy, or other media. Order may include restrictions from buildings and/or areas on campus.
  - **Community Restitution** – Students are required to perform a designated amount of service hours within the Assumption or Worcester community
  - **Restitution** – Students must pay designated amount for cost of repairs, replacements, and reimbursements.
- \*Please note this is not a complete listing of sanctions and the College reserves the right to administer other sanctions if deemed necessary and/or appropriate.

**Students who fail to complete sanctions by assigned deadlines may face administrative consequences or be held accountable through the conduct process.**

*<sup>1</sup>Students who are suspended or expelled from the College and/or suspended or expelled from on-campus residence are not eligible for a refund on their tuition, room, or board.*

*<sup>2</sup>In certain cases where a student is suspended from residence or the College, the student may be required to submit to a substance use assessment and agree to follow any and all recommendations in order to be eligible to live on campus or return to the College.*

*<sup>3</sup>Should a student reapply for housing and/or seek readmission to the College, a statement of physical and emotional fitness, acceptable to the Office of Student Affairs, by a physician, psychologist, or treatment facility as appropriate may be required.*

## **STUDENT CONDUCT PROTOCOL AND PROCEDURES**

**Off-campus Violations** - The College reserves the right to take disciplinary action against Assumption College students who are involved in any off-campus incidents of criminal activity or otherwise non-criminal behavior that the College deems inappropriate, particularly when such incidents have implications for campus safety and/or an effect on the reputation or operation of the College.

**Criminal Charges** - When the College is aware that criminal charges have been brought against an Assumption College student by local, Commonwealth, or federal authorities, the College reserves the right to

suspend/expel that student from the College, and/or from residence, and/or take any other action which is deemed appropriate, pending the outcome of the conduct process.

**Double Jeopardy** - The College may adjudicate matters that are being dealt with in a court of law; this does not constitute double jeopardy. College officials may, at their discretion, consider the actions taken by civil authorities.

**Search and Seizure** - One of the basic student rights is the right to privacy. The right to be secured and protected against unreasonable searches and seizures is part of this right to privacy.

**Cursory Search** - When College authorities have reason to suspect that a violation of College policy is occurring or has occurred, they reserve the right to investigate the situation and confiscate evidence of such violations. In addition, they may make a cursory search of the student's room, motor vehicle, and person, including refrigerators, closets, wardrobes, desks, and large bags or boxes. Material evidence such as alcoholic beverages and containers, drug paraphernalia, suspicious odors, disruptive behavior or behavior which is suspect, will generally be considered the basis for such a search.

**Routine Entry and Inspection of Premises** - College authorities reserve the right to enter all campus premises on a regular basis to examine them or to make such repairs, additions, or alterations, as they deem necessary. In addition, the College reserves the right to enter the premises in order to take those precautions that might be found necessary to protect the health and safety of the occupants, other persons therein, or others in the residence hall/building. The College may take disciplinary action against any violators of College policy, even if the violation is observed as part of a routine operation.

**Search** - When College authorities have reasonable suspicion that serious violations of federal, State, local laws, or College policy are occurring or have occurred, they may, with a document of approval from either the President of the College, the Vice President for Student Affairs or their designee, or a lawfully issued search warrant, thoroughly search a student's person, room, common living space, motor vehicle, and belongings. Evidence obtained will be confiscated and used in criminal and/or college disciplinary procedures.

**Federal, State, and Local Authority** - It should be noted that federal, State, and local officials may exercise their legitimate authority in conducting search and seizure procedures without the consent of the College.

**Bystander Information** - Students, faculty or staff who witness or have knowledge of verbal or physical harassment, conflicts that may escalate into assault or battery potential volatile situations, or are concerned about the immediate health or well-being of another should contact Campus Police at 508-767-7225. If the situation requires immediate intervention, contact the Campus Police emergency number at extension 7777.

Students, faculty or staff who have information about students in need of assistance should contact the Dean of Students at 508-767-7325 or submit a [Deans' Council form](#).

Designated campus authorities will keep the bystander's name confidential when possible. Since a suspected person's rights are a fundamental and legitimate concern, campus authorities will act in a way that takes bystander reports seriously, while respecting a suspected person's free speech, due process, search-and-seizure and privacy rights. All persons' behaviors are bound by the Conduct Code and the laws of the Commonwealth of Massachusetts.

## **STUDENT CONDUCT POLICY DETAILS AND RATIONALE**

### **Alcohol Policy -**

#### **Possession of Drinking Paraphernalia and/or possession or participation in drinking games**

- Recognizing the serious health risks posed by excessive drinking, the College prohibits drinking paraphernalia, including but not limited to, funnels, ice luges, and all manner of “drinking games.”

**Kegs, Beerballs, Spiked Punch, and/or other Common Sources of Alcohol** - Kegs and beerballs of all sizes, whether empty or full, tapped or untapped. Such sources will be confiscated by the College on sight. Possession of a tap will be regarded as evidence of a violation of the common source policy.

Spiked punch presents an additional problem in that it is impossible for an individual to know the alcohol content or content of the common source. Should a keg, beerball, spiked punch, and/or other common sources of alcohol be found in a room or apartment, all residents of that room or apartment will be subject to disciplinary action, even if they were not present at the time of the incident.

**Open Containers** - . An open container is defined as a source or container of alcohol that may or may not be labeled as such. Solo cups, Nalgene bottles and other similar containers containing alcohol of any type qualify. The word open is applicable to any container where the original factory seal has been broken. The College reserves the right to confront students with squeeze bottles, cups and other such containers. Should it appear that the container in question contains alcohol, the student will be asked to dispose of the contents and the situation will be documented.. To prevent interactions of this nature, students are strongly discouraged from carrying squeeze bottles, cups and other containers in areas restricted from alcohol possession, particularly outside.

**Minors in the Presence of Alcohol** – Students under (21) twenty-one years of age are not allowed to be in the presence of alcohol at non-authorized events. Underage students determined to be in the presence of alcohol may be documented and assigned points.

**Alcohol in the Presence of Minors** - Students of age (21 years or older) are allowed to have alcohol in designated areas, however, possessing/consuming alcohol in the presence of minors is unauthorized. It is the hosts’ responsibility to ensure that all guests are of age when alcohol is present. Students found hosting minors when alcohol is present will be documented under the gathering and alcohol policies.

### **Drug Policy Any student who sells or distributes illegal drugs may be expelled from the College.**

**Drug Paraphernalia** - The College prohibits the possession, use or distribution of all types of drug paraphernalia, including but not limited to pipes, bongs, grinder, clips, and syringes.

**Evidence of Drug Policy Violations** - The following are all considered to be evidence of drug policy violations and sufficient grounds for full disciplinary actions: the actual presence of a controlled substance/illegal drug; the misuse of legal substances, the presence of any drug paraphernalia; the presence of smoke or odors. In addition, all students present at the time of the violation may be held responsible for the infraction. All residents of a room or apartment in which such violations occur may be subject to the full range of disciplinary sanctions, even if they were not present at the time of the incident. As a result, resident students are particularly advised to give careful attention to anyone who has access to their rooms or apartments. Any student who feels jeopardized by the actions of their roommate(s) should seek assistance from the Residential Life staff.

While the Commonwealth of Massachusetts has legalized the use of medical marijuana, Federal law still prohibits the use, possession or sale of marijuana, therefore, Assumption College also continues to prohibit the use, possession or sale of marijuana in all forms.

**Gambling** - Recognizing the seriously detrimental effect that gambling has on a community, as well as on the individual, the College fully supports the prohibition of gaming as defined under Massachusetts General Laws. Students involved in any form of gambling may be subject to disciplinary action and/or any appropriate local, Commonwealth, or federal actions. Students who are experiencing serious difficulties with gambling are urged to call the Student Development and Counseling Center (508-767-7409), GAMBLERS ANONYMOUS (617-899-7943), or GamAnon (617-227-2700).

**Violence** - The College abhors all manner of violent behavior; the College may pursue disciplinary action against students who engage in violence in any form from verbal or physical abuse, harassment, and rape/acquaintance rape, to physically abusive relationships, damage to property, and fighting, even in mutually instigated cases. Students are advised to expect severe penalties for disciplinary infractions that involve violent behavior.



## **RESIDENTIAL LIFE**

### **Salisbury Hall**

**508-767-7505**

The Office of Residential Life, located in Salisbury Hall, is responsible for administering the residence hall system which houses more than 1900 students in eighteen residence halls and townhouse complexes. The staff, comprised of the Director of Residential Life, Associate Director of Residential Life, Assistant Director of Residential Life, Administrative Coordinator, seven Resident Directors (RD), and fifty-six Head Resident Assistants and Resident Assistants (HRAs and RAs), who work together to ensure that on-campus living will be both enjoyable and educational. The Office provides a variety of administrative, referral, and programming functions. Examples include room assignments and changes, maintaining community living standards, liaison with campus maintenance and security offices, discipline and counseling referrals, and residence hall programming based on community service, cultural diversity, educational, social/recreational, and spiritual issues.

Our goal is to create a community-oriented environment that maximizes a student's potential for academic and co-curricular development. We look to our students to provide the enthusiasm and commitment to help us achieve a positive learning atmosphere within our College community.

The residential areas of Assumption College offer a unique experience in community living that extends the learning process of the College beyond the classroom. Each of our eighteen residential areas varies in size, programs and facilities. Students and staff work cooperatively to establish and maintain a living environment that fosters spiritual, educational, personal, and social growth for our residential population. Students are invited to become active participants in the community building effort. At Assumption, we believe that with freedom comes responsibility. This responsibility includes a respect for the dignity of the people and property of the College community.

### **INFORMATION AND POLICIES**

**Residency Privileges** - Living on-campus is regarded as a privilege, not a right. As a result, resident students are expected to adhere strictly to the procedures, regulations, and general rules of good conduct and citizenship. Resident students are required to be self-regulating, taking full responsibility for their conduct and the conduct of their guests. As residency is, in fact, a privilege, the Office of Student Affairs reserves the right to revoke such privilege for any behavior which it regards to be inappropriate, disruptive, or not in keeping with the values and traditions of Assumption College. In addition, the College, acting through the Office of Student Affairs, may, at its discretion, suspend or expel a student from residence:

- 1) immediately, pending a formal or informal disciplinary hearing;
- 2) immediately, pending a psychological or substance-use assessment;
- 3) immediately, apart from or without benefit of a disciplinary hearing;
- 4) at any time, under any conditions, for any reason, permanently or for any stated period of time.

Concomitant with suspension from residence, students may not be permitted to enter any residence hall or townhouse without written permission from the Director of Residential Life or designee. The College views the revocation of housing privileges to be most regrettable, and is aware of the many implications of loss of residency, particularly with regard to family finances, transportation, and distance from home. As a result, students are strongly urged to adhere closely to all College policies.

## **ENTRANCE AND EXIT PROCEDURES**

All resident students at the College enter a landlord - lessee agreement with the College. Each student is required to fill out and sign a housing contract during room selection or the first day of the new semester. Guidelines and policies outlined in this document are used to ensure that both the College and resident students are aware of their responsibilities. Students are strongly encouraged to read this document carefully and ask questions if anything indicated is not understood.

**Entrance Inventory** - Immediately upon occupancy, residents should carefully check the inventory form for accuracy, noting in the appropriate spaces on the inventory form, which of the listed items are present in their room and the recorded condition of each of these items. Students should also record the absence and/or presence and condition of additional items present but not listed, (i.e.: an extra desk chair, a damaged window shade, etc.). Students should be detailed and specific in describing damage, (i.e.: stains, burns, holes, scratches, tape marks, etc.).

When students become aware of any change in the condition of their room during the course of their residence (i.e.: malfunction of a light, an item damaged by a visitor, etc.), they should report it immediately to their Head Resident Assistant/Resident Assistant.

**Room Change Procedure** - Students are advised that each residential area has a different cost. Prior to making any room change it is the student's responsibility to contact the Finance Office to learn the difference in cost.

The Office of Residential Life recognizes that not all people are compatible and, at times, a room change may be the only solution.

Every resident student signs a contract to occupy a room in a specific building or townhouse. That student is financially responsible for their assigned space for the duration of the contract.

- 1) A room change is an amendment to this contract. A change of room requires the written approval of the RD. All room changes must be initiated with the HRA/RA or RD of the student's assigned living area.
- 2) Housing Freeze: during the first week of each semester, no student-initiated room changes are allowed.
- 3) After the first week of the semester, residents may change their rooms providing space is available. To initiate such a change these students must contact their Resident Director, who will assist them in completing the room change procedure.
- 4) The College reserves the right to change room assignments at its discretion.
- 5) Unauthorized room changes will result in disciplinary action.

### **Procedure for Students Withdrawing from College Housing, Study Abroad or Internship Participants**

- 1) Students should contact their Resident Director or the Residential Life Office and inform them of their decision to withdraw from housing.
- 2) Students should contact their Head Resident Assistant/Resident Assistant and complete an exit inventory. *Students must sign their exit inventory or they will forfeit the right to contest (appeal) their damage assessment statement.*
- 3) Students should return their room and building keys to the Residential Life Office prior to leaving. Failure to do so will result in a charge for a lock change and new keys.
- 4) Students studying abroad during the SPRING semester who wish to participate in the Lottery and Room Selection should contact the Office of Residential Life for additional information.
- 5) Students studying abroad during the FALL semester who wish to secure on-campus housing for the spring semester should contact Residential Life by November 1 of the semester abroad, and provide the office with up to five housing preferences. Students may choose to consult with friends who may have openings on campus, and settle on a

preferred housing situation for the Spring semester. Students should then send an e-mail to the Office of Residential Life ([reslife@assumption.edu](mailto:reslife@assumption.edu)) requesting that particular space or listing their preferences. All correspondence with students will be through their Assumption email account, unless students request otherwise.

- 6) Students should also contact the Academic Affairs Office for appropriate refunds to their Business Office account.
- 7) Students who withdraw from College housing and are not study abroad and/or internship participants are NOT eligible for participation in the Housing Lottery/Room Selection process for the next academic year. (The only exceptions are made on a case-by-case basis for students who are approved for a Withdrawal with Intent to Return (WWIR) or commuter students).
- 8) College housing is intended to accommodate eligible students for the four years (8 semesters) required to complete an undergraduate degree. Housing is generally NOT available beyond the fourth year or to part-time students unless authorized by the Director of Residential Life or designee.

### **Exit Procedures**

- 1) When moving out of a residence hall room, apartment or townhouse, residents must contact their Head Resident Assistant/Resident Assistant to make a check-out appointment. If this is not possible, another Head Resident Assistant/Resident Assistant or Residential Life staff member may do the check-out. Failure to meet with a Residence Life staff member for the check-out appointment constitutes forfeiture of all rights to contest (appeal) damage assessments.
- 2) The Head Resident Assistant/Resident Assistant will NOT conduct a check-out inventory until all belongings are removed from the room (i.e.: rugs off floor, posters off walls, etc.).
- 3) Residents will be charged a minimum fee of \$100 per resident for any extra clean up or trash disposal and/or removal of personal belongings required after they have vacated the room.
- 4) The check-out should include a review of all items on the Entrance Inventory form signed upon occupancy and a record of any changes on the Exit inventory. **(Important Note: students who do not complete an exit inventory are not eligible to appeal damage charges).**
- 5) The check-out should also include the return of all keys to Residential Life (if a room change is being made, the appropriate change of keys is done at the Office of Residential Life, NOT from the person leaving to the person moving in).
- 6) Residents have the option to do an EXPRESS CHECK-OUT when vacating their housing assignment. By doing so the student agrees to remove all personal belongings including trash from the room. Students also agree to leave the room/suite/apartment in clean and good condition, charges for repairs, cleaning and personal items removal (including trash) will be assessed to the student's account. Express Check-Out forms can be obtained by contacting the Office of Residential Life or be picked up at Campus Police in May.
- 7) Graduating Seniors will have the opportunity to fill out an Exit Inventory Waiver on Commencement. These forms may be found with your Resident Director on the day of Commencement. The Exit Inventory Waiver is for students that have not completed an exit inventory, but who feel that their room is in clean condition and they have made the effort to return it to the condition in which it was found in the fall.
- 8) All charges assigned to a resident reflect the judgment of Residential Life and/or Building and Grounds and are subject to final evaluation by the Director of Residential Life or their designee.

### **RESPONSIBILITY FOR ROOM/APARTMENT**

Each resident student may be held responsible for violations of College policy that occur in their room/apartment/townhouse, even if he or she is not present in the room/apartment/townhouse at the time of the violation. As a result, students are advised to keep doors and windows locked at all times and give careful scrutiny to those individuals who are permitted to be in their rooms.

Many of the following policies and procedures are elaborations of general Student Affairs policy and are of primary concern to students who live in the campus residence halls. Due to the fact, however, that these policies are ultimately incumbent upon all students, the following are included in this handbook. Non-resident students and resident students alike are expected to abide by these policies and face disciplinary sanctions for any infractions. Additional regulations, found in the housing contract, also have the force of College policy.

**Room/Apartment/Townhouse Furniture** – Each residence hall room is outfitted with furniture for students to use while living in the residence halls. Students are responsible for all college issued furniture in their residence. All furniture must remain inside and intact the residence hall, townhouse or apartment.

**Personal Furniture** - Students are welcome to bring pieces of personal furniture into their room or townhouse. The following guidelines must be understood regarding the privilege of having furniture on campus:

1. No piece of furniture is to be placed in a location that would impede the evacuation of a residence hall room or townhouse.
2. Furniture that is too tattered or considered a fire hazard by the Resident Director or Campus Police must be removed.
3. Personal furniture should be used to supplement, not replace the College furniture provided. If students' personal furniture does not fit in their room/apartment/townhouse safely, it must be removed.
4. Students are not allowed to remove College furniture from the premises for any purpose.
5. Any personal piece of furniture remaining in the residence hall room or townhouse immediately following the end of the year closing, graduation, or a student's withdrawal from College residence will be disposed of by Building and Grounds and charged accordingly.
6. **All furniture must remain inside the residence hall or townhouse. Any piece found outside will be immediately removed. The only exception is "patio-style" furniture, which may remain outside in accordance with safety considerations listed above.**

**Lounges/Lounge Furniture** - Each residence hall has lounge areas designated for 24-hour utilization. These lounges give students an opportunity to meet with members of the opposite gender after visitation hours (1:00 a.m., Sunday - Thursday; 2:00 a.m., Friday and Saturday). These lounges are not for sleeping. Students who use lounges for activities other than those for which they are intended may be asked to vacate the lounges and/or face disciplinary action.

In addition, all residence halls have lounges and study rooms. These lounges **DO NOT** follow the 24-hour visitation policy of the entrance lounges. Students are expected to adhere to the Visitation Policy in these areas.

Furniture in the lounges and study rooms are used by all students. Alteration or removal of the furniture by students for personal use will result in disciplinary action and/or fines.

**Trash Removal** - Each building has a trash room. Residents are expected to empty their own trash barrels and not to litter the hallways or bathrooms. **Trash or waste paper baskets are not to be kept in the hallways, only in student's rooms.** Trash is removed daily from the residence hall trash rooms.

In apartment/townhouse areas, students must empty their trash in the dumpsters located in their areas. **Trash should never be left in stairwells, walkways, entryways, exit ways or roadways.** *Any residential room/suite/townhouse/apartment engaged in the practice of leaving trash in any area besides designated trash receptacles, will face disciplinary action and automatically be charged \$25.00 for each "bag" of trash removed.*

Due to health concerns, anyone not following these requests will be subject to disciplinary action. This action could include loss of campus residence.

**Damage** - Malicious damage to College property or a student's personal property will result in disciplinary action. Any student who has accrued more than \$100.00 in damages (including personal damages as well as collective building, floor, pod, or townhouse damages) may not have their housing contract renewed for the upcoming term or for a longer period to be determined by the Office of Residential Life.

The College expects all students to give the highest degree of care to all facilities. Should damage occur, the student is expected to identify him/herself and assume responsibility for repair costs and/or any attendant disciplinary action. The cost of damages, for which no responsible party can be found, will be divided among the residents of a certain room, townhouse, pod, floor, or building as determined by the Office of Residential Life.

**Common Area Damages** - Common areas are defined as:

- *Residence halls*: Floors, bathrooms, lounge areas, stairwells, lobby areas.
- *Townhouses and apartments*: Living rooms, bathrooms, kitchens, kitchen areas immediately outside townhouses/apartments.

Students sharing a common area due to their room assignments are jointly responsible for this common area. In circumstances such as extensive or repeated damages where no individuals are found to be responsible, the cost of repairs will be evenly charged to all members in the building, area, floor, pod, or townhouse.

Students are encouraged to help maintain their living environment and discourage others from being involved in irresponsible or disrespectful behavior to College property.

Students who witness others involved in damaging college property are expected to report such incidents to their Head Resident Assistant/Resident Assistant, Resident Director or Campus Police.

**Damage Assessment Statement** - All damage charges, which are determined to be assessable to the residents, will be summarized twice each year. This summary of "proposed" charges will be mailed to students via campus mailboxes for Fall damage assessment and sent home for Spring Damage assessment. Students will be given time to contest any personal damage prior to the proposed and/or adjusted amount being charged (***Important Note: common areas damages may NOT be contested/appealed***). Bills must be paid to the Finance Office upon receipt of an actual damage bill.

**Period to Contest Damages** - A year-end inspection will be conducted once all students have vacated. The charges that result from this inspection will be sent to the student's permanent address. Following a 12-day appeal period, the Finance Office will generate the appropriate bill for students. (***Important Note: students who do not complete an exit inventory are not eligible to appeal damage charges***).

**Damage Billing** - Upon withdrawal from College residence, the College will refund the \$350.00 room damage that was assessed upon occupancy of College housing, unless it is needed to cover damage costs assessed to the student.

**IMPORTANT NOTE** - Any student who is found to be responsible for committing damage to any residential living area, found to be disposing of trash in public areas or out of residence hall

windows, or causing \$100.00 or more personal room damage, may be subject to immediate removal from College residence.

**Reporting Maintenance Requests** - Maintenance repairs in students rooms (i.e.: malfunction of a light, broken window, etc.) should be reported to Buildings and Grounds (508-767-7391) to ensure quick repairs and potentially save students money. Students can submit a building and grounds request with the Building and Grounds Department.

Repairs determined by the Office of Residential Life and/or Building and Grounds to be abnormal wear and tear will be considered an assessable charge to the student(s) who live within the room or townhouse. Billing for assessable damages will be done at the completion of the end of each academic semester and summarized on a student's Damage Assessment Statement. Certain serious damage may be assessed immediately and subject to immediate removal from the college.

**Keys/Lock Change** - Should students become locked out of their room, they can, after trying to find their roommate(s), call Campus Police (508-767-7225) to open the door. Campus Police will assess a \$25.00 fee.

In the event a student should lose a key, s/he must report it to the Office of Residential Life (508-767-7505) or Building and Grounds (508-767-7391). A work request for a lock change will be processed and a charge will be assessed. The locksmith will change the lock and leave a notice on the door informing the residents of that room to report to the Residential Life Office to pick up their new keys; each occupant must present their Student ID Card to be issued a key.

**Locking of Residence Halls** - For the safety and security of students, the outside entrances of residence halls are locked at all times. All but one entrance door will be alarmed between 8:00 p.m. and 7:00 a.m. Any individual found exiting from an alarmed door for non-emergency situations will be fined up to \$50.00. Students who are not residents of a building and wish to enter a residence hall should contact the residents they are visiting (phones are available at every residence hall).

**Theft** - Assumption College and the Office of Residential Life do NOT accept responsibility for loss, theft, or damage to personal property. *It is strongly recommended that each student obtain insurance coverage for all items of personal property.* Residents are advised against keeping large sums of money and other valuables in their rooms. The best protection against property loss from a student's room is a locked door.

Motor vehicles and bicycles must be registered with Campus Police and should be locked. Students should report any property loss immediately to their Head Resident Assistant/Resident Assistant and to Campus Police.

**Storage of Personal Belongings** – Residents are prohibited from storing any personal items in common areas of the residence halls (i.e. stairwells, hallways, lounges, etc.). All personal items must be stored in residence hall rooms, apartments or townhouses. Any personal items found unattended in common areas will be collected and immediately disposed.

**Windows** - Windows may not be used as an entrance or egress from a building; similarly, windows may not be used to pass materials in and out of residences. Screens should remain in place at all times. Security screen tags should remain intact. Any problems with screens should be reported at once to the Office of Residential Life or Buildings and Grounds so repairs may be made. Use of windows to elude College officials and/or convey alcohol and other contraband may result in more severe disciplinary action in addition to a fine. At no time may stereos be played from open windows; such an infringement may be met with disciplinary action and a fine.

## **ROOM USE AND OCCUPANCY**

The primary purpose of on-campus housing is to provide a living environment that is conducive to learning. The use of an individual's residence hall room should never interfere with this purpose or the privacy and other rights of fellow students. Also, students may not make alterations, additions, or improvements to the inside or outside of said premises without the written permission of the Director of Residential Life or designee. The student agrees to keep premises in a clean and sanitary condition and free from trash, flammable materials, other objectionable matter, and other items, which are prohibited by College policy.

**Room Change Policy** -The Office of Residential Life recognizes that not all people are compatible and, at times, a room change may be necessary, providing space is available. Students contemplating a room change should begin by discussing the situation with their roommate(s) and seeking the assistance of their Head Resident Assistant, Resident Assistant or Resident Director. The specifics of the room change policy are as follows:

- 1) Every resident student signs a contract to occupy a room in a specific building or townhouse. That student is financially responsible for their assigned space for the duration of the contract. Students are advised that each residential area has a different cost. Prior to making any room change it is the student's responsibility to contact the Finance Office to learn the difference in cost.
- 2) A room change is an amendment to this contract. A change of room requires the written approval of the Resident Director.
- 3) Housing Freeze: During the first week of each semester, no student-initiated room changes are allowed.
- 4) After the first week of the semester, residents may change their rooms providing space is available.
- 5) The College reserves the right to change room assignments at its discretion.
- 6) Unauthorized room changes will result in disciplinary action.

### **Filling Vacancies**

The following procedure should be followed in the event of a vacancy: (these procedures may be bypassed in the event of an emergency as deemed by the Office of Residential Life).

- 1) The roommates of the person vacating a room assignment will have five business days to find an appropriate replacement from the students already housed on campus.
- 2) After five business days, the Office of Residential Life may offer the vacant space to the person next in line on the housing waiting list. This person has two working days to accept or decline the space.
- 3) **In the event the student declines the offer, s/he is placed at the end of the waiting list.** If a student has placed their name on multiple waiting lists and they accept an offer of a new placement, their name will be taken off all waiting lists.
- 4) **If the occupants of a room with a vacancy attempt in any way to block the filling of a vacant bed/room or to dissuade a prospective roommate from moving in, they will be subject to disciplinary action. This action could include removal from campus residence. In addition, any room vacancy not filled due to malice on the part of the current resident(s) will result in the cost of the vacant bed being pro-rated and charged to the current residents of the room.**

**Final Examination Period** - It is essential that the highest degree of consideration be afforded to students who are completing their final examinations. Violations of Quiet Hours or Consideration Hours during study and exam periods may result in an immediate loss of residency for the duration of the final examination period. A student is expected to leave the campus within twenty-four hours of their last final examination. Should a student require an extension (to complete other course work or arrange for transportation), s/he

must request permission from the building's Resident Director. No extension can be granted beyond the day of the last final exam.

**Vacating Residential Areas when the College is Closed** - During periods in which the College is closed, the Residential Areas are also closed. It is expected that students will leave campus at the time designated by the Residential Life Office and NOT return until the Residential Areas are officially re-opened. Any student found in violation of these guidelines will be subject to disciplinary action.

Students who believe they have a valid reason to remain in campus housing during an interim period must submit a formal request for Break Housing through the Residential Life Office. Information on Break Housing will be available to residents prior to each break. A late fee will be assessed for students who do not apply for Break Housing by the deadline and/or they may be denied housing. **Academic requirements, distance, and varsity athletics are the only valid reasons for submitting a request.** Working off campus is not a valid reason for on-campus accommodations. Break Housing is not included in the housing contract. The College reserves the right to deny Break Housing to any student for any reason. In some cases, students will not be allowed to remain in their regular room assignments. For safety and cooking purposes, students may be required to move into temporary interim assignments. Students may be charged for each night they utilize Break Housing.

### **SPECIALTY HOUSING**

**Substance-Free Housing**- Students who choose to live in substance free housing (Nault Hall) agree that they and their guests will not be in possession or under the influence of alcohol or illicit drugs. Students further agree that neither they nor their guests will be intoxicated and/or disruptive to the community. It is expected that the residents will be essentially self-regulating in this regard, although Residential Life staff may enforce these policies as well.

**Summer and Break Housing** - During vacation periods the College is officially closed. Under special circumstances, housing is made available to certain students during the summer months and some breaks. Such housing is considered to be a special privilege and in no manner guaranteed by the housing contract. The student requesting permission must follow the application procedure, which will be made available to all residents in the weeks leading up to summer or break. Students will be required to relocate to the residence hall designated for summer housing with kitchen facilities.

Summer and Break Housing is a special privilege. Any violations of policy, however minor, may result in immediate suspension from residence. Students are not permitted to host guests during vacations (Thanksgiving, Winter Break, Spring Break, Easter Break, etc.), without written permission from the Office of Residential Life. Guest privileges during Summer Session will be granted on an individual basis at the discretion of Campus Police and the Office of Residential Life.

***Important Note: Student Health Services is closed during these periods; students needing medical attention should consult with local hospitals, urgent care facilities or health care providers at their own expense.***

### **HOUSING ACCOMMODATIONS**

**Housing Accommodation Requests** - Students requiring accommodations for housing should contact the Office of Residential Life to request information regarding the application process and deadlines. This process occurs yearly and students requiring accommodations need to re-apply each year. Please see Index VIII - Disability Services- Housing Accommodations Policy and Procedure for detailed information regarding accommodation requests.



## **HEALTH, FIRE, AND SAFETY POLICY**

**Health, Fire, and Safety Inspection/Right of Entry** - The Residential Life staff will conduct monthly Health, Fire, and Safety Inspections of all students' rooms. The professional and paraprofessional staff members of Residential Life have the right to enter the premises at a reasonable hour in the day or evening, to make such request for repairs, additions, or alterations as deemed necessary. Notification of inspection time and date need not be posted.

The College reserves the right to inspect any room when the College deems such necessary. In addition, the professional staff members of Residential Life and other College officials have the right to enter the premises at any time for any reasonable cause. The primary purpose of entering is to take those precautions which College officials find necessary to protect the health, safety, and general welfare of the occupants and/or of other persons therein and to enforce College policy.

Members of the Building and Grounds staff routinely enter rooms in the performance of their duties. Such entry is not considered an inspection, however, blatant violations, especially those that could affect student safety, will be reported to the Office of Residential Life.

**Fire and Safety Regulations** - Use of fire alarms or firefighting equipment for any purpose, except that for which intended, is prohibited according to State law. Impairment of this system could cause loss of life and a great deal of damage to personal belongings and to College property. Students who participate in such activity will be subject to disciplinary action. For the safety of all residents, evacuation drills are held at least once per semester. It is important for residents to familiarize themselves with the procedures to avoid panic in case of emergency. Participation in drills is mandatory. Violation of any aspect of these regulations will result in disciplinary action.

**Fire Emergency/Fire Drill Procedures** - In case of an alarm, students should touch their doors to feel if it is hot, and look under their doors for any smoke seeping in. If it is safe to evacuate, students must leave immediately by way of the nearest exit. Students should not use elevators during a fire alarm. Residents should assemble outside at least 50 feet away from the building, not in the fire lanes, since these must be kept clear for fire equipment. Residents should not re-enter the building until Campus Police allows them to do so.

To the extent that personal safety permits, Residential Life staff assists students with evacuation; however, it is the sole responsibility of the student to evacuate whenever an alarm sounds. Students should NOT wait for a Residential Life staff member to tell them to evacuate. Any student who does not leave a building when an alarm sounds will be subject to disciplinary action.

**False Alarms** - A false alarm is extremely dangerous. Repeated false alarms could cause students to treat an actual fire lightly. Anyone found to have intentionally set off a false alarm will be evicted from Assumption housing and may also be subject to suspension or expulsion from the College and prosecution to the fullest extent of the law.

**Fire Safety Equipment** - Due to the risk posed to the safety of the community by tampering with fire safety systems and equipment, the College will impose serious sanctions that may include suspension/expulsion from residence and/or the College on students for the following behaviors, regardless of whether it was "accidental" or not:

- Disabling, removing or tampering with exit signs or emergency lighting.
- Disabling, misuse, removing or tampering with fire alarm systems and/or other building safety equipment.
- Tampering or discharge of fire extinguishers.

- Tampering with or damaging smoke detectors, sprinklers, or stand pipes.
- Causing or contributing to a fire or flood.

**For students' safety and the safety of others in the community, the following are PROHIBITED from students' rooms and apartments:**

- 1) Smoking (please see smoking policy in the Student Conduct Policies and Definitions section).
- 2) Candles, of any kind/shape/size (including decorative candles) should not be in any room, apartment or townhouse. Devices that are designed to indirectly melt wax are also prohibited. Potpourri burners and incense, whether burning or not, are prohibited.
- 3) Hookahs.
- 4) Ecigarettes, Ecigs, Vaporizers .
- 5) Fireworks (i.e.firecrackers, caps, roman candles, sparklers, etc.).
- 6) Items suspended from ceilings, sprinkler heads and or pipes (i.e.: flags, fishing nets, tapestries, rugs, lights, etc.).
- 7) Any object that blocks the exit from a room or apartment.
- 8) Temporary partitions or dividers.
- 9) Furniture that is stacked, such as desks.
- 10) Cinder blocks.
- 11) Unauthorized locks on any door.
- 12) Obstruction of sprinkler heads or fire and safety equipment.
- 13) Dismounting or removing a fire extinguisher. Extinguishers must remain fully charged and mounted in designated areas. Apartments and townhouses must have a fire extinguisher in view.
- 14) Unauthorized electrical appliances such as hot plates, hot pots, coffee makers (unless equipped with an automatic shut-off switch), "George Foreman" type grills, space heaters, toaster ovens, sun lamps, fog machines, smoke machines, oversized refrigerators (over 1.5 cubic feet), oversized microwaves (over 500 watts), and halogen lamps. We also recommend that irons be equipped with an automatic shut off switch for safety reasons.Students in apartments should consult Residential Life for a list of approved appliances.
- 15) Appliance cords with broken insulation or broken plug ends. Electrical octopi (multiple extension cords). Power strips must be used when connecting more than two items to a single wall outlet (which contains room for two plugs).
- 16) Kerosene lamps, tiki torches, and similar items, even as a decoration.
- 17) Combustible trash receptacles.
- 18) Paint cans without lids.
- 19) Outside antennas or aerials.
- 20) Rooms kept in unsanitary condition, uncovered food containers, excessive beverage containers, exposed food or disposal of trash other than in an appropriate trash receptacle.
- 21) Removal of screens, windows, and/or security screen tabs.
- 22) Neon lighted signs.
- 23) City and/or street signs.
- 24) Gasoline camp stoves.

Note: Leg lifters may be used for beds that are not bunked, however, great care must be taken and this is done at the risk of the student.

**Policy for Outdoor Cooking Grills**

The following regulations pertain to the individual use of outdoor cooking grills on campus:

- 1) Only grills that are run with propane tanks are allowed on campus.
- 2) **No grills that utilize lighter fluid and/or charcoal may be used at any time.**

- 3) Grills in the areas of Alumni, Desautels, Hanrahan, Living/Learning Center, Nault, Plough, Salisbury, South, Wachusett, West, Worcester, and Young Halls must be located at least twenty-five (25) feet from the building and/or wooded areas. Grills are to be placed on hard (paved) surfaces.
- 4) Grills in the area of Aubuchon, Bissonnette, Dion, and Moquin Halls are to be used only on the hard (concrete) surfaces to the front or rear of these apartments.
- 5) Grills in the area of Authier, Dufault and Moquin Halls are to be operated only on the paved surfaces in front of the ground level apartments. *At no time should a grill be used in the stairwells (towers, balcony or decks) of these apartments.*
- 6) Propane tanks of any size may NOT be stored inside any room/apartment/ townhouse or in any stairwell.
- 7) Grills must be attended to at all times while in use.

### **ADDITIONAL INFORMATION AND POLICIES**

**Air Conditioners** – Air conditioners are not allowed without approval of the Housing Accommodations Committee.

**Bicycles** - Students should not leave bikes in hallways or stairways because as such, they represent a fire safety hazard. It is against the law to obstruct fire exits in any way. Bike storage is permitted within the student's room, as long as it does not restrict the exit or disturb roommates.

\*Please note: For students who reside in the Living and Learning Center, Plough, or South Hall, there is a bike storage room. In order to obtain a key, students should speak with their Resident Director.

**Dart Boards** - Due to the damage that can occur to people and property, dartboards are prohibited.

**Hall Sports** - Due to the damage that can occur to people and property, hall sports are prohibited.

**Painting and Furnishings** - Residents are prohibited from painting, altering or adding to the permanent furnishings of their residence. This includes graffiti, wall murals and other forms of defacement. Violations will result in billing occupants of the room. Costs incurred by the College to repair such damage will be added to a resident's damage bill. Additional disciplinary action may result.

**Pets** - For health and maintenance reasons, pets are not permitted in the residence halls or apartments. Fish in aquariums are the only exception to this rule.

**Pools/Slip and Slides** – Students are not permitted to set up recreational pools, slip and slides, or other outdoor water equipment in any residential area.

### **OTHER COLLEGE POLICIES AND INFORMATION**

**Presence of Religious Groups on Campus** - As a Catholic and Assumptionist college, Assumption College understands spiritual growth and faith formation as integral aspects of its mission to educate the whole person. In its principles of student engagement, the College articulates longing for God as one of the primary ways in which students can achieve their full personal and academic potential. This is reflected in the College's Mission Statement which concludes with the following: "Enlivened by the Catholic affirmation of the harmony of faith and reason, we aim, by the pursuit of the truth, to transform the minds and hearts of students. Assumption favors diversity and ecumenically welcomes all who share its goals."

The Office of Campus Ministry serves this mission by coordinating and overseeing all religious activity on the Assumption campus. The Campus Ministry staff offers a wide variety of programs and services to meet the spiritual needs of all students, including those from other religious traditions and those who are not affiliated with a religious tradition. The services of Campus Ministry include assisting students to connect with a worshiping community from their particular religious tradition in the Worcester area.

Religious groups which are not part of Campus Ministry must seek the approval of the College administration through Campus Ministry before coming to the Assumption campus to host an event, solicit, recruit, and/or meet with a student or group of students. Assumption students, staff, and faculty who are affiliated with a religious group which is not officially part of Campus Ministry must seek this same approval of the College administration through Campus Ministry before hosting an event, soliciting, recruiting, and/or meeting with other members of the Assumption community on campus on behalf of the religious group. In considering such requests, the first consideration will always be the welfare of our students and other members of the Assumption community, as well as the Catholic and Assumptionist mission of the College. Groups that use coercive techniques or promote intolerance of other religious traditions will not be allowed on campus. Since Campus Ministry is responsible for coordinating and overseeing all religious activity on campus, another consideration will be how the group seeking approval would meet a need that is not being met, or cannot be met, by Campus Ministry. Requests for approval should be addressed to:

Director of Campus Ministry  
Assumption College  
500 Salisbury Street  
Worcester MA 01609  
[campusministry@assumption.edu](mailto:campusministry@assumption.edu)

Religious groups or individuals who circumvent this approval process will be asked to leave the campus.  
(*adopted by the Cabinet October 2015*)

**Fundraising** - All fundraising activities, including sales, raffles, and direct solicitation of donations, must be approved by the Office of Student Affairs in conjunction with the Office of Institutional Advancement. This includes solicitations on the campus and elsewhere (e.g. parents, local businesses, etc.) since they may affect the development efforts of the College. Students are also advised that all funds raised must **directly benefit** the club or organization. Some examples of what funds can be used for are: travel expenses, uniforms, items for resale, and entry fees. Funds cannot be raised for outside agencies or national organizations without approval from the Dean of Campus Life. Please see the *Clubs and Organizations Handbook* or the *Club Sport Handbook* for additional information.

**Posting of Notices** - Students and non-students (e.g. local businesses) wishing to post notices and posters on College property must obtain authorization from the Office of Student Activities. Materials that are posted are to be placed on bulletin boards, digital signage screens or other designated areas. Only masking tape should be used or staples for bulletin boards. Postings may not be placed on windows, glass doors or any Campus Road/Parking signage. Large tapestries/sheets may not be allowed due to space constraints. Postings may not be placed on any painted walls, furniture or foodservice areas in Charlie's Snack Bar. Postings, which do not bear the Office of Student Activities approval stamp, may be removed. Additional posting rules may be applied in specific Residence Halls or other campus buildings. Please see the hall's Resident Director or building supervisor for information.

**Assumption College Name and Logo** - The College's name, logo, facsimile thereof, and/or representation that reasonably suggests or implies an affiliation with the College, may not be used without the written approval of the Office of Communications. Any such use must be appropriate and tasteful. No individual may enter into a contractual agreement on behalf of the College, except the Treasurer of the College or their designee.

**Campus Mail Services** - The Campus Mail distribution is for official College business only. Students and off-campus individuals wishing to mass-distribute printed matter may not use the postal service unless each item is individually addressed and given proper postage. In rare instances, the Office of Student Affairs may allow individuals to send materials to the Office of Residential Life and/or the Office of Student Activities for distribution to lounges, bulletin boards, and the Campus Center information booth.

**Clubs, Organizations, and Other Groups** - For information regarding membership in or sponsorship of clubs, organizations, and other groups, individuals are directed to the Director of Student Activities. The College reserves the right to withhold recognition, funding, endorsement, or other support of any group that conflicts with the mission of Assumption College as a Roman Catholic liberal arts institution.

**Extra-curricular (Co-curricular) Activities** - The College reserves the right to deny membership or participation in any club, organization, leadership position (including but not limited to Student Government Association, Class Officer positions, Residential Life staff positions, etc.), or athletic team membership (including intramural and varsity sports) to any student who is placed on Academic Probation or for any reason is not regarded as a “student in good standing.” Many groups (including Athletics and Residential Life) set even higher standards for participation; students are advised, therefore, to consult with their respective coaches, advisors, and administrators.

**Legal Liability of the College** - The College is not legally liable for damages or loss of personal property or failure or interruption of services due to weather or other acts of God.

The College does not assume responsibility for a student’s lost, stolen, or damaged property. This policy covers not only a student’s personal possessions, but also those items in the student’s charge (e.g. keys to the student’s residence hall room, residence hall furniture.)

*Students are strongly encouraged to provide their own personal and property loss insurance.*

**Motor Vehicle Registration** - All motor vehicles operating on campus (including motorcycles, mopeds and Segways) must be registered with Campus Police. A parking permit must be purchased within (10) ten days of the beginning of Fall/Spring semester. Parking permits are non-transferable. Vehicles brought to campus after this period must be registered within (2) days of the vehicle arriving on campus. Please refer to the Parking and Traffic Regulations published by Campus Police for further information. A copy of the Annotated Traffic Regulations may be obtained at Campus Police. It is the responsibility of all students to be familiar with motor vehicle regulations. Residential first-year students are not allowed to have motor vehicles on campus. More information can be found on the Department of Public Safety/Campus Police website:

[www.assumption.edu/dept/publicsafety](http://www.assumption.edu/dept/publicsafety).

**Parking** - Parking areas on campus are designated as student, employee, visitor, and reserved handicapped during certain hours to provide for special needs of some users and to distribute parking equitably throughout campus. Parking permits are required for all student vehicles. The permit allows students to park in specified areas on campus but bestows no special parking privileges with respect to parking in the immediate vicinity of residences, dining halls, classrooms, etc. Designated parking areas are listed on-line at [www.assumption.edu/dept/publicsafety/parkinglotdesignations.htm](http://www.assumption.edu/dept/publicsafety/parkinglotdesignations.htm) and are also available at the Campus Police. Parking in designated areas is on a “first-come - first-serve” basis. Unless otherwise specified, all walkways and roadways are considered to be fire lanes. Parking in a fire lane or at a fire chain will result in a fine of \$25.00 and may necessitate towing at the owner’s expense. Unauthorized parking in a designated handicapped area is a \$50.00 fine and may result in towing. The College reserves the right to revoke the privilege of operating a motor vehicle on the campus from any student who fails to abide by these and/or other parking regulations. Parking tickets can be appealed at Campus Police within 7 days of the violation. Appeals received after this time period will not be accepted. Parking ticket fines are to be paid at the Cashier’s office in the lower level of Alumni Hall. Students and employees who receive (10) ten tickets in one academic year will lose their privilege to have and operate a car on campus for at least one full semester.

**Notification of Off-Campus Residence** - Students who reside off-campus and/or move out of on-campus residence are required to register their local mailing address with the Office of the Registrar.

**Personal Safety** - Similar to life on any urban campus, Assumption College experiences its share of crimes and disturbances. Students should not be lulled into a false sense of security and should observe all safety tips, including the following:

- 1) Always walk in well-lit areas. If the lights are broken or not operating, report them to Campus Police at 508-767-7225.
- 2) When walking at night, remember the buddy system and walk with a friend or group, or call Campus Police at 508-767-7225 and request an escort.

- 3) Keep your room locked at all times.
- 4) Keep drapes/shades drawn in the evening and at other appropriate times.
- 5) Be aware of the emergency telephone numbers on campus and keep them readily accessible. We suggest programming the Campus Police phone number in your cell phone: 508-767-7225. For emergency situations on campus, Campus Police can be reached 508-767-7777 or at extension 7777.
- 6) **Never prop exterior doors:** Un-prop any doors that are open and do not allow others to prop them. These efforts keep intruders out and secure the building for everyone else. Also please use keys to open them rather than trying to force the lock.

**Sales and Solicitation** - The Office of Student Affairs must approve, in writing, the on-campus sale or distribution of printed matter or any service or product. All vendors (including food delivery) must be issued a vending permit and closely follow all stipulations outlined in that agreement. Students are urged to report all unauthorized solicitations or suspicious individuals to Campus Police.

**Snow Removal Information** – To facilitate snow removal, students will be asked to move their vehicles to designated areas so parking lots may be cleared. Adequate notice will be posted on the Campus Police website and communicated via student email, voice mail and RAVE. Students who fail to remove their vehicles as directed may have them towed at their expense. It is the student's responsibility to monitor campus communications.

## **ACADEMIC AFFAIRS**

### **SELECTED POLICIES AND PROCEDURES**

The following is a partial listing of academic information for general reference only. Authoritative information can be found in the College's *Undergraduate Catalog*, the official source of all academic policies. Also see the *Student Academic Honesty Policy*, available in hard copy at the office of the Dean of Undergraduate Studies, La Maison Hall 202, and in all academic department offices. Questions on academic matters should be directed to your faculty advisor, the Dean of Undergraduate Studies Office, or the Provost's Office.

### **STUDENT ACADEMIC INTEGRITY POLICY**

Academic integrity is essential to the existence and growth of an academic community. Without high standards of honesty, the College's mission to educate is impossible. All members of the academic community share this responsibility.

It is the duty of faculty members to take measures to preserve and transmit the virtues of the academic community, both through the example in their own academic pursuits and the learning environment they create for their students. To this end, they are expected to encourage in their students a desire to behave honestly. They also must take measures to discourage student dishonesty. To meet their obligations, when academic dishonesty is suspected, faculty must follow the policies and procedures stated in *Assumption College Student Academic Honesty Policy*, available in the Registrar's Office, the Office of the Provost, the library, all academic departments, and in the office of the Dean of Undergraduate Studies.

Students are also members of the community of learners. In order to carry out this activity, they cannot violate the standard of honesty through cheating, fabrication, plagiarism, or abuse of academic materials. Students are responsible for reading and understanding that policy. Specific questions about the policy should be directed to a faculty member or to the Office of the Dean of Undergraduate Studies. Students are expected to take an active role in encouraging other members to respect this standard. When students are unclear as to whether the standards of academic honesty are being upheld, they are responsible for seeking clarifications from a faculty member or the Dean of Undergraduate Studies.

The following constitute violations of the College's academic integrity policy:

- **Cheating** - Intentionally using or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.
- **Plagiarism** - Presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc. are common knowledge.
- **Unacknowledged Close Paraphrase** – Prompt acknowledgement is required when material from another source is paraphrased or summarized in whole or in part in one's own words. To acknowledge a paraphrase properly, one might state: "to paraphrase Locke's comment..." or "according to Rousseau..." and conclude with a citation identifying the exact reference.
- **Abuse of Academic Materials** - Destroying, stealing, or making inaccessible library or other academic resources material.
- **Complicity in Academic Dishonesty** - Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
- **Fabrication and Falsification** - Unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information to use in any academic exercise.

- **Multiple Submission** - The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization.

*Please note: collaboration in any assignment requires prior faculty approval.*

### **EXCUSED ABSENCES**

Attendance policy is first and foremost set and overseen by the faculty. Your first contact regarding whether or not you have been excused from class, and what work you missed, is your professor. Excusing an absence registers in different ways in different classes, and this is a decision only your professor can make, based on the particularity of his or her course objectives, and syllabus policy.

Excused absences do not constitute an excuse from doing the work in a timely fashion. Compassion is balanced with integrity and fairness.

Dean's Office notices are for serious, sustained illness or injury, and family tragedy, such as the loss of a loved one. If you miss one full week of class for the reasons above, visit or call the Dean's Office at 508-767-7086, provide documentation, and the dean's office will send out a notice of documented absence for the indicated days.

Please note that the import of any excuse will still be determined by your professor. The dean's office only documents the concern. Again, attendance policy is first and foremost set by the faculty.

### **POLICY ON INCOMPLETES**

When a student experiences a serious illness or other emergency at the end of the semester, and can document that concern, an incomplete can be approved, granting the student time to recover and to complete the remaining elements of the course. Incompletes must be requested prior to the end of the semester and are granted by the Dean of Undergraduate Studies in collaboration with the relevant faculty. The deadline for faculty to turn in a Change of Grade form, indicating that an incomplete has been completed, is six weeks into the following semester. Students must, of course, submit all outstanding assignments to instructors prior to that deadline, in order for faculty to have time to assess and determine a final grade for the course. All unresolved incompletes turn to Fs after that date.

### **PROBATION AND ACADEMIC STANDING**

Good academic standing means that a student is making steady progress toward the bachelor's degree, maintaining a 2.0 each semester and overall each term. A 2.00, or grade of "C" cumulatively and in the major is a requirement for graduation.

Students who fail to earn a 2.0 grade point average in a given semester will be reviewed by the Academic Policy Board at the close of the semester, and one of three statuses will be assigned:

1. Academic Probation
2. Conditional enrollment
3. Required withdrawal from Assumption College.

See the *Academic Catalog* for details regarding these statuses.



## **FEDERAL GUIDELINES FOR SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID**

Satisfactory Academic Progress: In order to retain financial aid eligibility, all undergraduate students enrolled on either a full-time or part-time basis must maintain Satisfactory Academic Progress (SAP). SAP is defined by the regulations of the U.S. Department of Education as “proceeding in a positive manner toward fulfilling degree requirements.” These standards are differentiated from the academic standing policy as defined in the College Catalog.

Students are evaluated on an annual basis to occur at the end of the spring semester. SAP review includes the following qualitative and quantitative standards of measurement: Cumulative GPA, Credit Hour Completion and Maximum Time Frame Limitation.

### **Qualitative**

All degree-seeking, undergraduate students must meet the following minimum cumulative GPA requirements based on the number of attempted credits:

<b>Attempted Credits</b>	<b>GPA</b>
<b>0-30</b>	1.6
<b>31-54</b>	1.8
<b>55-114</b>	2.0

Please refer to the Academic Elements section for more information on which credits are counted as attempted credits.

### **Quantitative**

All degree-seeking, undergraduate students must earn at least 67% of the credits they attempt. A student must earn this minimum percentage of credits each year to ensure they are on pace to complete their educational program within the allotted Maximum Time Frame.

The Maximum Time Frame for completing a program cannot be longer than 150% of the published length of the program or the required number of credits of the student’s degree program. For a full-time student pursuing a 4-year degree, the student is allowed up to 6 years or 180 attempted credits of financial aid eligibility to earn the 120 credits required for degree completion. All semesters the student is enrolled will count towards the maximum time frame, even if the student did not receive aid for each of those semesters. If it becomes apparent that the student will be unable to meet SAP standards within the maximum time frame, the student will become ineligible for financial aid.

### **Academic Elements**

When calculating cumulative GPA and attempted and earned credits, the following conditions apply:

- Incomplete – will not count until an official grade has been posted, after which SAP will be re-evaluated.
- Withdrawals – will be counted as attempted for those classes dropped after the end of the College’s add/drop period.

- Repeated Courses – will be counted as attempted and the higher earned grade will be used to calculate the GPA.
- Transfer Credits – will be counted as attempted and earned credits, but will not be used towards the cumulative GPA.

### **Regaining Financial Aid Eligibility**

Students not meeting the minimum standards for SAP will be notified in June by the Office of Financial Aid. Ineligible students will have 10 days from the date of the letter to submit a letter of appeal. The basis on which a student may file an appeal includes the following: the death of a relative, an injury or illness of the student, or other special circumstance that prevented the student from making SAP. The appeal needs to address what has changed in the student's situation that will allow the student to demonstrate SAP at the next evaluation.

Appeals will be reviewed by the Financial Aid Appeals Committee. The Appeals Committee will respond in writing to each student regarding the outcome of their appeal. If the appeal is approved by the committee, the student will be eligible to enroll and receive financial assistance either on a Financial Aid Probation Status or an Academic Education Plan for their next semester of enrollment. The committee will not consider subsequent appeals unless there is an extenuating circumstance.

**Financial Aid Probation:** If a student's appeal is approved, they may be placed on Financial Aid Probation. The student is allowed to enroll in classes and receive financial aid for one semester. At the end of the semester, the student will be re-evaluated for SAP. If the student has still not met SAP standards, the student will become ineligible for financial aid for all subsequent semesters until they comply with SAP standards.

**Academic Education Plan:** A student's appeal may be approved with the condition they follow an Academic Education Plan, standards of which will be set forth by the Financial Aid Appeals Committee. The student is allowed to enroll in classes and receive financial aid for one semester. At the end of the semester, the student will be reviewed to ensure they are meeting the terms of their Plan. Progress of the Plan will continued to be monitored annually after the end of each spring semester.

If the student chooses not to appeal or the appeal is denied, the student may continue to enroll in classes (without the assistance of financial aid) if they are still academically eligible to do so. Payment plans and alternative loans are available to assist the student during the semester(s) in which the student remains ineligible for aid. A student may regain eligibility by meeting SAP standards in future semesters.

## **REGISTRATION PROCEDURES**

In courses other than Day College courses:

### **Permission for Graduate Course Form**

- 1) Used by juniors and seniors wishing to take a graduate course at Assumption.
- 2) Requires a 2.75 overall GPA and 3.00 GPA in relevant major.
- 3) Required signatures: a) Department Chair, b) Graduate Dean.

### **Day Student Inter-College Registration Form**

- 1) Used for day students who want to take a course in Continuing and Career Education in the fall or spring semester. These courses count against the four-course limit on courses taken outside the day college, and must be pre-approved by the relevant department chair.

- 2) Students must consider how many courses have been taken off-campus (limit of four) and whether this is a sixth course, which could lead to additional charge.
- 3) Required signatures: a) appropriate department chair b) Registrar; c) Dean of Continuing and Career Education.

### **Cross Registration Permit for Worcester Consortium Form**

If an Assumption College student wishes to take a course at another college in the Worcester Consortium, s/he needs the following signatures: a) Department Chair or the Dean of Undergraduate Studies; b) Assumption Registrar; c) Registrar at the other institution. d) Other institution's instructor's signature may be required, also.

Normally, only one course per semester may be taken through the Consortium.

### **Off-Campus Course Approval Form**

- 1) Used to approve courses that are outside the Undergraduate Day College. This includes Worcester Consortium courses or CE courses taken during intersession or summer..
- 2) Required signatures: Department Chair or Dean of Undergraduate Studies, if no chair is relevant.

### **Add/Drop Procedure**

- 1) To add an open course: signature of student's advisor is required
- 2) To add a closed course: required signatures of course instructor and student's advisor
- 3) To drop a course: signature of student's advisor is required
- 4) Please note that changing from one section to another of the same course does not require a signature.

## **STUDENT ATHLETE INFORMATION**

At Assumption, academics come first. But the value of being a member of one of our many intercollegiate teams is considerable, provided you can balance the demands of intercollegiate play with the rigors of your studies. Student-athletes face special challenges. How will you find courses that work with your practice schedule? Will your absences be excused if you have to miss class because of a game? What grades do you need to maintain eligibility, and what happens if you lose eligibility? Here is some information to help you know the ropes.

### **Course Selection and Scheduling**

Be sure your academic advisor knows that you are a student-athlete, and when you are in-season. Know when your team practices, so you can make informed decisions about course selection. See your advisor often, and register on time, meaning when the window for your class opens, so you will have the greatest chance of getting a seat in the classes that work for you.

Time management is crucial for student athletes. You are encouraged to use a daily planner, either hardcopy or online version. Time management workshops and materials are available (free!) in the Academic Support Center on the second floor of the d'Alzon Library. Student athletes who stay organized and on top of their studies, thrive.

### **Missing Class Because of a Game**

Student athletes are expected to attend all classes and labs, and to abide by the attendance policies set by their professors. Each professor remains in charge of his or her own class attendance policy. College attendance policies for student-athletes do not supersede each individual professor's attendance policy.

On the first day of class, tell your professors that you are on a team, and that you are in-season. It is up to *you* to work out any excused absences with your professors well in advance of any absences due to intercollegiate *competition* (again, not practices.) You should inform yourself of your game schedule ASAP, so you can work things out with your professors.

If your professor asks for it, the Dean of Undergraduate Studies will confirm that you are on the roster, and have a competition, but again, it is up to **you** to request such confirmation from the Dean well in advance of the absence.

The maximum total number of excused absences a student can receive in a semester is five (5) classes, and for any one course, the absences cannot exceed one week's attendance: once for a course that meets only once a week, three for a course that meets three times a week, etc.

Of course, any time you miss a class, even if it is excused, it is up to you to find out what you missed, and make up any missed work. Professors have the right to refuse to give you permission to miss a class particularly if a test or quiz is scheduled at that time. So, speak with your professor early to avoid this issue coming up at the last minute.

### **NCAA Eligibility**

In order to practice or compete in intercollegiate sports, you must register with the National Collegiate Athletics Association (NCAA) Eligibility Center. no later than the summer prior to your enrollment at a four-year collegiate institution.

Team members must abide by all NCAA and Assumption College eligibility rules. The NCAA's policy is that an academic rule established by a member institution becomes an NCAA rule as well, for student athletes attending that college. Thus, a College rule violation is also an NCAA violation.

All student-athletes must have declared a Major by the beginning of their third year (5<sup>th</sup> semester) of enrollment. This also applies to transfer student-athletes.

At Assumption College, student-athletes must maintain a 2.0 (C average) every semester to retain their NCAA eligibility for the following semester. Student-athletes cannot fall more than six (6) credits behind their graduating class. If either occurs, the student-athlete becomes ineligible and cannot practice or play an intercollegiate sport the following semester.

Students who fall below at 2.0 for a semester grade point average are assigned an academic status by the Academic Policy Board: either academic probation or conditional enrollment. Both statuses require participation in academic support as assigned by the office of the Dean of Studies.

Students on conditional enrollment are in danger of being required to withdraw from the college. Under no circumstances are they allowed to practice or compete in an intercollegiate sport. Students on conditional enrollment might well benefit from intercession or summer coursework to rectify poor grades, but cannot regain athletic eligibility regardless of what effect such coursework might have on their grade point average.

Students on academic probation might, by means of successful completion of pre-approved intersession or summer course work, regain good academic standing and be permitted to return to athletic practice and competition. Such students are still expected to participate in academic support through the Dean's Office.

Students who are required to withdraw from the college, must leave for at least one full semester. Should the Dean of Undergraduate Studies readmit that student to Assumption College, he or she would return on Conditional Enrollment and would be ineligible to practice or play a sport during the first semester in which they return.

Finally, it is important to understand that if you render yourself ineligible by any NCAA or Assumption College rule, that you become ineligible for participation on any intercollegiate team both at Assumption College as well as at another college/university.

For questions concerning athletic eligibility, please contact Christine Lowthert, Associate Athletic Director, at (508) 767-7086 or [c.lowthert@assumption.edu](mailto:c.lowthert@assumption.edu). For questions regarding academic advising to regain eligibility, please contact Professor Kevin Hickey, Department of Economics and Global Studies 508-767-7296, [khickey@assumption.edu](mailto:khickey@assumption.edu).

### **WITHDRAWAL FROM A COURSE**

Once the add/drop period is over -- always the first week of classes -- the only way a student may exit a course is to withdraw from it. Withdrawing from a course is a serious decision, as it is costly both in money (a course is worth approximately \$4,000 of tuition) and in time, as any such withdrawal puts a student behind his or her class, and means taking and paying for a course in the summer or intersession. Courses from which a student has withdrawn appear on the student's transcript, marked with a "W."

A student withdraws from a course by completing the course withdrawal form available in the Registrar's Office. Withdrawal forms must bear the signatures of the instructor of record, and the student's academic advisor. The deadline for withdrawal is published in the Academic Calendar. Students are not permitted to withdraw from more than one course if this changes their status to that of a part-time student, carrying three or fewer courses. (See Federal Guidelines on Eligibility for Financial Aid above).

## **WITHDRAWAL WITH INTENT TO RETURN**

It is sometimes necessary for students to interrupt their studies due to ill health, family emergency, or other serious reason. For such students, the College offers Withdrawal with Intent to Return (WWIR). Applications for WWIR are processed by the Dean of Undergraduate Studies, located in La Maison Hall, Room 202. The applicant must be in good academic and conduct standing, must request WWIR for a specific period of time, stating cause, and must confer with Financial Aid prior to departure regarding the effects of WWIR on financial aid, loans repayment, grace periods, and other information.

Please note that students undertaking coursework while away are limited to four (4) courses total, only two of which may satisfy General Education requirements. All transfer courses must be pre-approved by the relevant department chair. Courses taken in Assumption College's Continuing and Career Education count as transfer courses, and must be pre-approved.

When the student wishes to return, the student will write a letter to the Dean of Undergraduate Studies, requesting re-admission. If conditions were set for return at the time of application for WWIR, those conditions must be met. For students returning from WWIR, every effort will be made to reinstate financial aid in its original form. An administrative fee of \$250.00 is charged for each semester of WWIR.

Students planning to reside on campus should contact Residential Life at 508-767-7505 regarding housing.

Students studying abroad or studying away are not required to take WWIR, but are on a study abroad/away leave of absence from the college.

## **WITHDRAWAL FROM THE COLLEGE**

A student who voluntarily withdraws from the College must:

- 1) Return all College property and settle all financial obligations with the College;
- 2) Inform the Office of the Dean of Undergraduate Studies of their intention and complete a withdrawal form.

A student who receives considerable financial support from their parents or guardians would be well-advised to obtain their written permission prior to withdrawing officially.

The official date of their withdrawal is the date the withdrawal form is signed in the Office of the Dean of Undergraduate Studies.

A student who withdraws without having complied with the above requirements will receive a grade of F (Failure) in all current courses. The student also forfeits possible tuition refund, all rights to transcripts or grades, and consideration for readmission.

## **APPENDIX I**

### **INSTITUTIONAL POLICY ON DISCRIMINATION AND HARASSMENT**

#### **Harassment**

The educational process at the College is based on mutual trust, freedom of inquiry, freedom of expression, and the absence of intimidation and exploitation. Such an atmosphere of respect and regard for individual dignity among members of the academic community is essential if the College is to function as a center of academic freedom and intellectual advancement. In addition, the College has a compelling interest in assuring the provision of an environment in which learning and work may thrive. Such an environment requires free and unfettered discussion of the widest possible nature, one which encourages expression of all points of view.

The College recognizes that the academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material. Assertions regarding any of the characteristics listed above, however, shall be directly related to the exchange of ideas, ideologies or philosophies. Any such assertions in the teaching context that are persistent, pervasive, and not germane to the subject matter may constitute sexual or another form of harassment and will not be tolerated.

#### **Sexual Harassment**

Sexual harassment of students occurring at the College or in other settings that are College sponsored is unlawful and will not be tolerated by the College. Further, retaliation against an individual who has complained about sexual harassment or who has cooperated with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

#### **Definition of Sexual Harassment**

In Massachusetts, the legal definition for sexual harassment is:

*Sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:*

*(a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of enrollment in the college or as a basis for academic decisions; or*

*(b) when such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's educational performance by creating an intimidating, hostile, humiliating or sexually offensive academic environment because of the person's sex or other protected class.*

It is the policy of Assumption College that all our students should be able to enjoy an environment free of discrimination and harassment. This policy refers to, but is not limited to, harassment in the following areas (referred to as protected classes): race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, genetic information or family medical history, military status, or other legally protected status is prohibited.

Harassment includes display or circulation of written or electronic materials or pictures degrading to either gender or to racial, ethnic, or other protected class; and verbal abuse or insults directed at or made in the presence of members of a protected class. While it is not possible to list all of the circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- 1) *Unwelcome sexual advances – whether or not they involve physical touching;*
- 2) *Sexual epithets, jokes, written or oral references to sexual conduct; gossip regarding one’s sex life; comments on an individual’s body; comments about an individual’s sexual activity, deficiencies or prowess;*
- 3) *Displaying sexually suggestive objects, pictures, cartoons;*
- 4) *Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;*
- 5) *Inquiries into one’s sexual experiences;*
- 6) *Discussion of one’s sexual activities.*
- 7) *Conduct that creates an intimidating, humiliating or sexually offensive academic/work environment*

### **Complaint Procedure**

Individuals who believe they have been subjected to harassment should make it clear to the offender that such behavior is offensive to them and unwelcome, and should immediately bring the matter to the attention of the Offices below:

Individuals who believe they have been subjected to harassment from either a co-worker or a supervisor should make it clear to the offender that such behavior is offensive to them and unwelcome, and should immediately bring the matter to the attention of the Offices below:

- 1) *Director of Human Resources (508) 767-7172 in the case of a staff or administrative member charged with harassment,*
- 2) *The Office of the Provost (508)767-7312 in the case of a member of the faculty charged with harassment, or*
- 3) *Dean of Students (508) 767-7325 in the case of a student charged with harassment.*

An independent inquiry will be made into any allegations. All allegations of harassment will be immediately investigated. It is important for employees who feel that they have been harassed to report incidents to management. Anyone found to have engaged in harassment shall be subject to discipline, up to and including discharge.

### **Harassment Investigation**

When the College receives notice (verbal or written) of conduct which appears to be harassment, it will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in accordance with the College’s customary procedures and in such a way as to maintain confidentiality to the extent practicable under the circumstances and permissible by law.

### **Investigation Process**

Allegations of harassment or discrimination are to be made to the Director of Human Resources, the Provost or the Dean of Students within 180 calendar days of the allegedly harassing or discriminatory event. The allegation should include the following information:

- 1) *name, address, and telephone number of the complainant; the nature of the complaint;*
- 2) *date(s) and location(s) of the alleged occurrences(s);*
- 3) *evidence on which the complaint is based; and*
- 4) *the redress sought by the complainant.*

The Director of Human Resources will promptly investigate the complaint in a fair and expeditious manner. The Director of Human Resources may act as investigator or may arrange for another individual to act as investigator in the matter. The investigation will include a private interview with the person filing the complaint and with witnesses. The person alleged to have committed unlawful harassment will be interviewed. When the investigation has been completed, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct, of the results of that



investigation. If it is determined that inappropriate conduct has occurred, Assumption College will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

### **Appropriate Response/Disciplinary Action**

If it is determined, after an investigation, that an employee has been engaged in inappropriate conduct, appropriate action will be taken immediately, using the College's established procedures, to fulfill its obligations under the law to promote a workplace that is free of harassment. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action as appropriate under the College's procedures.

### **Anti-Retaliation Statement**

Retaliation of any kind against anyone filing an allegation of harassment or discrimination is prohibited. Initiating an allegation of harassment or discrimination will not affect a complainant's employment, compensation or work assignments or, in the case of students, grades, class selection, or any other matter pertaining to student status.

*Distinguishing between harassing or discriminatory conduct and conduct that is purely personal or social without a harassing or discriminatory work or educational effect requires a determination based on all of the facts pertaining to the situation. False accusations of harassment or discrimination can seriously injure innocent people. Initiating a false harassment or discrimination complaint or initiating a harassment or discrimination complaint in bad faith may result in disciplinary action. A finding for the accused does not constitute a finding the complaint was in bad faith.*

### **Hostile Work Environment**

If the College has notice – either direct or indirect – of possible discrimination or harassment of a member of its community because its status as a protected class ( race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, genetic information or family medical history, military status, or other legally protected status) then it will take immediate and appropriate steps to investigate or otherwise determine what occurred and take steps reasonably calculated to end any harassment and/or discrimination, eliminate a hostile environment if one has been created, and prevent harassment and/or discrimination from occurring again.

### **State and Federal Remedies**

In addition to the above, if you believe you have been subjected to harassment, you may file a formal complaint with either or both of the following government agencies:

United States Equal Opportunity Commission

One Congress Street  
10th Floor, Room 1001  
Boston, MA 02114  
617-565-3200

Massachusetts Commission Against Discrimination  
424 Dwight Street  
Springfield, MA 01103  
413-739-2145

OR

Massachusetts Commission Against Discrimination  
One Ashburton Place, Room 601  
Boston, MA 617-727-3990

**APPENDIX II**  
**NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. They are:

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

Students should submit to the Registrar, Dean of Undergraduate Studies, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.

Students may ask the College to amend a record that they believe is inaccurate or identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5902

The items listed in the following paragraph may be released at the discretion of the College. Under the provisions of the Family Educational Rights and Privacy Act of 1974 (As Amended), students have the right

to withhold the disclosure of any or all of the items. Written notification to withhold any or all items must be directed to the Registrar's Office by the publicized deadline.

Items: The student's name, address, telephone listing, campus e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, current photo, and the most recent previous educational agency or institution attended by the student.

A request to withhold any or all of the above data in no way restricts internal use of the material by the College.

Only parents of dependent students have access rights to the records of students. In compliance with the Family Education Rights and Privacy Act of 1974 (As Amended), the College reserves the right to disclose information about dependent students to their parents without student's written consent. Information will not be released until the College is assured that the parent is entitled to such information.

Students have the right to review their disciplinary records, which are maintained by the Office of Student Affairs. Students may challenge the content of those records which they believe to be inaccurate or misleading. In order to review records, students should make an appointment with the Dean of Students. In order to maintain the confidentiality of other students, the Dean of Students will review the file with the student in summary form. Duplicate copies of the file will not be issued to the student.

### **APPENDIX III**

#### **POLICY REGARDING STUDENTS WITH SUBSTANCE ABUSE OR ADDICTION PROBLEMS**

Abuse of and/or addiction to various substances such as alcohol and other drugs is becoming increasingly common in our society. Assumption College realizes this issue exists and is committed to take the steps necessary to address the problem on the campus when possible. Our concern focuses on the welfare of the affected individual and of the entire College community. When a student indicates by their behavior that abuse and/or addiction is possible, professional assessment will be requested by the Office of Student Affairs. Upon recommendation from qualified professionals, the Office of Student Affairs will take the following measures:

- determine whether a student is capable of continuing studies, and under which conditions;
- determine whether a student should live on campus, and under which conditions;
- when appropriate, the Office of Student Affairs will notify certain or all individuals associated with the affected student, including Resident Directors, Resident Assistants, roommates, the Department of Public Safety/Campus Police, and/or parents, of any problems and restrictions that may exist. This is done in an effort to provide the affected individual with the necessary support in managing the abuse or addiction.
- require out-patient counseling and in-patient treatment if recommended.

Students with substance and/or addiction problems will not be exempt from disciplinary action whether or not they are participating in out-patient counseling or special programs. Students who fail to cooperate with College authorities in these matters may be subject to actions leading to their dismissal from the College.

Parents will be notified of this policy and, if advisable, will be apprised of individual cases.

## **APPENDIX IV**

### **WITHDRAWAL POLICY**

The Vice President for Student Affairs (or designee) may ask or require a student to withdraw if they:

- Poses a threat to the lives/safety of self or others or refuses to cooperate with efforts deemed necessary by the Dean of Students or their designee to determine if the student is in such danger. (Assumption College reserves the right to contact any student's parents/legal guardians when the administration deems it necessary to protect the student from physical or psychological danger);
- Is substantially unable to carry on their responsibilities as a student;
- Has interfered with the rights of other members of the College community or has repeatedly harassed any member of the College community.
- Behaves in ways that substantially interfere with the primary educational mission of the College.

The Office of Student Affairs will, within three days of involuntary withdrawal, hold a hearing and subsequent investigation into the student's ability to continue at Assumption College and supply a written statement as to the reasons for its concerns. Parents, or other appropriate persons (i.e., faculty, roommates, etc.), may be contacted either by the student or the Office of Student Affairs for information and may participate in an informal meeting.

The hearing determines whether the student may continue classes or withdraw until requirements outlined by the Vice President for Student Affairs (or designee) are met.

## **APPENDIX V**

### **POLICY REGARDING HOSPITALIZATION**

Students hospitalized must submit (**prior to resuming classes and/or on-campus residence**) a note to the Office of Student Affairs from their professional caretaker indicating that they are physically and/or emotionally capable of resuming academic course work and, if applicable, the responsibilities of on-campus residency.

## **APPENDIX VI**

### **COMPUTER & NETWORK USE POLICIES**

#### **POLICY REGARDING COMPUTER SOFTWARE**

Assumption College licenses the use of its computer software from a variety of outside companies. Assumption does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it.

Assumption personnel (administrators, faculty, staff, and students) may use the software only in accordance with the license agreement. (Information on the agreement may be obtained from the Information Technology & Media Services Office.) In particular, unless authorized by the software developer, it is illegal to make copies of any kind of software (programs, word processors, spreadsheets, etc.) that bear the copyright symbol and/or a copyright number.

According to the U.S. Copyright Law 17 U.S.C. Section 504, illegal reproduction of software can be subject to civil damages of \$100,000 or more and criminal penalties including fines and imprisonment.

Anyone caught making, acquiring or using unauthorized copies of computer software will be subject to appropriate disciplinary action.

Disciplinary action resulting from a violation of this policy will range from one year suspension from the College (as well as restitution for damages committed) to expulsion from the College.

## **ASSUMPTION COLLEGE TECHNOLOGY ACCEPTABLE USE POLICY**

### **Purpose**

Information Technology & Media Services (IT&MS) at Assumption College supports the educational, institutional, and administrative activities of the College. The use of these resources is restricted to members of the Assumption College community. As a user of these resources, you have access to College resources, to sensitive data, and to internal and external networks. Consequently, it is important for you to behave in a responsible, ethical, and legal manner.

In general, acceptable use means respecting the rights of all computer users, the integrity of the campus facilities and all pertinent license and contractual agreements. If an individual is found to be in violation of the Acceptable Use Policy, the College may take disciplinary action, including the restriction and possible loss of network privileges. A serious violation could result in more serious consequences, up to and including suspension or expulsion from Assumption College. Individuals are also subject to federal, state and local laws governing interactions that may occur on the Internet. These policies and laws are subject to change as state and federal laws develop and change.

This document establishes specific requirements for the use of all computer and network resources at Assumption College.

### **Scope**

This policy is directed at all users of computer and network resources owned or managed by Assumption College. Individuals covered by the policy include (but are not limited to) Assumption faculty and visiting faculty, staff, students, alumni, or guests of the administration, external individuals, and organizations accessing network services via Assumption's computing facilities.

Computing resources include all College owned, licensed, or managed hardware and software, and use of the College network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

These policies apply to technology administered in individual departments, the resources administered by IT&MS, personally owned computers, tablets and/or (smart)phones and devices connected by wired or wireless to the campus network, and to off-campus remote computers that connect to the College's network services through VPN.

### **Rights and Responsibilities**

As a member of Assumption College, the college provides you with the use of computing and work-related resources, including access to the Library, computer systems, servers, software and databases, to the campus telephone and voice mail systems, and to the Internet. You have a reasonable expectation of unobstructed use of these tools, of certain degrees of privacy and of protection from abuse and intrusion by others sharing these resources.

In turn, you are responsible for knowing the regulations and policies of the College that apply to appropriate use of the College's technologies and resources. You are responsible for exercising good judgment in the use of Assumption College's technological and information resources.

## **Acceptable Use**

- You may use only the computers, computer accounts, and computer files for which you have authorization.
- You may not use another individual's account, or attempt to capture or guess other users' passwords.
- You are individually responsible for appropriate use of all resources assigned to you, including the computer, software and hardware. Therefore, you are accountable to the College for all use of such resources. As an authorized Assumption College user of resources, you may not enable unauthorized users to access the network by using an Assumption computer or a personal computer that is connected to the Assumption network.
- The College is bound by its contractual and license agreements respecting certain third party resources; you are expected to comply with all such agreements when using such resources.
- You should make a reasonable effort to protect your passwords and to secure resources against unauthorized use or access. You must configure hardware and software in a way that reasonably prevents unauthorized users from accessing Assumption's network and computing resources.
- You must not attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.
- You must not use Assumption College computing and/or network resources in conjunction with the execution of programs, software, processes, or automated transaction-based commands that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users, or damage or degrade performance, software or hardware components of a system.
- On Assumption College's network and/or computing systems, do not use tools that are normally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffers, etc.)

## **Assumption College Computing is a Shared Resource**

IT&MS expects to maintain an acceptable level of performance and must assure that unintended, excessive, or inappropriate use of the resources by one individual or a few does not negatively impact performance for others. The campus network, including RESnet, computer servers, mail and other central computing resources are shared widely and are limited, requiring that resources be utilized with consideration for others who also use them.

Assumption College may choose to set limits on an individual's use of a resource through quotas, time limits, and other mechanisms to ensure that these resources can be used by anyone who needs them. Monitoring is in place to determine the proper use of college resources.

## **Adherence to Federal, State, and Local Laws**

As a user of Assumption College computing and network resources you must:

- Abide by all federal, state, and local laws.
- Abide by all applicable copyright laws and licenses. Assumption College has entered into legal agreements or contracts for many of our software and network resources which require each individual using them to comply with those agreements.
- Observe the copyright law as it applies to music, videos, games, images, texts and other media in both personal use and in creation of electronic information. The ease with which electronic materials

can be copied, modified and sent over the Internet makes electronic materials extremely vulnerable to unauthorized access, invasion of privacy and copyright infringement.

- Do not use, copy, or distribute copyrighted works. Doing so may provide the basis for disciplinary action, civil litigation and criminal prosecution.

### **Inappropriate Activities**

Use Assumption College computing facilities and services for those activities that are consistent with the educational, research and mission of the College. Do NOT use college computing resources for political or personal economic gain. Do NOT use the campus computing facility in a way that would jeopardize the school's tax-exempt status.

### **Privacy and Personal Rights**

All users of Assumption College computer and network resources are expected to respect the privacy and personal rights of others.

Be professional and respectful when using computing systems to communicate with others; the use of computing resources to libel, slander, or harass any other person is not allowed and could lead to College discipline as well as legal action by those who are the recipient of these actions.

While Assumption College does not generally limit the content of information transmitted on the campus network, monitoring of College computing systems is ongoing. The College reserves the right to access and review such information under certain conditions. These include: investigating performance deviations and system problems (with reasonable cause), determining if an individual is in violation of this policy, or, as may be necessary, ensuring that Assumption College is not subject to claims of institutional misconduct.

Access to files on College-owned equipment or information by security officials, IT&MS or other pertinent College offices will only be approved by specific personnel when there is a valid reason to access those files. Authority to access user files can only come from the Executive Director of IT&MS in consultation with the Provost and the General Counsel. External law enforcement agencies and Public Safety may request access to files through valid subpoenas and other legally binding requests. All such requests must be approved by the General Counsel. Information obtained in this manner can be admissible in legal proceedings or in an Assumption College hearing.

### **Privacy in Email**

While every effort is made to ensure the privacy of Assumption College email users, this may not always be possible. Assumption College reserves and retains the right to access and inspect stored information without the consent of the user.

### **User Compliance**

When you use Assumption College computing services, and accept any College issued computer accounts, you agree to comply with this and all other computing related policies. You have the responsibility to keep up-to-date on changes in the computing environment, as published via Assumption College electronic and print publication mechanisms, and to adapt to those changes as necessary.

## **ASSUMPTION COLLEGE NETWORK USE POLICY**

### **Purpose**

This policy is designed to protect the Assumption College network and the ability of the campus to use it. The purpose of this policy is to define the standards for connecting all devices including computers, servers, tablets, phones or other devices to the College's network. The standards are designed to minimize the potential exposure to Assumption College from damages (financial, loss of work, and loss of data) that could result from computers and servers inappropriately configured or maintained and to ensure that all devices on the network are properly connected and not adversely affecting network performance.

Assumption College must provide a secure network for educational, research, instructional and administrative functions and services. Damages from improperly connected or configured devices could interrupt or degrade service enough that the loss of sensitive and confidential data, interruption of network services and damage to critical Assumption College internal systems could occur. Schools that have experienced severe compromises have also experienced damage to their public image. Therefore, individuals who connect computers, servers and other devices to the campus network must follow specific standards and take specific actions.

### **Scope**

This policy applies to all members of the Assumption College community or visitors who have any device connected to the Assumption College network, including, but not limited to, desktop computers, laptops, servers, wireless computers, mobile devices, smartphones, specialized equipment, cameras, environmental control systems, and telephone system components. The policy also applies to anyone who has systems outside the campus network that access the Assumption College network. The policy applies to College-owned computers as well as personally-owned or leased computers that connect to the campus network.

### **Policy**

#### **Network registration**

Users of the Assumption College network are required to authenticate when connecting a device to it. Students on RESnet may need to install an agent on their computers before they are allowed on the network. The role of such an agent would be to audit the computer for compliance with security standards.

Information Technology & Media Services maintains a database of unique identifiers on RESnet containing network addresses and usernames for the purposes of identifying the owner of a computer when it is necessary. For example, the IT&MS Helpdesk would contact the registered owner of a computer when his or her computer has been compromised or if a copyright violation notice has been issued for the IP address used by that person.

#### **Responsibility for Security**

Every computer or other device connected to the network has an associated owner (e.g. a student or staff member who has a personal computer). For the purposes of this policy, owners and caretakers are both referred to as owners.

Owners are responsible for ensuring that their machines meet the relevant security standards and for managing the security of the equipment and the services that run on it.



## **Security Standards**

These security standards apply to all devices that connect to the Assumption College network through standard College network ports, through wireless services, and through home and off campus connections.

Owners must ensure that all computers and other devices capable of running anti-virus-malware software have Assumption College-licensed anti-virus software (or other appropriate virus protection products) installed and running. Owners should update definition files regularly.

Computer owners should install the most recent security patches on the system as soon as practical or as directed by RESnet. Where machines cannot be patched, other actions may need to be taken to secure the machine appropriately.

Computer owners of devices that contain PII (personally identifiable information) should apply extra protection as mandated by local, state and federal statutes.

## **Network-Based Service Provider**

IT&MS is responsible for providing reliable network services for the entire campus. Individuals or departments may not run any service which disrupts or interferes with IT&MS services. These services include, but are not limited to, email, DNS, DHCP, and Domain Registration.

## **Protection of the Network**

IT&MS uses multiple methods to protect the Assumption College network:

- monitor all traffic inbound-outbound on the network
- scan hosts on the network for suspicious activities
- block harmful traffic

All network traffic passing in or out of Assumption's network is monitored by an intrusion prevention system for signs of compromises. By connecting a computer or device to the network, you are acknowledging that the network traffic to and from your computer is monitored and may be scanned.

IT&MS continually scans the Assumption College network, looking for vulnerabilities. At times, more extensive testing may be necessary to detect and confirm the existence of vulnerabilities. By connecting to the network, you agree to have your computer or device scanned for possible vulnerabilities.

IT&MS reserves the right to take necessary steps to contain security exposures to the College and to block or remediate improper network traffic. IT&MS will take action to contain devices that exhibit the behaviors indicated below, and allow normal traffic and core college functions to resume.

- imposing an exceptional load on a campus service
- exhibiting a pattern of network traffic that disrupts core services
- exhibiting a pattern of malicious network traffic associated with scanning or attacking others
- exhibiting behavior consistent with the owner's device being compromised

IT&MS reserves the right to restrict certain types of traffic coming into and across the Assumption network. IT&MS may restrict traffic that is known to cause damage to the network or hosts on it, such as P2P, Bit Torrent, NETBIOS, Bonjour and Rendezvous. IT&MS also blocks other types of traffic that consume too much network capacity, such as all file-sharing traffic.

By connecting to the network, you acknowledge that a computer or device that exhibits any of the behaviors listed above is in violation of this policy and will be removed from the network until it meets compliancy standards.

## **APPENDIX VII**

### **POLICY REGARDING CONTRACTUAL RELATIONSHIPS**

The College as an entity maintains several types of contractual agreements with students that are not subject to College disciplinary procedures because they are not disciplinary in nature, but rather place the College in a role such as a proprietor. In these roles, the College may terminate students who fail to pay tuition or other expenses or may evict residents from their residence for major action that is inconsistent with the College's policies including non-payment of money owed the College. The President of the College delegates these powers to the appropriate administrative officer.

NOTE: Other regulations are contained in the College Catalog and other publications of the College. Regulations are subject to change at any time and will be communicated via written notice whenever possible or other means as appropriate.

## **APPENDIX VIII**

### **DISABILITY SERVICES**

Assumption College is committed to providing appropriate assistance to students with learning disabilities, ADHD/ADD, chronic medical conditions, physical disabilities or psychiatric disabilities who can effectively function in academic and educational environment.

For students entering the college environment and individual with disabilities must:

- Have a physical or mental impairment that substantially limits a major life activity
- Have record of such an impairment or
- Be regarded as having such impairment

#### **Taking the first step**

In order to provide academic or housing accommodations, students must self-identify and provide relevant and comprehensive documentation of disability to the Office of Disability Services, located in the Academic Support Center. This office evaluates the clinical documentation and meets with students to discuss appropriate and reasonable accommodations.

Due to the length of the eligibility and accommodation process, it is recommended that documentation be submitted well in advance of any accommodation request.

Our experience shows that students achieve higher levels of academic and personal success when they demonstrate initiative to self-identify and request accommodations. The students become informed about the resources and services that are available and are involved with decisions about their options.

#### **Need to know more?**

The Office of Disability Services can answer questions regarding support services and accommodations for prospective and current students, and works with students to determine appropriate accommodations.

## **ACCOMMODATIONS**

### **Academic Accommodations**

At the outset of the accommodation process, students will need to do the following:

1. Fill out and submit the [Consent and Information Form](#)
2. Submit relevant and comprehensive documentation
3. Make an appointment with the office of Disability Services
4. Meet to discuss the requested accommodations and the accommodation process

### **What happens next?**

Students and their faculty will want to have a conversation, which might include:

- Discussing the accommodations listed and ideas on how these accommodations can be implemented.
- Requesting more detailed information on the course format, including exams and assignments.
- Providing more detailed information on the ways in which the disability impacts academics, possibly including learning style, strengths and weaknesses.

All students should feel they have been appropriately accommodated. If they feel this is not the case, they should contact Disability Services.

### **Documentation**

Students who plan to request reasonable accommodations must submit relevant and comprehensive documentation of disability. The documentation should include an evaluation by an appropriately qualified professional and it should indicate the current impact of the disability as it relates to the request for accommodation. Some examples of documentation include educational evaluations, diagnostic reports, and medical reports.

Due to the length of the eligibility and accommodation process, it is recommended that documentation be submitted well in advance of any accommodation request.

Once documentation has been reviewed by the Office of Disability Services, the student must schedule a meeting with the Director to discuss and determine reasonable accommodations.

Submission of documentation is not the same as a request for accommodations. Students must request accommodations each semester. Students who are registered with the Office of Disability Services will receive an email reminder, sent to the houndmail account before each semester.

### **Documentation Guidelines**

In order to establish that an individual is covered under the guidelines of the Americans with Disabilities Amendment Act of 2008 and Section 504 of the Rehabilitation Act, documentation must indicate that the diagnosed condition substantially limits a major life activity.

### **What makes documentation substantive?**

- A clear statement of disability including diagnosis

- Evidence of a substantial impact on one or more major life activity and how the current functional limitations might show themselves in an academic environment
- Information on whether the impact is current and stable or fluctuating (fluctuations may require updated documentation of the condition)
- Validation of a connection between the impact of the condition and the requested accommodations
- Is a comprehensive evaluation (psychoeducational or neuropsychological) containing test scores, clinical summary of assessment procedures and evaluators narrative (ex. Learning disabilities, Autism Spectrum Disorders, etc.)
- Is provided by a [qualified practitioner](#).

**Please note:**

- School plans, such as an Individualized Education Plan (IEP), a Summary of Performance (SOP) or a Section 504 Plan are useful but do not, in and of themselves, serve as sufficient documentation to establish the rationale for accommodations
- If a student submits incomplete or inadequate documentation for the accommodation process, Disability Services has the right to request further documentation. Disability Services does not administer any diagnostic evaluations

### **Housing Accommodations Policy and Procedure**

Housing accommodations are individually determined and based on the functional limitation(s) that are identified by the student and confirmed by a physician or other qualified professional. It is at the discretion of Assumption College and the Student Accommodations Committee to determine accommodations as reasonable, in accordance with the Americans with Disabilities Act as Amended and Section 504 of the Rehabilitation Act.

Any student requesting a housing accommodation is required to complete a Student Application for Housing Accommodation– Request Form. In addition, a Physician/Qualified Professional Support Documentation Form completed by a physician or qualified professional is required and must include diagnosis and support for the requested accommodation(s). Both forms shall be completed and submitted electronically to the Office of Residential Life.

For consideration of requests for the following academic year returning student forms are due in February and in mid-June for new students enrolling for the fall (exact due dates change based on academic calendar and are indicated on forms). No determination of accommodation will be made until both of these forms have been completed in full and are received by the Office of Residential Life. Housing accommodations requests are reviewed on an annual basis and new applications must be submitted each year for review; accommodations are not routinely carried from one academic year to the next. Forms submitted late are subject to review after housing assignments are complete.

The Student Accommodations Committee comprised of representatives from Residential Life, Health Services, Student Development and Counseling reviews and issues decisions on every request. The Committee is chaired by the Director of Disability Services Office whose role is technical advisor and facilitator; the Chair does not vote.

The Director of Disability Services meets with Residential Life staff once the applications are due to review each request received. Recommendations are made by Residential Life and Disability Services for review and vote by the full committee. When additional expertise is required applications are forwarded to Student Health Services or Student Development and Counseling and consultation

with Sodexo Dining/nutritionist/dietician is also available. Those respective representatives will present their recommendations when the full committee meets to review each request received. If additional information is required, a member of the Committee will follow-up with the student and/or professional/practitioner. The full Committee, without the Chair, votes on each request and a decision is rendered.

The student is informed of the Committee's decision via email notification by Residential Life. If the student believes that the request for accommodation has not been met there is an option to file an appeal (see appeal information).

### **Information for Students with Food Allergies**

Assumption College dining services provides options for students with food allergies in Taylor Dining Hall as well as in My Zone, an allergen-friendly area also located in Taylor Dining Hall. My Zone is a pantry where food items needed by students with food allergies, celiac disease or other conditions affected by diet are available. My Zone is equipped with dedicated appliances, toasters, and microwaves to reduce the risk of cross-contamination. My Zone will always be free of gluten-containing ingredients and products, as well as tree nut and peanut products.

The campus dining services management team is well-trained in food allergy awareness. Our trained chef is able upon request to prepare meals for individuals with specific allergies and other dietary sensitivities.

Information about specific menu options and their allergen content can be found on [assumption.sodexomyway.com](http://assumption.sodexomyway.com) for Taylor Dining Hall. Items on the serving line will have a nutrition card in front of them. Nutrition cards can be used to identify food items containing any of the major eight food allergens. Questions about ingredients can be answered by our trained managers.

Questions? Contact:

Dining Services  
Kathie Hanwell  
General Manager Campus Dining Services  
(508)767-7578  
[diningservices@assumption.edu](mailto:diningservices@assumption.edu)

OR

Disability Services  
Sharon de Klerk  
Director of Disability Services  
(508)767-7500  
[sdeklerk@assumption.edu](mailto:sdeklerk@assumption.edu)

### **Appeals Process**

#### **Accommodation Eligibility Appeal**

Eligibility for accommodation is determined through an interactive process between the individual student and Assumption College. If eligibility for an accommodation is denied, the student should contact the Director of Disability Services in a timely fashion stating the reason for their concern and any specific remedial action being requested.

If the concern is not resolved at this level, the student may choose to pursue a formal appeal by submitting their concern in writing to the Dean of Undergraduate Studies. This should be done as soon as possible, but must be done within 7 days of the refusal of an accommodation or failure to resolve the concern.

Once the formal concern is received, the Dean of Undergraduate Studies will review the written appeal in light of all relevant information. The Dean will either uphold the original decision/accommodation as determined by the office of Disability Services, or revise the accommodation. The decision of the Dean of Undergraduate Studies is final.

The Dean of Undergraduate Studies will notify the student in writing of the college's final decision. (The appeals process should be completed within 30 days from the time the appeal is referred to the Dean of Undergraduate Studies)

### **Housing Accommodation Appeal**

Housing accommodation decisions, rendered by the Student Accommodation Committee may be appealed. If the student does not feel the issue has been resolved and chooses to pursue an appeal they must do so in writing to the Dean of Undergraduate Studies. This should be done as soon as possible, but must be done within 7 days of the refusal of an accommodation or failure to resolve the concern.

Once the appeal is received, the Dean of Undergraduate Studies will assemble and chair the Student Accommodation Appeal Committee, consisting of objective representatives from the appropriate offices. After reviewing the written appeal in light of all relevant information, the Student Accommodation Appeal Committee will either uphold the original decision/accommodation as determined by the Student Accommodation Committee, or revise the accommodation. The decision of the Student Accommodation Appeal Committee is final.

The Dean of Undergraduate Studies will notify the student in writing of the college's final decision. (The appeals process should be completed within 30 days from the time the appeal is referred to the Student Accommodation Appeal Committee).

### **Implementation of Approved Academic Accommodation Appeal**

If a student believes that they are being denied an approved and requested academic accommodation, or their accommodation is being applied inappropriately, and they are not able to reach an agreement with their professor, the student should contact the Director of Disability Services. If the concern is not resolved at this level, the student may submit a formal appeal in writing to the Dean of Undergraduate Studies. This should be done as soon as possible.

Once the formal concern is received, the Dean of Undergraduate Studies will review the written appeal in light of all relevant information. The Dean will either uphold the original decision/accommodation as determined by the office of Disability Services, or revise the accommodation. The decision of the Dean of Undergraduate Studies is final. The Dean of Undergraduate Studies will notify the student in writing of the college's final decision. (The appeals process should be completed within 30 days from the time the appeal is referred to the Dean of Undergraduate Studies.)

## **College Support Services**

The office of disability services works with faculty and staff across campus. A student may be referred to one or more of the following offices:

- **Academic Support Center (ASC)**

The Academic Support Center provides tutoring services for all undergraduate students at Assumption. Students with disabilities may find tutoring helpful. This can be arranged for as an accommodation through the Director of Disability Services.

- **Student Development and Counseling Center (SDCC)**

Assumption has mental health professionals available to provide counseling to students by appointment. The SDCC staff also makes referrals to local resources depending on the situation.

- **Student Health Services (SHS)**

Student Health Services provides medical care for a variety of issues. Students should call ahead to make an appointment. The Student Health Services staff also makes referrals to local resources depending on the situation.

## **APPENDIX IX** **JURY SERVICE**

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

It is not unusual for students residing in Worcester 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. Assumption College supports students in their fulfillment of this civic duty.

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

Students who must miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work. Students should also notify the Dean of Undergraduate Studies office and provide a copy of their summons notice or the certificate of service when making these arrangements.

If you have questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, please consult the Student’s Guide to Jury Duty brochure, available in the Office of Student Affairs or contact the Office of the Jury Commissioner (1-800-THE-JURY/1-800-843-5879). Further information can be found on the Office of Jury Commissioner’s website at [www.massjury.com](http://www.massjury.com).

## **APPENDIX X**

### **MISSING STUDENT NOTIFICATION POLICY AND PROCEDURE**

Assumption College takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating Assumption student(s) living in college-owned, on-campus housing, who based on the facts and circumstances known to the College are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing their routine without informing their roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to Campus Police as soon as possible. Every report made to Campus Police will be followed up with an immediate investigation. Once a student has been missing for 24 hours or if a situation indicates suspicious circumstances in the student disappearance the incident will be reported to appropriate local and/or state police

Depending on the circumstances presented to College officials, parents of a missing student will be notified. The suspected missing student's parent(s) or guardian(s) will be notified if the student is under 18 years of age. In the event that parental notification is necessary, the Dean of Students (or their designee) will place the call.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event they are reported missing while enrolled at Assumption College. This emergency information will be maintained by the Office of Student Affairs and updated annually. Students are strongly encouraged to notify the Office of Student Affairs when there is any change in their emergency contact information

## **APPENDIX XI**

### **HEOA COMPLIANCE STATEMENT AND POLICY REGARDING THE USE OF UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIALS**

Assumption College Information Technology & Media Services in compliance with the Higher Education Opportunity Act (HEOA) of 2008, has in place plans to effectively control and eliminate unauthorized distribution of copyrighted materials. The campus provides alternatives to illegal downloading or peer-to-peer distribution of intellectual property.

#### **A) POLICIES AND PROCEDURES TO COMBAT UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL AT ASSUMPTION COLLEGE.**

Assumption College has in place programs to combat the unauthorized distribution of copyrighted material by users of the campus network without impacting educational freedom, intellectual curiosity along with the need to conduct the "business" of the college. These programs include the following:

- 1) **Technology Solutions.** Assumption College uses the following technology-based deterrents to combat the unauthorized distribution of copyrighted material by users of the campus network:
  - a) Bandwidth Shaping – Packet shaper blocks all known P2P programs and ports.
  - b) IPS – Fortigate blocks all known P2P ports.
  - c) Firewall rules block known websites and P2P ports.
  - d) Residence halls each have a separate vlan (virtual local area network) and cannot share with each other.
  - e) Accept and respond to DMCA notices.
- 2) **Educating the College.** Assumption College distributes appropriate email/postal delivery of documents to inform students, staff, and faculty about the appropriate uses of copyrighted materials. These educational efforts include information that informs students that unauthorized distribution of copyrighted material may subject a student to civil and criminal liabilities. A description of the



institution's policies regarding unauthorized P2P sharing is displayed each time a student logs into the RESnet network.

- 3) **Institutional Policies and Procedures.** The College has in place an appropriate Acceptable Use Policy as well hardware/software requirements to ensure all campus users can successfully connect and utilize the Assumption College network.
- 4) **Program Review.** Assumption College IT&MS Network Operations annually conducts an assessment of the effectiveness of its program to combat the unauthorized distribution of copyrighted material. Relevant assessment criteria include items such as bandwidth used for peer-to-peer applications and the number of legitimate infringement notices received from rights holders. This review shall be conducted by the Executive Director of IT&MS with assistance from Network Operations staff.

## B) LEGAL ALTERNATIVES FOR DOWNLOADING.

Assumption College through IT & MS makes available information about legal alternatives for accessing and downloading copyrighted material. As part of the annual review, the college shall reassess the availability of legal alternatives for downloading or otherwise acquiring copyrighted material. The results of the review will be made available annually to all Assumption students.

## C) RELATED POLICIES AND STATEMENTS

### Legal Alternatives for Online Music and Movies

The Internet offers a variety of legal entertainment alternatives, whether downloads or streaming, free or fee-based, DRM or DRM-free. Here's a sampling of your options:

- **Amazon** - Offering digital purchases of individual songs as DRM-free MP3s
- **eMusic** - Similar to iTunes but with subscription-based pricing; music offered as DRM-free MP3; works on both Mac and Windows
- **Grooveshark** - A music community that rewards users for sharing their own music, with a goal to compensate everyone from users to rights' holders.
- **iTunes** - Music, movies and more; service requires client download; basic content contains DRM, though iTunes Plus material is free of burn limits and DRM
- **Hulu** - A free online video service offering TV shows, movies and clips
- **Last.fm** - Offers Live streaming music much like Pandora
- **Live365** - Internet radio
- **Napster** - Subscription service with free trial
- **NetFlix** - Movie subscription service
- **Pandora** - Internet radio, including the "The Music Genome Project"
- **Rhapsody** - Subscription service for online listening and downloads; free trial
- **SHOUTcast Radio** - Free "audio homesteading solution"; lets you listen it on others radio channels or set up your own

Other recommendations:

- Several popular television programs are streamed at no cost, such as at **hulu**, or at their network's websites (**ABC** / **CBS** / **CWTV** / **FOX** / **NBC**).
- In addition, both the **MPPAA** and **RIAA** offer their own lists of legal entertainment alternatives.
- Questions or comments to: **blavner@assumption.edu**

## **RIAA Anti-Piracy Enforcement Efforts**

The Recording Industry Association of America (RIAA) through 3<sup>rd</sup> party companies surveys computers connected to the Internet in search of violations of copyright law. A big focus is monitoring colleges and universities, due in part to the high speed Internet connections readily available at these institutions.

The RIAA's actions include sending **notices** to universities alleging network user violations of copyright laws. In these notices, the RIAA informs the schools of forthcoming copyright infringement lawsuits against network users (identified through Internet Protocol addresses), who they allege have been participating in illegal downloading or file sharing of copyrighted material. Additionally, in these notices, the RIAA indicates that prior to commencing litigation, it will send to the school a pre-litigation settlement letter with a request that the letter be sent to the alleged violator.

If Assumption College is requested to forward any **pre-litigation settlement letters** to alleged violators who can be identified using cited IP addresses, it will do so. However, in so forwarding any such letter, Assumption College does not vouch for the accuracy of what is contained in the letter; does not take a position on what the recipient should do in response to the letter; and will not offer legal advice to the recipient of such letters.

If a legal action is commenced by a recording industry party against alleged violators who are users of Assumption College's network, the university will identify these individuals if required by legal process (for example, a subpoena is served on the college seeking the identity of alleged violators).

If the RIAA subpoenas the university, we are legally required to identify a user associated with an IP address **if we are able to do so**. If a subpoena is served on the university, the university will provide notice of the subpoena to a user identified by the IP address cited in the subpoena. When and if an offending user is identified, User Services suspends network access and meets with the student to ensure the sharing is stopped and the user complies with the college's Acceptable Use Policy.

Sharing music (as well as movies, games, software or television shows) illegally and violating copyright law is a clear violation of Assumption College's Acceptable Use Policy.

## **COPYRIGHT POLICY**

### **What is Copyright?**

Copyright is legal protection to authors and creators of their work to control the use of their work. It applies to literary, musical, film, multi-media, graphic, analog, digital and/or any "created" work. Copyright is automatically created once the work is completed and copied/recorded.

### **Who can claim Copyright?**

The author can claim copyright once the work is completed and recorded. Only the author can claim copyright. Authors of a joint work are co-owners of the copyright. Copyright owners have the right (exclusive) to reproduce the work, distribute the work (sell, rent, donate), create new works from the original and publicly perform/show the work.

### **Who Owns the Copyright?**

Generally the creator or author does. However, if the work is created while in the employ or contract of their company of employment, the work becomes “work made for hire” and the employer owns the copyright. Sometimes a joint ownership can be negotiated in these instances.

### **What is the DMCA?**

The present Copyright Act was crafted in 1978. In general it was crafted to cover written works. With the deployment and proliferation of the Internet and electronic media the Digital Millennium Copyright Act (DMCA) was created and signed in 1998 to cover the digital transmission of copyrighted works.

### **How Does the DMCA Impact Assumption College?**

The DMCA provides non-profit colleges and universities some protection if individual members violate copyright law by illegally sharing or downloading protected works. To maintain this protection, Assumption College must remove or block access to material which infringes on any current copyright law. Individuals caught infringing are liable for fines from \$30,000 to \$150,000 and up to 10 years in prison depending on intent. In addition, Assumption College, in compliance with the HEOA must annually disclose; a) its campus copyright law b) effectively deter unauthorized distribution of copyrighted materials using technology based deterrents c) offer alternatives to illegal downloading.

### **Why is Copyright Suddenly So Important?**

Technology makes it easy to download and transmit copyrighted materials over the Assumption network. While Assumption College promotes Academic Freedom, it must support and follow all state and federal laws. Assumption College does not condone copyright infringement and proactively monitors and blocks illegal file sharing and P2P use.

**APPENDIX XII**  
**NOTICE OF NONDISCRIMINATION**

Assumption College was founded in 1904 by the Augustinians of the Assumption (Assumptionists). The College strives to form graduates known for critical intelligence, thoughtful citizenship and compassionate service through its educational model grounded in the liberal arts and the Catholic intellectual tradition. Assumption favors diversity and welcomes all who share its goals and respect the College's mission and heritage.

The College recognizes the essential contribution of a diverse community of students, faculty and staff. Accordingly, Assumption College commits itself to maintaining a welcoming environment for all people and to complying with all state and federal laws prohibiting discrimination in employment and its educational programs on the basis of race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, genetic information or family medical history, military status, or other legally protected status.

Assumption College rejects and condemns all forms of harassment, wrongful discrimination and disrespect. It has developed procedures to respond to incidents of harassment whatever the basis or circumstance. The College does reserve its lawful rights where appropriate to take actions designed to promote the Catholic, Assumptionist principles that sustain its mission and heritage.

Assumption College has designated its Director of Human Resources to coordinate its efforts to comply with and carry out its responsibilities to prevent discrimination in accordance with state and federal laws, including Title VI, Title IX, Section 504 and the ADA. Any applicant for admission or employment, and all students, faculty members and employees, are welcome to raise any questions regarding this notice with the Director of Human Resources:

Assumption College  
500 Salisbury Street  
Worcester, MA 01609  
Phone: 508-767-7172

The Director of Human Resources oversees compliance with Title IX and the efforts of Athletics Title IX Coordinator reachable at 508-767-7086. In addition, any person who believes that an act of unlawful discrimination has occurred at Assumption College may raise this issue with the Assistant Secretary for Civil Rights of the United States Department of Education.

## WHERE TO GET HELP, INFORMATION, AND INVOLVED!

### ON-CAMPUS

Academic Questions: .....	Academic Affairs .....	508-767-7486
	Academic Support Center.....	508-767-7071
	Disability Services.....	508-767-7500
	Registrar .....	508-767-7355
	Absences of more than two full days .....	508-767-7486
	<i>To locate a faculty member call their department secretary</i>	
Campus Activities Board (CAB): .....		508-767-7058
Career Services .....		508-767-7248
Counseling/Substance Abuse: Student Development and Counseling .....		508-767-7409
Health Information and Services: Student Health Services .....		508-767-7329
Emergencies: .....		508-767-5555
Financial Aid:.....		508-767-7158
International Student Issues: .....		508-767-7325
AC Allies - Campus Ministry:.....		508-767-7419
Cross Cultural Center/ALANA Issues:.....		508-767-7100
Campus Ministry:.....		508-767-7419
Pregnancy Counseling:.....	Student Health Services.....	508-767-7329
	Student Development and Counseling Center.....	508-767-7409
	Campus Ministry .....	508-767-7419
Campus Police.....		508-767-7225
Residential Life:.....		508-767-7505
Sexual Assault:.....	Title IX Coordinator.....	508-767-7172
	Campus Advocate (Confidential).....	508-767-7641
Sexual Harassment Contact Person: .....	Affirmative Action Officer .....	508-767-7318
Student Activities:.....		508-767-7403
Student Affairs .....		508-767-7325
Student Government Association:.....		508-767-7396
Volunteer Opportunities: .....	Reach Out Center - Campus Ministry .....	508-767-7142

### OFF-CAMPUS

Alcohol Problems:.....	Alcoholics Anonymous (Worcester) .....	508-752-9000
	AdCare Hospital (24 hour help and referral line).....	1-800-252-6465
Ambulance:.....		911
Battered Women:.....	Daybreak (Worcester).....	508-755-9030
Child Abuse: .....	Mass. Society for Prevention of Cruelty to Children.....	1-800-442-3035
	Parental Stress Line.....	1-800-632-8188
Crisis Pregnancy:.....	Compassion Pregnancy Center .....	508-438-0144
	Problem Pregnancy of Worcester.....	508-856-0700
	Pernet Family Health Center.....	508-755-1228
Fire:.....		911
Gambling: .....	Gamblers Anonymous (Eastern Massachusetts).....	617-899-7943
	Massachusetts Council on Compulsive Gambling.....	1-800-426-1234
Healing from Abortion (for women and men):	Project Rachel.....	508-791-HOPE
	Clearway Clinic .....	508-438-0144
Personal Crisis:.....	Emergency Mental Health Services, UMass Memorial .....	508-856-3562
	First Call (information/referral).....	508-755-1233
Poison:.....	Massachusetts Poison Information Center .....	1-800-682-9211
Police: .....		911
Rape/Sexual Abuse: .....	Pathways for Change (Rape Crisis Center) 24/7.....	800-870-5905
		508-852-7600
Suicide: .....	Samaritans (Framingham) .....	508-875-4500

## AWARENESS ASSUMPTION

Alcohol and/or other drugs can contribute to negative outcomes in many situations that concern college students. To assist you in addressing these and other concerns, your College offers the following services:

- Educational workshops for faculty, staff and students.
- Confidential discussion and referral for those concerned about their own alcohol or other drug use or someone else's use.
- Confidential discussion, education, and support for those students who have been found in violation of the College's alcohol and/or drug policy.
- Information about on-site and off-site community resources.
- Support services for students from alcohol or drug involved or affected families, recovering students and for non-users.
- 

## HEALTH RISKS

There are a variety of health risks associated with alcohol and other drug use. Below is a general description of some of these risks:

### **DEPRESSANTS**

**ALCOHOL** – (Beer, wine, liquor) – Addiction, accidents as a result of impaired ability and judgment, overdose potential when mixed with other depressants or by itself, heart, liver and brain damage, birth defects if used during pregnancy. Death can occur as a result of accidents, overdose, or the effects of long-term abuse.

**NARCOTICS** – (Heroin, junk, dope, black tar, china white, Demerol, Dilaudid, Morphine, Codeine) – Addiction, lethargy, weight loss, contamination from unsterile needles (Hepatitis, AIDS), accidental overdose.

**BARBITURATES** – (sedatives, tranquilizers) – Possible overdose, especially in combination with alcohol, muscle rigidity, addiction, withdrawal, and overdose require medical treatment, increased level of anxiety after drug wears off. Death can result from overdose.

**INHALANTS** – (Gas, aerosols, glue, nitrites, Rush) – Unconsciousness, suffocation, nausea and vomiting, damage to brain and central nervous system, sudden death.

### **STIMULANTS**

**COCAINE** – (Coke, rock, crack, base) – Addiction, heart attack, seizures, lung damage, severe depression, paranoia, restlessness, and irritability. Death from heart failure can occur even for first time users.

**AMPHETAMINES** – (Speed, uppers, Adderall, crank, bam, black beauties, crystal, dexies) – Fatigue leading to exhaustion, addiction, paranoia, depression, confusion, possible hallucinations, weight loss high blood pressure, cardiomyopathy.

### **HALLUCINOGENS**

**LSD** – (psilocybin, mushrooms, peyote) – Unpredictable behavior, emotional instability, altered perception of time and place, vomiting, nausea, flashbacks, violent behavior (PCP), “bad trips”, psychotic reaction.

**MARIJUANA** - (Pot, dope, grass, weed, herb, hash, joint) – Panic reaction, impaired short term memory, addiction, lung disease, interference with body's immune response to various infections and diseases, distorts perception, hampers judgment, diminishes motor skills, possible birth defects if used while pregnant, loss of ambition and diminished ability to carry out long-term goals. Long term use of marijuana has the same effects and causes the same brain changes caused by cocaine and heroin.

**ECSTASY - (MDMA, XTC)** – Anxiety, depression, dehydration, heart failure, liver damage, memory problems, hallucinations, vomiting, convulsions.

All of the above if used during pregnancy can cause serious birth defects. Alcohol use during pregnancy is the third leading cause of mental retardation in the United States.

**PREDATORY DRUGS** – (Rohypnol, GHB, ketamine) – Inability to remember events, “drunken-like” state of confusion, convulsions, seizures, depression, long-term memory problems, death.

## **COMMUNITY RESOURCES**

### **Adcare Hospital**

107 Lincoln Street  
Worcester, MA 01605  
1-800-ALCOHOL  
or 508-799-9000

### **Alcoholics Anonymous**

100 Grove Street  
Worcester, MA 01605  
508-752-9000

### **Spectrum Addiction Services**

585 Lincoln Street  
Worcester, MA 01609  
508-854-3320

## **ON-CAMPUS RESOURCES**

### **Student Development & Counseling Center**

508-767-7409

## **LEGAL SANCTIONS COVERING ALCOHOL AND DRUG ABUSE**

Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines, and assigned community service. Courts do not lift prison sentences in order for convicted persons to attend college or continue their jobs. A felony conviction for such an offense can prevent you from entering many fields of employment or professions.

Cities and towns in Massachusetts, specifically Worcester, prohibit public consumption of alcohol and impose fines for violation. The Metropolitan District Commission also prohibits public consumption of alcohol in its parks.

Massachusetts's laws prohibit sale or delivery of alcoholic beverages to persons under 21 with a fine of up to \$2000 and 6 months imprisonment or both. Misrepresenting one's age or falsifying an identification to obtain alcoholic beverages is punishable by a fine of \$300. The legal alcohol limit for driving for a person of age in Massachusetts is .08. For those under 21 it is .02. A conviction for either can include fines, prison sentences, mandatory alcohol rehabilitation, and revocation of license. For people under 21, there is an automatic 210 day loss of license.

Massachusetts has criminal penalties for use of controlled substances, or drugs with penalties varying with the type of drug. In general, narcotic, addictive and drugs with a high potential for abuse have heavier penalties.

Possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws penalties for possession, manufacture and distribution are much greater for second and subsequent convictions. Violation of the controlled substance laws are arrestable, and many laws dictate mandatory prison terms and full minimum terms must be served.

Massachusetts makes it illegal to be in a place where heroin is kept and to be "in company" of a person known to possess heroin. Anyone in the presence of heroin at a private party or dormitory suite risks a serious drug conviction. Sale and possession of "drug paraphernalia" is also illegal in Massachusetts.

Persons convicted of drug possession under state or federal law are *ineligible for federal student grants and loans* for up to one year after the first conviction and five years after the second. The penalty for distributing drugs is loss of benefits for five years after the first, 10 years after the second, permanently after the third conviction.

Under federal law, distribution of drugs to persons under 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs, if death or serious injury results from use of the substance.

Statutes M.G.L. 94C and U.S. Title 21 are available at the office of the Worcester Consortium for Higher Education, 37 Fruit Street, Worcester, MA 01609 508-754-6829.

## **MARIJUANA**

The use, possession, sale, distribution, or manufacturing of any illegal drug is prohibited.

Possession or use of drug-related paraphernalia is prohibited. In determining if an object is drug-related paraphernalia relevant factors will be considered including, but not limited to, evidence of the object's use, the object's primarily intended use, the object's designed use, the existence of residue of controlled substances on the object, descriptive materials related to the object and the proximity of the object to behavior in violation of the drug policy.



**Use or possession of marijuana, including medical marijuana used or possessed under Massachusetts law, is prohibited on campus or at Assumption College sponsored events. Any such use or possession is a violation of the Student Conduct Code. Federal law, including the Drug Free Schools Act, continues to prohibit marijuana. Thus marijuana use is prohibited on campus or at Assumption College sponsored events. Information about marijuana laws in Massachusetts can be found in MGL c94 and Acts 2012, Chapter 369, section 7D.**

## **MISUSE OF LEGAL SUBSTANCES**

Misuse of legal substances; use of general products as intoxicants or “means to get high”; and inhaling or ingesting a substance (including but not limited to bath salts, nitrous oxide, glue, paint, gasoline, solvent, etc.) other than in connection with its intended purpose is also prohibited on Assumption College property and at Assumption College sponsored events.

Evidence of drug policy violations and actions showing sufficient grounds for full disciplinary actions include but are not limited to: the presence of a controlled substance/illegal drug; drug paraphernalia; smoke or odors (in the case of marijuana). All students present at the time of the violation and, if in the residence hall, all residents of the room (present or not) may be held responsible for the infraction.

Operating a motor vehicle under the influence of illegal drugs or while impaired due to using prescription medicine is against State law and is not permitted on campus.

A person is always responsible for their behavior. Being under the influence of any drug does not excuse behavior. Any behavior which is disruptive, harmful to self or others, and/or which leads to the destruction of property is prohibited and will result in appropriate disciplinary action.

## FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<p>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual</p> <p>Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual</p>	5 kgs or more mixture	<p>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.</p> <p>Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment</p>
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
<b>PENALTIES</b>				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p>First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual</p>		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual</p>		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount	<p>First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>		
Flunitrazepam (Schedule IV)	Less than 30 mgs			
All Schedule V drugs	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

## FEDERAL TRAFFICKING PENALTIES MARIJUANA

DRUG	QUANTITY	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life Fine not more than \$4 million if an individual, \$10 million if other than an individual	Not less than 20 years, not more than life If death or serious injury, mandatory life Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	Not less than 5 years, not more than 40 years If death or serious injury, not less than 20 years, not more than life Fine not more than \$2 million if an individual, \$5 million if other than an individual	Not less than 10 years, not more than life If death or serious injury, mandatory life Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	Not more than 20 years If death or serious injury, not less than 20 years, not more than life Fine \$1 million if an individual, \$5 million if other than an individual	Not more than 30 years If death or serious injury, mandatory life Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	Not more than 5 years Fine not more than \$250,000, \$1 million other than individual	Not more than 10 years Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

**DONEC FORMETUR CHRISTUS IN VOBIS**  
**“UNTIL CHRIST BE FORMED IN YOU”**

The shield on the Assumption College seal is divided into four sections by the Cross, symbol of Christ, denoting the College as a Christian institution. The crowned “M” is the symbol of the Blessed Virgin Mary in her Assumption. In the lower right panel is the fleur-de-lys, representing the French origins of the College. In the center is placed the book of scriptures inscribed *ART*, *Adventiat Regnum Tuum*, “Thy Kingdom Come,” the motto of the Augustinians of the Assumption. The College motto, *Donec Formetur Christus In Vobis*, “Until Christ Be Formed In You” (Galatians 4:19), was given by the Assumptionist founder, Fr. Emmanuel d’Alzon, as he considered the establishment of a Catholic university.

The *2016-2017 Student Handbook* is published by the Student Affairs Office. Cover created by Emily Zraunig, Class of 2018.

For additional policies, students and personnel should refer to other College publications, particularly to the *Undergraduate Catalog*. Policies stated herein are subject to change with notification of such change made through normal channels of communication.

