

SECTION I

CAMPUS RESOURCES AND OFFICES



ALCOHOL AND DRUG EDUCATION SERVICES

Campus Center, Room 249 782-1360

www1.wnec.edu/ade

The mission of Alcohol and Drug Education Services is to contribute to a safe and healthy college atmosphere where students can make low-risk and abstinence choices about drug and alcohol use. This office provides confidential counseling and support for students with concerns about their own, a family member's, or friend's use of alcohol and/or drugs and maintaining one's recovery from abuse/addiction. Brief Alcohol Screening and Intervention (BASICS) is a personalized check-up about drinking, which has received very positive feedback from WNEC students. Other services include: a resource center for anyone in the college community; training for student leaders, faculty, and staff; outreach in the residence halls; support for the student Peer Education Network; and classroom presentations.

ATHLETICS

AHLC, x1202

www.wnec.edu/athletics

INTERCOLLEGIATE COMPETITION

Western New England College is a NCAA Division III institution and competes primarily in The Commonwealth Coast Conference (TCCC).

The College offers highly successful varsity intercollegiate programs for both men and women in a variety of sports. Currently, men's programs are offered in: baseball, basketball, bowling, cross country, football, golf, ice hockey, lacrosse, martial arts, soccer, tennis, and wrestling. For women, basketball, bowling, cross country, field hockey, lacrosse, martial arts, soccer, swimming, volleyball, softball, and tennis are offered.

WELLNESS AND RECREATION

Western New England College offers a variety of activities and educational programs to meet the fitness and recreational needs of students.

- **Intramural Sports:** A major interest on the campus is the intramural program, which is open to the entire College community. Intramurals begin in early September and continue throughout the academic year. Opportunities include: flag football, floor hockey, tennis, racquetball, inner tube water polo, and softball. The facilities of the AHLC are heavily utilized in the intramural program.
- **Fitness Center:** The comprehensive fitness center and strength training facility is open daily. Individualized fitness or strength training programs can be arranged by contacting the Center.

CAMPUS CENTER AND CAMPUS EVENTS

Campus Center, Room 135 x1567

The Campus Center is part of the educational program of the College. In cooperation with other offices on campus, it provides cultural, social, and recreation activities to incorporate leisure time into the learning environment. The Campus Center has been designed with the students' interests in mind, yet it serves the entire College community.

Several offices are located throughout the campus center. Student office space for organizations is found on the first floor. Student service offices, including Student Activities, Residence Life, the Office of First-Year and Transfer Students, Food Services, Campus Events, Career and Human Resources, and several conference rooms are found on both floors. Programming spaces available for student use include: the Art Gallery and the Game Room.

PLANNING AN EVENT; RESERVING CAMPUS FACILITIES AND RESOURCES

1. Reservations for all campus facilities are made through the Campus Events office. To reserve a space on campus, use the online scheduling system at <https://app1.wnec.edu/ess/>. The scheduling system may also be accessed through the campus events page on the college website.

2. Certain spaces are either not available for reservation or subject to specific approval. Campus Events should be consulted before plans are made for these spaces:
 - Any Classroom
 - Dining Areas
 - Student Senate Conference Room
 - Downes Hall of Fame Room (AHLC)
 - Evergreen Commons
 - LaRiviere Center Great Room
 - Welcome Center Room (Conference Room #1)
 - Bears Den
3. All online registration is due in the Campus Events office at least two weeks before the date of the event. Campus Events has the option to deny the use of facilities if the request is not timely. Campus Events may reassign requested space as necessary to avoid conflicts with other scheduled events.
4. The online registration is the only way to reserve space. Feel free to call if you have any questions at x 1567.
5. Campus Events coordinates the efforts of:
 - Food Services
 - Maintenance, Housekeeping, and Facilities Management
 - Marketing and Communications
 - Audio-Visual Services
 - Public Safety

Services from these areas must be requested via the online registration. All costs are the responsibility of the reserving party. On-campus parties will be required to provide an account number for billing.
6. Additionally, requests and questions about catering needs should be directed to Food Services. All food requests must be made at least 10 days before an event. Any requests under 10 days must be specifically approved by Food Services before the reservation can be made.
7. Any changes to the reservation must be made through the Campus Events office. The office will notify affected departments and areas.
8. Campus Events has specific requirements for setup and clean up. Persons making reservations will be informed of these at the time of the reservation.
9. All events are subject to College policies and procedures, including the serving of alcohol. Events that may include alcohol must follow the Alcohol Policy found on the online registration; any requests for alcohol must be made on the system and approved by the Student Activities office.
10. The hours of various facilities vary. The Campus Events office should be consulted about the timing of events.
11. Any off-campus group not sponsored by a Western New England College organization must first consult Campus Events to plan an event.

CAMPUS MINISTRY

Campus Center, Room 249 x1628

Campus Ministry offers a broad-based ecumenical and interfaith program, and opportunities for one to worship as well as to enter dialogue with those of similar and differing faiths. Campus Ministry serves as a resource for information about area places of worship and other faith-based organizations in the local area, as well as providing on-campus opportunities for religious expression and exploration.

CAREERCENTER

Campus Center, Room 220 x1217

www1.wnec.edu/careercenter/

The **CareerCenter** staff assists students and alumni with career planning, occupational exploration, job search strategies, graduate school decision-making, and internships. The **CareerCenter** located on the second floor of the St. Germain Campus Center offers a variety of programs on career related topics. Many of these programs are co-sponsored by faculty, residence halls and student organizations. The **CareerCenter** staff implements the College's strong commitment to the development of students' career decision making by providing individual career advising and assistance in identifying career options.

The **CareerCenter** offers four different career planning guidelines for students at each level of their college education, with the emphasis shifting from academic to professional from their freshman to senior year. All students are advised to begin career planning by knowing themselves, exploring options, and building and expanding their skill base. Academically, they are urged to explore academic interests through a variety of courses, identify potential majors that relate to their interests and abilities, and focus on time management and study skills.

CareerCenter counselors can assist students in deciding on a major and which career path to follow with their major. The internship program adds value to their education by providing an opportunity to experience a work environment and to bring life to the theories and concepts they have learned in the classroom in local businesses, industries, and organizations. The benefits of the internship experience include a confirmation of the student's choice of career path, related job experience, networking opportunities, greater time and stress management skills, experience working as a team member and dealing with real problems, real needs of real people with real constraints and real consequences.

Students are also encouraged to use the resource tools available through the **CareerCenter**. These include a Web based career guidance programs, a resource library of career related books, directories, job boards, and Internet sites relating to a wide variety of occupations. A network of alumni can put students in contact with alumni actively employed in their fields and eager to share occupational information.

The **CareerCenter** staff brings students in contact with employers through the dynamic on-campus recruiting, employer information sessions and career fairs. In addition, students are assisted with resources for part-time and summer employment. A weekly newsletter is published and serves as a principal tool for alerting students to employment opportunities, internships, recruiting schedules, and workshops. The newsletter is online at www.wnec.edu/careercenter provides students with a continuing supply of updated job identification resources.

The **CareerCenter's** effective combination of educational career programs and job search services is a valuable complement to the student's academic experience.

COLLEGE BOOKSTORE

Campus Center, Room 127 x1284

www.wnec.bkstr.com

The College Bookstore carries the required texts necessary for all courses and includes a stock of educational supplies. A variety of Western New England College clothing, gifts and apparel, reference books, soda, candy and school supplies are also available. The Bookstore is typically open Monday through Thursday from 8:30 am until 6:00 pm, Friday from 8:30 am until 4:00 pm, and Saturday from 10:00 am until 2:00 pm.

The College Bookstore website can be accessed at www.wnec.bkstr.com

COMPUTER POLICIES

Office of Information Technology
Churchill Hall, Room 116 x2200

- All students, faculty, and staff have email accounts with privileges to forward campus mail to personal email accounts. Voicemail is available through a campus telephone system. Virus and SPAM Detection software is available at no charge to all.
- A campus-wide fiber network links all academic, dormitory, library, and administrative buildings.
- Campus-wide there are more than 46 rooms configured with full multi-media technologies.
- A student portal, MyWNEC, is available for all students (Undergraduate, Graduate, and Law) that permits easy access to Web-mail, Manhattan Learning Management software and ASAP - online grades, billing, and financial aid information.
- Wireless networks are available in the Law School, School of Engineering, Campus Center, and D'Amour Library. Further expansion is being evaluated.
- More than 450 PCs are located in public access areas.
- Campus-wide there are 52 classrooms have full multi-media capability with PCs connecting to the Internet, ceiling mounted projection systems, DVD/VCR players, and full sound features.
- Churchill Hall has 50 computers including a classroom and a computer lab.
- The Writing Center, located in Herman Hall, is equipped with 50 PCs in two computer rooms and includes printing services.
- The mathematics and computer science classroom and lab in Herman Hall 115 has 27 high-end PCs. A new CS Lab is available in Emerson 101A.
- Specialized accounting and engineering labs are equipped with 24 and 63 PCs respectively.
- D'Amour Library has access to numerous online catalogues and databases. It also has 65 public access PCs with printing services. The Library also houses a classroom (schedulable by faculty upon demand) of 38 PCs and dual multi-media projection technology. D'Amour Library is the home for the Digital Learning Center (DLC) containing 33 high-end PCs.
- The Educational Technology Center, located on the ground level of the D'Amour Library, includes a training/conference room with 10 MACs and multi-media projection technology.
- The LaRiviere Living and Learning Center is home to a state-of-the-art computer classroom with 30 PCs. Multi-media projection technologies are also present in 4 classrooms in this facility.
- The School of Engineering has 3 rooms with 20 laptops each for discipline related studies.
- The School of Law has 8 classrooms with multi-media capabilities.
- The School of Law provides a wireless network that permits students with laptops to connect directly to the campus network and the Internet from the Law Library, classrooms, and lounges. The School also has dedicated networks connecting to external law research databases.
- The School of Law library houses two computer labs with 23 PCs and one MAC which are reserved for law school students. There are an additional 12 public access PCs with printing services.
- Loaner Laptops for special courses are available in D'Amour and Law School Libraries.
- D'Amour Library is now home to a state-of-the-art TV Studio and classroom with digital editing workstations for both audio and video content preparation.

COUNSELING SERVICES

Campus Center, Room 249 x1221
www1.wnec.edu/counselingservices/

Caring, licensed professionals provide confidential help to students with personal, social, and educational concerns. Common areas of concern include: adjustment to college, anxiety, depression, relationships and sexual orientation, eating disorders, substance abuse, sexual/physical abuse, and test anxiety. Services include individual, couple, and family counseling, as well as crisis intervention. We can provide a list of off campus therapists when requested. Psychiatric consultations are available in our office upon referral.

D'AMOUR LIBRARY

D'Amour Library x1535
<http://libraries.wnec.edu/>

Open 101 hours a week during the academic year, D'Amour Library provides students with access to millions of pieces of information through on-site availability, electronic reserves, numerous electronic books, databases, and journals, and cooperative agreements with other institutions. The Library provides space to study, to conduct research, to read, to write, and to collaborate on group projects. There are 90 computers available for student use, which provide access to numerous software applications as well as to the Internet. Wireless connectivity is available throughout the Library. All black and white printing is free. Librarians are available in-person or virtually via email or instant messaging to provide reference assistance daily except Saturdays. The WNEC identification card also serves as a student's library card. A library bar code and personal identification number (PIN) are needed to allow students to access electronic reserve materials as well as to use electronic resources from their residences, whether on or off-campus. Late night access to the computer laboratory on the ground floor of the Library is available for all current students on a Monday through Friday basis during the academic year. Please visit the D'Amour Library website at <http://libraries.wnec.edu/> for more information about the Library's resources, services, and hours.

DINING AND FOOD SERVICES

Campus Center, Room 244 x1228
www.campusdish.com/en-US/CSNE/WNEC/

The Campus Center is home to the newly renovated Dining Room (featuring the latest concept, Real Food on Campus (RFoC)), C3 Convenience Store and the Java City Bistro. All dining areas including the Rock Cafe, and the "C store" feature food items that you can purchase with food points. The Rock Cafe features burgers, made to order deli sandwiches, etc. Grab a soft drink or coffee before heading to class.

Our Catering Department offers a wide variety of snacks and meals to accommodate your Club and Group functions.

DIVERSITY PROGRAMS AND SERVICES

Campus Center, Room 226x1594

The Office of Diversity Programs and Services promotes an understanding, appreciation and celebration of diversity on campus. This is achieved through multi-cultural programs, outreach, and support services that help students transition into college life while enhancing their academic success. Services offered include multi-ethnic and multi-cultural workshops and programs, including: Black History Month, Women's History Month, Hispanic Awareness Month, and in-class presentations on diversity and sensitivity issues. Serving all students, student input, participation, and attendance is encouraged for all activities of the office.

The office also advises students of color by working closely, with the college's multicultural organization, known as United and Mutually Equal (U&ME). Additionally, the office also works closely with the international student population in a variety of ways. Most importantly; the office is responsible for processing immigration paperwork and acting as the liaison between international students and the United States Immigration Office.

Together with the Diversity Task Force, projects and programs are co-sponsored to ensure inclusion in all areas of the campus community. The Task Force is comprised of members of the faculty, staff and student body. One of our current programs is the Oral History Project, where the experiences of student of color, as well as white allies are recorded, with a goal towards becoming a more inclusive community.

Another project of the Task force was to work in support of the Safe Space Ally Training. Training was done with faculty, staff and students to provide resources as well as opportunity to be supportive to students with different lifestyles.

Religious differences are also embraced. This was recently demonstrated was via a presentation on the conflict between Muslims and Jews.

Finally, the office acts as an advocate for all students dealing with harassment and/or discrimination.

OFFICE OF FRESHMAN & TRANSFER STUDENTS AND ACADEMIC SUPPORT CENTER: A NETWORK OF SUPPORT FOR FIRST YEAR STUDENTS

Campus Center, Room 137 x1312

www1.wnec.edu/frstyear

The Office of Freshman & Transfer Students pays particular attention to creating a network of support persons whose intention is to provide proactive interaction with first year and transfer students. The office works closely with each of the undergraduate schools and departments, student affairs staff, faculty, student leaders and alumni to promote the success of first year and transfer students.

SELECTED DIMENSIONS OF THE FIRST YEAR PROGRAM

♦ **Peer Advisors** ~ The 2009-2010 Peer Advisor team serves as college life mentors during the first year. PA's help you to recognize the choices that lead to success, but the decision-making will be up to you. Appointed to monitor first year students during the 2008 academic year include the following:

Ashley	Arpino	Accounting	JR
Shannon	Bailey	Social Work	SR
Christopher	Beaudoin	Communication	JR
Rachel	Bradshaw	History	JR
Eryn	Brownlee	Finance	JR
Madalyn	Dellraria	International Studies	SO
Anne	Ferrara	Psychology	SO
David	Gay	Sport Management	JR
David	Griffin	Mechanical Engineering/MBA	JR
Danielle	Gwozdz	Communication	SO
Samantha	Halladay	Communication	SO
Gabrielle	Houck	Political Science	SR
Daniel	Jacobs	Sport Management	JR
Kelly	Jerzyk	English	SR
Erika	Johnson	Criminal Justice	SR
Kevin	Joslyn	Communication	SO
Angelia	Kehl	Psychology	SO
Shaun	Kelly	Management	SO
Jamie	Kirschner	Exploratory Business	SO
Joseph	Lambert	Exploratory Business	SO
Leigh-Ann	Malke	Psychology	SR
Katie	Manning	English	SR
Olivia	Mazzarella	Marketing Communication/Advertising	SR
Samantha	Moniz	Creative Writing	JR
Alex	Noga	Information Technology	SO
Christopher	Nuhfer	Accounting	JR
Kevin	O'Brien	History	JR
Kaitlyn	O'Konis	Management	SO
Ashley	Quiterio	Communication	JR
Carey	Reed	Accounting	JR
Pamela	Samoylo	Criminal Justice	SO
Nicholas	St. John	Biomedical Engineering	SO
Jessie	Succoso	Communication	SO
Lauren	Sullivan	Forensic Chemistry	SR
Katie	Toth	Biomedical Engineering	SO
Jeffrey	Wagner	Mechanical Engineering/MBA	SO
Elizabeth	Walsh	Communication	SO
Michelle	Wiggett	Criminal Justice	SO
Kimberly	Yeomans	English	SR

♦ **Faculty Advisors** ~ Faculty teach, faculty advise, faculty care. One of the unique links in the first year is the connection of advisor to instructor. To promote frequency of contact and out of class interaction, each student's first year seminar instructor also serves as the academic advisor for the first year.

♦ **First Year Seminar** ~ First year students are required to take a first year course designed to aid in the challenge of transitioning from high school to college, both inside and outside of the classroom. The course focuses on transition challenges and development of techniques fostering satisfaction with life at college and beyond. Topics include critical thinking, information literacy, and oral presentations. Students also learn to work in teams, create a personal mission statement, explore career options, and become more familiar with particular academic disciplines.

♦ **First Year Seminar Assistants** ~ FSA's are upper-class students chosen to help facilitate student learning in the First Year Seminar environment. Like a PA, he or she serves as an academic mentor with a special focus on developing classroom participation.

♦ **Freshman Focus Programs** These programs touch upon challenges and choices that students might encounter throughout their college career, more specifically in the first year. Previous topics included diversity issues, dating violence, and issues involving character development.

♦ **Freshman Council** ~ The Freshman Council represents an assembly of 12-15 first year students whose main objective is to facilitate class unity by providing opportunities for students to participate in a variety of social activities. This is an experience of student governance-collegiate style.

♦ **Resident Advisor** ~ Yet another kind of mentor can be found in those students with who residents live everyday. RA's serve as a catalyst for promoting community among a group of students living within a designated area.

♦ **Supplemental Instruction** ~ Certain courses have been recognized as particularly challenging for students. On a select basis, specially trained and selected student leaders hold weekly sessions to help develop strategies to master the material, akin to learning how to learn.

♦ **Peer Tutors** ~ Peer Tutors provide one on one assistance to student to aid in the development of content mastery. Tutoring is available in most 100-200 level courses and is free of charge.

♦ **Accolades Board** ~ Located outside of the Office of Freshman & Transfer Students, this display is intended to recognize the accomplishments and achievements of first year students' commitment to community.

♦ **Community Covenant** ~ In any community, there are certain norms that set a standard for interaction and provide a framework against which each person can evaluate his or her decisions. Based on commonly developed expectations, each student affixes his or her signature to the Community Covenant during Fall Convocation

♦ **Summer Reading** ~ College is a place of ideas that can be shared in a common forum. This notion gives rise to the summer reading assignment that highlights intellectual inquiry and critical reading.

♦ **Transfer Student Mentor** ~ Recognizing that transfer students arrive with a very different collegiate preparation, mentoring takes on an altered relationship. In most cases, the Transfer Student Mentor is introduced at SOAR. Transfer Student Mentors for 2009-10 include:

Donald	Albrecht	Sport Management	JR
Aubrey	Babcock	Mathematics	SR
Rachael	Dietert	Communication	SR
Ashley	Koundry	Marketing Communication/Advertising	JR
Teresa	Mitchell	Marketing Communication/Advertising	JR
Jennifer	Pettit	Psychology	JR
Katelyn	Post	Elementary Education/Psychology	SR
Lindsay	Smith	Management	JR
Colleen	Whalen	Marketing Communication/Advertising	SR

◆ **Life Skills Study Coach** ~ In an effort to promote the holistic development of student-athletes, this program provides the opportunity for one on one academic support for first year student athletes. Life Skills Study Coaches seek to model how to effectively balance the many demands of being a college student, while maintaining a commitment to an athlete's sport.

◆ **Academic Support Center** ~ Located next door to the Office of Freshman & Transfer Students, the Academic Support Center provides outreach and support to all students, but primarily to first and second year students. The Academic Support Center conducts individual meetings as well as monthly workshops, focusing on time management, effective learning strategies, test taking tips, etc. The College recognizes that students face not only academic challenges but life challenges as well and developed the Academic Support Center to help turn those challenges into opportunities.

HEALTH SERVICES

AHLC, Room 119 x1211
www1.wnec.edu/healthservices/

Health Services is directed by a full-time certified family nurse practitioner and staffed with nurse practitioners, physician assistants, and a part-time physician. Health care is available Monday and Thursday 7:00 a.m. to 6:00 p.m. Tuesday and Wednesday 8:30 a.m. to 4:00 p.m. and Friday, from 8:30 a.m. to 4:00 p.m. while undergraduate classes are in session. During times when Health Services is not open, students will find access to a variety of health care facilities within close proximity to the College. For more information, students can contact Public Safety or the Residence Life Office. For students who need specialist care, referrals are provided.

Treatment at Health Services is provided at no cost to students; however, students are responsible for costs associated with outside medical services. These include but are not limited to: laboratory fees, radiology charges, prescription medications, and visits to off-campus health care providers.

ACCIDENTS AND ILLNESSES

Accidents should be reported immediately to Health Services and to Public Safety. Illnesses of any nature are sufficient reason to visit Health Services. The immediate use of preventive health care is the best way to keep minor illnesses from becoming more serious.

IMMUNIZATION AND HEALTH RECORDS

Within 30 days of the first day of classes, all full-time students are required to have on file with Health Services a medical history and recent physical examination. A completed immunization record is mandatory and should include evidence of immunizations (documentation or titer values) against: measles, mumps, rubella, tetanus, diphtheria, three doses of Hepatitis B and meningitis. Failure to provide this information can result in removal from classes.

UNIVERSAL HEALTH CARE

The Commonwealth of Massachusetts requires that undergraduates taking nine credits or more and graduate students taking seven or more credits must either purchase insurance through the College or complete an online waiver form with pertinent information about their private insurer. Failure to complete a waiver or enrollment form will result in the student being automatically enrolled in the College's insurance program. All international students must purchase the College's insurance policy. For more information, contact Health Services.

LEARNING BEYOND THE CLASSROOM

Campus Center, Room 227 x1687
www1.wnec.edu/lbc/

Learning Beyond the Classroom (LBC) is one of the unique features of a Western New England College education. A part of the College's General Education Requirements, LBC provides students with the opportunity to apply theory to practice in authentic learning situations.

Aside from the Learning Beyond the Classroom requirement, the department also supports community service efforts at the College. The Volunteer Connection Center has a number of resources available to students. There are a wide variety of opportunities for students to impact the community, learn about important social issues, and develop personally.

We want students to understand that their complete experience at the College is an educational one – and that their growth will be much more than one-dimensional. It is our belief and practice that experiential learning deepens students' understanding of their chosen discipline, the field in which they will work, and the society in which they will live. For more information, visit our website at www1.wnec.edu/lbc.

MAIL SERVICES

Campus Utilities Building x 1509
<http://www1.wnec.edu/mailroom>

All mail and package deliveries are made to Campus Mail Services located in the Campus Utilities Building. From there, U.S.P.S and intra-campus mail is delivered to student mailboxes located in the Campus Center. Student mail is usually delivered to the Campus Center in the early afternoon.

All resident students are assigned a mailbox. Commuter students may also be assigned mailboxes and can receive keys by visiting Mail Services. If a package arrives that will not fit in the student mailbox, a notice will be placed in the box. The student can pick up packages at Mail Services. Hours of operation are Monday-Friday 8:00AM-4:00PM and Saturdays (during the school year) from 8:00AM-Noon. When picking up a package student must bring the notice and a valid College ID.

Mail services available include: overnight and international shipping, DHL, FedEx, UPS, certified mail, postal services, and shipping supplies. Stamps are available at Mail Services and at the College Bookstore.

Please address all student mail as follows:

Student Name
Western New England College Box XXXX
1215 Wilbraham Road
PO Box 9400
Springfield MA 01102-9400

Students keep the same mailbox as long as they are an active student

Students who lose their keys are billed \$45 for a lock change. When a student loses his or her key, the lock is changed on the mailbox for the student's protection and is reissued a new key.

Students leaving the campus must return their mailbox key to Mail Services prior to leaving. If the key is not returned, the student is billed for the lock change in the amount of \$45. Seniors are to return his or her key to Mail Services no later than Commencement.

MATH CENTER

Herman Hall, Room 307 x1692
www1.wnec.edu/mathcenter/

The Math Center provides a student-assistance program where upper-level students act as tutors and mentors for students taking mathematics courses. Math Center tutors have all completed the courses in which they are involved as tutors, and are highly recommended by their instructors. Each semester, a Math Center schedule is posted, listing times when tutoring is available for specific courses. Individual appointments are available but are not required, as walk-ins are welcome. Students who wish to set up an individual tutoring appointment may fill out an online tutor request form, may stop by Herman 306A, or may call the Director of the Math Center, Mrs. Rodriguez, at 782-1692. For more information, including a copy of the current semester's tutoring schedule and the online tutor request form, please see the Math Center website, www1.wnec.edu/mathcenter/.

MEDIA SERVICES

D'Amour Library - ground floor 782-1319

The Office of Media Services provides a variety of equipment to facilitate the recording or playback of audio and/or visual material; in either analog or digital format. Equipment is available to members of the faculty and administration, as well as to students who have been authorized by staff members. Typically, the office is open Monday through Thursday from 8am to 8pm., and Friday from 8am to 4:30 pm.

PUBLIC SAFETY

Public Safety Building x1207

<http://www.wnec.edu/~dps/>

EMERGENCY: x1411

The Department of Public Safety provides a full range of safety and crime prevention services, including 24-hour police patrols on foot, on mountain bikes, and in cruisers; fire safety efforts; emergency and safety phones throughout campus; emergency medical response/first responders; and educational programs on alcohol and drugs, personal safety, rape aggression defense, and fire safety.

The Department is staffed with trained and qualified personnel, including a director, administrative lieutenant, operations lieutenant, four sergeants, nine public safety officers, and four dispatchers. Each public safety officer is certified under Massachusetts law and has full special state police powers. In addition, the Department of Public Safety employs a trained security staff assigned to specific buildings throughout the Western New England College campus.

SECURITY AT EVENTS

Public Safety officers are sometimes required for co-curricular and public functions held on campus, especially those that include alcohol. Necessary arrangements are made by the sponsoring organization through the Student Activities Office. Actual costs for use of Public Safety officers are the responsibility of the sponsoring organization.

RESERVE OFFICER TRAINING CORPS (ROTC)

1260 Wilbraham Road

Air Force ROTC x2258

Army ROTC x1332

The College offers both Army and Air Force ROTC programs. Freshman and sophomore ROTC classes are open (with no obligation) to students interested in the development of leadership, study skills, and outdoor skills. Further ROTC training can lead to a commission as an officer in the Army or Air Force, with service in the reserve or on active duty. Merit scholarships are available and provide funds for two to three years.

RESIDENCE LIFE

Campus Center, x1317

Residence Life Mission Statement

As the Office of Residence Life, we seek to create an environment that supports and enhances the curricular and co-curricular development of our students. We encourage students to become more self-aware, self-reliant, and actively engaged in campus life by providing a variety of educational, social, and personal growth opportunities.

RESIDENCE LIFE WEBSITE

The Residence Life website is available at [http://www1.wnec.edu/residence life/](http://www1.wnec.edu/residence%20life/), or you may access it via the college's homepage. Our website includes a wide variety of detailed information on policies and procedures, as well as an online copy of the Resident Student Housing Agreement, the primary publication for all students who live on campus.

RESIDENCE FACILITIES

Different types of residential living units are available to students as they proceed from their freshman to their senior year at Western New England College. To be considered for campus residency, the student must be actively enrolled at the College as a full time, undergraduate degree candidate. Since campus residency is optional at the college, the student must initiate a request for accommodations through the provision of a non-refundable, non-transferable payment. Receipt of this payment authorizes student-initiated participation in the online housing selection process, known as the Housing Management Application or HMA. To confirm campus residency, the student is responsible for completing all components of the online process. Otherwise, the College presumes the student has made other arrangements for accommodations as a commuter.

GENERAL INFORMATION ON POLICIES AND PROCEDURES

The policies and procedures provide a framework for students, individually and collectively, as members of a larger community during their time at Western New England College. These policies and procedures are not simply a list of essential expectations for personal behavior or use of physical space; they exist to inform students of both their rights and their responsibilities as students.

We recognize that not every student chooses to live on campus; however, numerous commuting students do visit their peers where they reside on campus. Comprehensive information may be found on the Residence Life website and other resources provided by the department.

VISITATION IN THE RESIDENCE AREAS

A GUEST (any person who is not a Western New England College undergraduate) or a VISITOR (a Western New England College undergraduate student who is not assigned to that particular location he/she is visiting) may interact with a student in his/her assigned place of residence. Visitation is a privilege and may be limited or revoked if abused. Displacement and/or inconveniencing of any member of the residential community in order to accommodate a guest or a visitor is unacceptable and subject to accountability. The presence of an overnight guest or visitor should normally not exceed two consecutive nights.

Please refer to "Registration and Visitation Policies in Campus Housing" in the Student Code of Conduct for additional information.

CLOSING OF RESIDENCE FACILITIES

All residence facilities are closed during regularly scheduled vacation periods (including the semester break) and students are not allowed to maintain residency during those times. Exceptions to this policy may be granted by the Office of Residence Life. If approved, occupancy is limited to Evergreen Village, Gateway Village or Southwood Hall, on a space available basis, and an additional fee for lodging will be assessed.

Any student in housing without approval will be assessed a fine for unauthorized presence and may be required to immediately depart.

Students may also register as a late departure, so as to remain in their assigned place of residence until the morning after the residence areas officially close. Departure must occur by 10:00 a.m.

SEXUAL MISCONDUCT ADVOCATE AND RESPONSE TEAM (SMART)

(413) 575-7194

smart@wnec.edu

SMART is a group of dedicated volunteer students (men and women) who are trained to assist and provide confidential support to students who have encountered any form of sexual misconduct, and educate the Western New England College community about these issues. If you are sexually mistreated, we urge you to contact a SMART representative who will offer emotional support, explain all your options, and be there to help you with whatever course of action you choose.

STUDENT ACTIVITIES AND LEADERSHIP DEVELOPMENT

Campus Center, Room 220 x1203

www.wnec.edu/studentactivities

The Office of Student Activities seeks to provide a variety of programs that incorporate social interaction and personal growth outside the formal classroom setting. The office's programs and services enhance the formal educational experience by offering a balance of cultural, recreational, and social programs. The diversity of co-curricular activities is reflected in such programs as:

- weekend and late night programs
- creative and performing arts
- contemporary music
- travel and recreation
- films
- lectures
- comedy series

- multi-cultural programs
- commuter services
- student media
- leadership and personal development

Joining a clubs or organization can offer many benefits. We collaborate with many other offices to provide a wide range of weekend programs (including FRIDAYS and late night programs) that occur every week of each semester. The office is also responsible for an extensive four-year leadership program, choral and band ensembles and other arts related activities.

Other services offered include: *This Week @ WNEC*, a weekly newsletter of events, *Weekend @ a Glance* weekly email, and a student voucher program for the Springfield Symphony Orchestra and CityStage (the regional theatre company). Updated programs and services can be found on the office's website. The office is located on the second floor of the Campus Center.

STUDENT ADMINISTRATIVE SERVICES

D'Amour Library, Ground Level x2080

www1.wnec.edu/sas/

Student Administrative Services (SAS) combines the different financial aspects of student lives, centralizing billing, collections, financial aid, records and registration in one area. Students are served in all areas by Student Service Administrators and Specialists.

In addition to the services above, students with a valid ID may cash checks at SAS. Maximum amount per day is \$75. Banking hours vary, but typically are available Monday through Thursday from 8:00 am until 5:00 pm and Friday from 8:30 am until 4:30 pm.

Other SAS offices are open Monday through Thursday from 8:00 am until 6:00 pm and Friday from 8:30 am until 4:30 pm.

STUDENT DISABILITY SERVICES

Deliso Hall, Rooms G04, G05 and G06 x 1258, x 1257 or x1513

<http://www1.wnec.edu/academicaffairs/>

The Student Disability Services Office is designed to provide support for students who choose to voluntarily identify themselves and provide documentation of their disability(s). The office works with students and faculty to ensure that necessary services and accommodations are provided in a timely and efficient manner. Specific requests are reviewed and recommendations made on a case-by-case basis. In the case of either a permanent or temporary mobility impairment, it is critical that the Office of Student Disability Services (SDS) is notified immediately, so that classes can be moved to more accessible locations, and elevator keys can be provided as needed. Furthermore, students with temporary conditions (e.g. broken leg, sprained ankle, emergency surgery) may obtain permission to park in more convenient spaces if they request this from SDS and provide a letter of verification from a doctor. For more information, see our web page at www1.wnec.edu/sds/. The Director and Assistant Director of the office are also available to address questions and problems, and where needed, serve as referral sources.

STUDENT EMPLOYMENT

Campus Center, Room 220 x1217

www1.wnec.edu/careercenter/

The office of Human Resources, located on the second floor of the St. Germain Campus Center, administers the Student Employment program. There are three types of Student Employment opportunities: Federal Work Study, institutional and also regular part-time employment with local companies.

STUDENT EMPLOYMENT-FEDERAL WORK STUDY

The Federal Work Study Program provides funds for jobs for undergraduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to each student's course of study. Federal Work Study Program is need-based and requires a completed financial aid application on file with the College. The Federal Work Study wages are partially funded by the federal government, which is why many College offices prefer to hire students who have an award. While a department may prefer to hire a student with an award, it does not mean that students without Federal Work Study awards cannot work on campus, as there are Institutional and other jobs available. Federal Work Study funded jobs can be on campus or off campus. If a student works on campus, they will usually work for the College. If the student works off campus, the employer will be a not-for-profit organization or a public agency, such as a school system, and the work performed must be in the public interest. Western New England College has agreements with not-for-profit employers for Federal Work Study jobs, which must be judged relevant to the student's course of study to the maximum extent possible. Off campus jobs are with federal programs such as America Reads, the Community Service program and with various not-for-profit organizations. Some Federal Work Study jobs involving direct and unmonitored contact with children do require criminal offender record information (CORI) checks.

STUDENT EMPLOYMENT-INSTITUTIONAL

For students not receiving a Federal Work Study award, some College offices have Institutional jobs available. Wages for Institutional jobs are fully paid for by the College. Students typically need to identify the various offices they are interested in and inquire about job availability. It is important for students to promote their special skills such as using computer applications or having a current life saving certificate.

REGULAR PART-TIME EMPLOYMENT

Many employers, such as restaurants, private companies and shopping malls, are located within an easy commute from the College. The two private companies on-campus are ARAMARK, our food service provider, and Follett Corporation, which operates the Blue and Gold Bookstore. The **CareerCenter** publishes an online weekly newsletter at www.wnec.edu/careercenter/newsletter which contains many up-to-date job postings.

GETTING A JOB

Jobs are posted with the **CareerCenter** Online. To view and apply for jobs, students must register online with the **CareerCenter** at www.myinterface.com/wnec/student/ using their six-digit student ID number. Once the student's information has been reviewed by **CareerCenter** staff, students will receive an email notifying them that their **CareerCenter** profile has been activated. Students can then log into the **CareerCenter** Online to update their profile, upload a résumé, view and apply for jobs by following the application instructions and save their searches as well as view their activity. Students who merely view and apply for jobs online or attend the Student Employment Fair will not be guaranteed that they will receive a job. Students must actively follow up with their potential employers. For further assistance, please contact Wendy Tietz, Assistant to the Executive Director of Human Resources and the **CareerCenter** at wtietz@wnec.edu or at 413-782-1679.

STUDENT EMPLOYMENT JOB FAIR

A Student Employment Fair is held annually during the second week of classes. In attendance are representatives from almost all College offices and departments which will be recruiting student employees. For students who did not receive a Federal Work Study award, area employers who typically offer part-time jobs will also be represented. Students will have an opportunity to speak with potential supervisors about the nature of the job responsibilities.

TUTORING SERVICES

Campus Center, Room 137 x1312

www1.wnec.edu/firstyear/

Have you been keeping up with the course work (the readings as well as attending class), but are still having difficulty understanding a particular lesson or principle? Have you missed a portion of the course work, due to an unexpected circumstance, and now need some help to catch up? It is not unusual for students to experience academic difficulties for any number of reasons. The College recognizes that students face academic challenges and has developed a Peer Tutoring Program to help turn those academic challenges into academic successes.

Peer Tutors are chosen for their successful performance in a particular class and are available to assist students in most 100 and 200 level courses. Though most tutoring is short term in nature, it allows for one on one individual attention. While tutoring is helpful and has proven to be the difference in successfully completing a course, tutoring is not a substitute for attending class, reading the text or studying for an exam. Tutoring assistance can be requested by contacting the Academic Support Center or by visiting the First Year Program website at www1.wnec.edu/firstyear. In addition, specialized tutoring assistance can be obtained through the Engineering Labs, Accounting Lab, Math Center, and Science Center. Student Disability Services also provides tutoring assistance for students registered with that office.

WRITING RESOURCE CENTER

Herman Hall, Rooms 105 & 109 x1606, 1263, 2303

www1.wnec.edu/warp/

The Writing Resource Center, in conjunction with the Writing and Reading Program, provides critical support services designed to assist all students with the challenges of college-level writing and reading. Students may use one-on-one tutoring services, request help with reading difficulties, or for bilingual students, seek support geared toward English language development. Here are some examples of assistance available through the Writing Resource Center:

- Experience dynamic discussions designed to assist students with idea and paper development
- Learn organizational and rhetorical strategies relevant to specific assignments
- Develop study skills
- Learn to analyze assignments and prompts
- Improve language skills, including command of sentence structure and grammar
- Learn documentation conventions appropriate to various disciplines: MLA, APA, CBE
- Use new assistive technologies that emphasize the student's learning styles and strengths

The Writing Resource Center is open Monday through Thursday 8:00 a.m. until 11:00 p.m.; Friday from 8:00 a.m. until 5:00 p.m.; Saturday – closed; Sunday from 5:00 p.m. until 11:00 p.m.

SECTION II

ACADEMIC REGULATIONS AND POLICIES



ABSENCE DICTATED BY RELIGIOUS BELIEF

The General Laws of Massachusetts, Chapter 151C, Section 2B stipulate: “Any student in an educational or vocational training institution, other than a religious or denominational educational or vocation training institution, who is unable, because of his (or her) religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement which he (or she) may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon the school.”

ACADEMIC ADVISING; COURSE SCHEDULING

It is the student’s responsibility to understand the requirements of the chosen degree program and plan for orderly fulfillment of degree requirements. Each full-time student is assigned a faculty advisor who can assist in making decisions in relation to a student’s academic and professional goals. Though the advisor can be helpful, the ultimate responsibility for decisions remains with the student. Part-time students have access to advising through the Division of Continuing Education.

Students’ academic programs are under the supervision of the Dean of the School in which the student is enrolled. A complete record of students’ progress is maintained there. It is available at any time, particularly at each registration period. Students are strongly encouraged to pay special attention to this record, as it is an important tool in keeping track of degree requirements and credits earned. Students are reminded that ultimate responsibility for their academic schedule and completion of degree requirements remains with the student. Endorsement of the faculty advisor, however, must be obtained prior to completing any course registration request.

ACADEMIC INTEGRITY

Honesty in all academic work is expected of every student. This means giving one’s own answers in all class work, quizzes, and examinations without help from any source approved by the instructor. Written material is to be the student’s original composition. Appropriate credit must be given for outside sources from which ideas, language, or quotations are derived. Students are cautioned that purchasing term papers from any source is a violation of academic honesty. Additional information on academic honesty may be found in the Student Conduct Code. In the event that a student has two violations of academic integrity, suspension or dismissal may be a consideration. In these cases, the hearing body will be the All-College Disciplinary Board or the Dean of Students Office.

AWARD OF DEGREES POLICY

The College does not guarantee the award of a degree or a certificate of satisfactory completion of any course of study or training program to students enrolled in any instructional or training program. The award of degrees and certificates of satisfactory completion is conditioned upon satisfaction of all current degree and instructional requirements at the time of such award, compliance with all College policies and regulations, as well as meeting *bona fide* expectations of the faculty.

CHANGE OF ADDRESS

Students should report changes of address promptly to Student Administrative Services. A form is available in SAS for this purpose. Students who live off-campus are required to keep the College informed of their current local address. Students graduating or leaving campus must complete a change of address card so the U.S. Post Office can forward mail. These cards are available at the Campus Post Office.

CLASS ATTENDANCE

Students are expected to attend all class sessions for courses in which they are enrolled. However, each individual instructor is free to evaluate the importance of attendance in determination of course grades. Accordingly, each instructor must present a written statement that addresses the role of absences, makeup examinations, and other attendance matters that will affect student performance. This statement must be shared at the first class meeting.

For emergencies, if students are not able to attend class, please inform the Dean of Students office.

CLASS CANCELLATIONS

Cancellation of classes because of inclement weather is rare. When classes are cancelled due to extreme weather conditions, this information will be announced on local radio and television stations that broadcast closure information, as well as on the College’s website. This information can be heard beginning at 6:30 am.

FINAL EXAMINATIONS

The normal pattern is that final examinations are given in all courses in accordance with a schedule published by Student Administrative Services. In case an instructor decides not to give a final examination, the instructor must inform the appropriate academic Dean.

Final examinations must be given on the date and at the time scheduled by SAS unless other arrangements have been made in advance. Under no circumstances are final examinations to be administered during the final week of classes. Further, during the last week of classes, hour examinations are permitted only in those courses where there is a final examination, semester paper, or semester project requirement due the week of final examinations. The chair of each department is responsible for the adherence of the latter policy by all members of the department. In addition, no examinations or quizzes may be administered the last day of classes (if that day is a Monday) or on the last two scheduled days of classes (if the last day of classes falls on Tuesday or later). This policy does not in any way relieve students of responsibility for material covered in the last days of classes.

The final examination schedule for each semester is designed to accommodate no more than two exams on any given examination day. If more than two exams are scheduled, the student must give notice to their Dean’s Office within ten (10) calendar days after the posting of the final revisions of the examination schedule.

In the case of a student who is scheduled for three (3) final examinations on one day, the examination in the middle time will be rescheduled at the convenience of both the student and the faculty member. There are two exceptions, however.

The first is that if the student can move any of the three examinations to the examination for another section of the same course, taught by the same instructor, he or she must do so if the move does not cause another conflict. The second, is that if the middle examination is a “combo” examination, one of the other two will be rescheduled by joint agreement between the affected faculty members.

If an agreement cannot be reached, a decision will be jointly made by the Deans of the Schools in which these two courses are housed

FINANCIAL AID

Students in need of financial aid or with questions concerning financial aid are encouraged to contact Student Administrative Services for information on scholarships, grants, loans, or simply to discuss financial planning options. Priority consideration for financial awards is given to students whose financial aid forms are received in SAS by April 15 of each year. Applications received after April 15 will be processed in accordance with the availability of funds. Students must re-apply for aid each year. Regardless of whether financial aid awards are made, students are encouraged to seek guidance from SAS’ professional staff or online at www1.wnec.edu/sas.

The College encourages part-time employment and a significant number of students work during the academic year. The Office of Career and Human Resources is responsible for coordinating all on-campus employment and publishes off-campus positions. Academic achievement remains the College’s primary concern, however, and a 20-hour work week is considered the maximum amount allowed for student employees.

STANDARDS OF SATISFACTORY PROGRESS

(can also be viewed at www1.wnec.edu/sas)

The Higher Education Amendments of 1976 and 1983 obligate institutions to define, measure, and enforce Standards of Progress in both a qualitative and quantitative manner. Further, students must regularly be monitored for satisfactory progress in the event a student not currently receiving financial aid applies for aid in the future. In compliance with these regulations, Western New England College has established this policy.

SATISFACTORY PROGRESS (QUALITATIVE MEASURE)

For purposes of determining satisfactory progress, academic records of undergraduate students are reviewed after the spring semester grades are posted. Satisfactory progress is measured in two ways.

REQUIRED CUMULATIVE AVERAGE

At the end of the spring semester, the student must have attained a cumulative average of at least:

- Under 57 credit hours (under 62 credit hours in the School of Engineering): 1.30
- After 57 credit hours (after 62 hours in the School of Engineering): 1.90
- After 87 credit hours (after 95 hours in the School of Engineering): 2.00

This is based on hours attempted, rather than hours earned.

REQUIRED CREDIT HOURS (QUANTITATIVE MEASURE)

In addition to meeting the above grade point requirements, students must have also completed during the academic year, the following number of credit hours:

- Full-time students (enrolled in 12+ hours per semester): 24 credit hours
- Part-time students (enrolled in under 12 hours for one or both semesters): Students must have successfully completed at least 75% of all courses attempted during the year.

All students should note that hours attempted includes any course for which a letter grade (including I or W) is received.

FAILING TO MAKE SATISFACTORY PROGRESS

New students, who at the end of the fall semester have attained a cumulative average of less than the required minimum, will continue to be eligible for financial aid on a probationary basis for the following semester. Returning students who have not attained the required GPA are considered to have not made satisfactory progress, and may not be eligible for financial aid. In either situation, all students must have met the required qualitative and quantitative standards at the end of the spring semester.

Students enrolled for only a single semester in any academic year must have attained the minimum cumulative average listed, and have successfully completed one-half of the credit hours required for the year.

For purposes of determining eligibility for financial aid, students earn credit for passing grades only. Marks for failure (F), withdrawal (W), and incomplete (I) are not interpreted as earned credits, although they do count as attempted credits. Credit earned for a repeated course is considered only when a student has previously failed that course.

APPEAL PROCEDURE

Students notified by Student Administrative Services that they have not maintained satisfactory progress may submit a letter of appeal to a Financial Aid Specialist if mitigating circumstances have effected the student's progress or if grade changes (including the resolution of incomplete courses) have occurred. Appeals must be filed with SAS within 14 days of a student's notification of loss of aid eligibility. The appeal will be reviewed by a Financial Aid Specialist who subsequently notifies the student as to the action taken.

- If an appeal is upheld, the student will continue to be eligible for financial aid the following semester.
- If no appeal is filed or if the appeal is denied, the student must enroll for courses at her/his own expense. In order to regain eligibility for aid, the student must earn the appropriate minimum cumulative GPA listed, and make up any deficiencies and the student must apply to SAS for reinstatement of financial aid.

Students should also note:

- If a student has a sufficient cumulative GPA, but did not receive enough credits for the year, the student may take credits during the summer to make up the credit deficiency. The work can be completed at WNEC or another college. A grade of C or better must be earned for all courses taken at other colleges; in addition, these courses must be applicable toward degree requirements and approved by the Dean's office of your school.
- If a student does not attain the minimum cumulative GPA at the end of the spring semester, s/he must attain the minimum cumulative GPA by taking credits during a semester or summer. Courses may only be taken at WNEC or through the exchange program of the Cooperative Colleges of Greater Springfield.

CONCERNING CLASS STATUS

The eligibility requirements mentioned above are basic minimums and are designed primarily to satisfy the requirements of the Higher Education Amendments of 1976 and 1983. However, some state scholarship and/or loan programs require to advance to the next academic level (sophomore, junior, or senior respectively) before receiving additional monies. Consequently, a student may be eligible for financial aid under these Standards of Satisfactory Progress, yet not qualify for eligibility under other programs. Therefore, students should be aware of both these financial standards and the requirements of class status. The following summarizes the current classifications for class status:

- Freshmen: 26 credits or less (27 credits in the School of Engineering)
- Sophomore: 27 – 56 credits (28 – 61 credits in the School of Engineering)
- Junior: 57 – 86 credits (62 – 94 credits in the School of Engineering)
- Senior: 87+ credits (95+ credits in the School of Engineering)

For complete information concerning satisfactory progress in relation to financial aid, contact Student Administrative Services at 796.2080 or online at www1.wnec.edu/sas.

PROCEDURES FOR HANDLING PLAGIARISM ALLEGATIONS

When a student is alleged to have committed an academic offense, and suspension or dismissal from the College is not an initial consideration, the original hearing body is the Department Chair of the faculty member making the allegation. Any request for review of decisions is made to the academic Dean of the School involved. Except when suspension or dismissal from the College is recommended, the decision of the academic Dean is final and binding. If the Department Chair is the initiator of the allegation, the initial hearing body will be the chair's academic Dean and the Vice President for Academic Affairs.

Typical sanctions are an F grade on the paper, or other work involved, or an F in the course as a whole. The F grade in the course remains in the student's grade point average and cannot be removed by re-taking the course. The student may re-take the course, but both grades are counted in the grade point average.

When suspension or dismissal from the College is a consideration, the hearing body will be the All-College Disciplinary Board or the Office of the Dean of Students. The Board's recommendation will be forwarded to the Assistant Dean of Students for consideration of implementation. The review agent for such cases will be the Vice President for Student Affairs. The full procedures of the All-College Disciplinary Board are outlined in the Student Code of Conduct.

SELECTIVE SERVICE REGISTRATION

All male students who have not served either on active military duty, or are not members of the Reserves and/or National Guard, or are not citizens of specific Federal States or Trust Territories, within 30 days of their eighteenth birthday, must register with the Selective Service.

Furthermore, under Federal Regulations, Sub-part C: Statement of Educational Purpose and Selective Service Registration Status, Sections 668.31, .32, and .33, appropriate registration with Selective Service is necessary before receiving any funds under Title IV, Higher Education Act Programs. Until the student has filed the appropriate statement of educational purpose, he is ineligible to receive such funding, including Perkins Loans, Direct Ford Student Loans, Supplemental Loans, Pell Grants, College Work Study, and similar federal program monies.

The appropriate Statement for Educational Purpose/Registration Compliance form is included in the application for financial aid, which is available in SAS. This compliance form must be completed before the student can receive federal program monies.

GRADUATION

The College confers degrees three times during the year: October, February, and May. However, the only formal commencement ceremony is conducted in May. February and October graduates will receive their diplomas in the mail shortly after the graduation date.

Please note that all graduating seniors must indicate on the Application for Degree form their intention to graduate and to participate in the May commencement. Changes must be reported to SAS.

IN-PROGRESS (MID-TERM) GRADES

At approximately the mid-point of each semester, a set of grades is issued to students as a means of monitoring progress in the course. The intent of in-progress grades is to give the student some idea of where s/he stands in that course at that time. In-progress grades are typically based on work completed to date in the course. While not all courses lend themselves to in-progress grades, students are encouraged to closely monitor their progress, in consultation with the classroom instructor. In-progress grades are not part of a student's permanent record.

STUDENT RECORDS AND CONFIDENTIALITY

Western New England College adheres to a policy of compliance with the Family Educational Rights Privacy Act (FERPA). This policy:

- permits students to inspect their educational records
- limits the disclosure of information from educational records; and
- provides students with the opportunity to seek correction of their educational records when appropriate.

I. Definitions

- A. Student is defined as one who has attended or is attending Western New England College and whose records are in the files of the College.
- B. Educational records include those records that contain information directly related to a student and are maintained as official files by the College. The following are not educational records:
 1. records about students made by professors or administrators for their own use and not shown to others;
 2. campus police records maintained solely for law enforcement purposes and kept separate from educational records;
 3. employment records, except where a currently enrolled student is employed as a result of her/his status as a student;
 4. records of a physician, psychologist, or other recognized professional or paraprofessional made or used only for treatment purposes and available only to persons providing treatment;
 5. records that contain only information relating to a person's activities after that person is no longer a student at the College.
- C. Directory information is limited to name, addresses, telephone number, photograph, major field of study, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards, activities, and other institutions recently attended.
- D. Record means any information or data recorded in any medium, including but not limited to handwritten or printed materials, tapes, computerized information, or film.

II. Student Right of Access - Students may inspect and review their educational records in accordance with the procedure outlined here. The College reserves the right to deny students access to the following records:

- A. Financial statements of the student's parents;
- B. Letters of recommendation received prior to January 1, 1975; and
- C. Records that are excluded from the FERPA definition for educational records (defined above)

III. Recommendations and References - A student may waive her/his right of access to confidential recommendations in three areas: admission to the College; job placement; and receipt of honors and awards. The College will not require such waivers as a condition for admission or receipt of any service of benefit normally provided to students.

IV. Types and Locations (in parenthesis) of Educational References

- A. Academic Records (Student Administrative Services): This file includes a student's official transcript, admission application and supporting credentials, and records of actions affecting academic status (e.g., petitions and corrections of academic records). Transcripts are maintained permanently.
- B. Student Progress File (Dean of Students Office): This file includes correspondence, notations of disciplinary actions, housing records, and student activity records.
- C. Financial Aid and Student Loans (Student Administrative Services): This file contains financial aid applications, needs analysis statements, correspondence, and awards made.
- D. Student Placement Records (Office of Career and Human Resources): This file contains recommendations, unofficial copies of academic records, and correspondence.
- E. Health Records (Health Services or Counseling Services)

V. Procedure for Access to Records

Requests for access specifying the records to be inspected should be made in writing to the office maintaining the file. The College will comply with the request within a reasonable time, at most within 45 days. In the usual case, arrangements will be made for the student to read her/his records in the presence of a staff member.

VI. Request for Copies of Records

A student may also obtain copies of her/his records by paying reproduction costs of \$.25 per page. Requests for copies should be made in writing to the office maintaining the file. The College will comply with the request within a reasonable time, at most within 45 days. The College will not provide copies of transcripts from other schools. The College reserves the right to deny copies of transcripts or educational records if the student has an unpaid financial obligation to the College or where there is an unresolved disciplinary action against the student.

VII. Policy on Release of Information

The College will disclose information from a student's educational records only with the written consent of the student, except:

- A. To College officials who are legitimate educational interests in the records;
 1. College official refers to any person who is a trustee, officer, agent, or employee of the College;
 2. A College official has a legitimate educational interest if the official is performing an authorized task, activity, or determination on behalf of the College and for which the information contained in the educational record is necessary or appropriate. Tasks, activities, or determinations include those relating to a student's education, the discipline of a student, and the mission of the College.
- B. To officials of another school in which a student seeks enrollment; upon her/his written request, the student will be provided with a copy of the records that have been transferred;
- C. To federal, state, and local governmental authorities, in connection with publicly-supported education programs, or in connection with the enforcement of, or compliance with, legal requirements;

- D. To organizations or persons conducting educational research, if access to personal data is limited and such data is destroyed upon completion of studies;
- E. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid or to enforce the terms of the aid;
- F. To parents of an eligible student who claim the student as a dependent for income tax purposes;
- G. To accrediting organizations for the purpose of carrying out their functions;
- H. To state and local officials to whom such information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974;
- I. To appropriate parties in connection with an emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals; and
- J. In response to a court order or subpoena; the College will make reasonable efforts to notify the student before complying with a court order.

VIII. Record of Requests for Disclosure

The College will maintain a record of all requests for and/or disclosures of information from a student's educational record. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information.

IX. Directory Information

The College may disclose directory information without the student's prior consent, unless notified at the beginning of the semester. An Information Waiver Form is available in Student Administrative Services for that purpose.

X. Correction of Educational Records

Students may ask to have records that they believe are inaccurate, misleading, or in violation of their privacy rights corrected. Students do not have the right to use this process to challenge substantive judgments (e.g., a grade assignment or disciplinary action) that are correctly recorded. The procedures for the correction of records is as follows:

- A. Students who believe that the information contained in her/his educational record is inaccurate, misleading, or in violation of her/his privacy rights may submit a written request to SAS specifying the document(s) being challenged and the basis for the complaint. The request will be sent to the responsible person at the origin of the record in question. Within a reasonable period of time of receipt of the request, the College will decide whether to amend the records in accordance with the request. If the decision to amend is refused, the student will be notified and advised of her/his right to an appeal hearing.
- B. Upon a request by a student, the College will provide an opportunity for a hearing to challenge the content of the student's record. A request for a hearing should be submitted in writing to SAS. Within a reasonable time of receipt of the request, the student will be notified in writing of the date, place, and time of the hearing. A College official who does not have a direct interest in the outcome will conduct the hearing. The student will have a full and fair opportunity to present evidence relevant to the issues raised. A member of the College community or an attorney (at the student's expense) may assist the student. The College official conducting the hearing will make a recommendation to SAS after consideration of all relevant information.
- C. Within a reasonable period of time following the conclusion of the hearing, the College will notify the student in writing of its decision. The decision will be based solely on the evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision. If the College decides that the information on the student's record is inaccurate, misleading, or a violation of the student's privacy rights, the College will amend the records accordingly.

- D. If the College decides that the information is not inaccurate, misleading, or a violation of the student's privacy rights, the College will inform the student of the right to place in her/his record a statement commenting on the information and/or explaining the reasons for her/his disagreement with the College. Any such explanation will be kept as part of the student's record as long as the contested portion is kept and will be disclosed whenever the contested portion of the record is disclosed.

SUMMER SCHOOL AND STUDY AT OTHER INSTITUTIONS

If students desire to take courses during the summer at another college or university, they must obtain a description of the course they wish to take from an appropriate catalog or some other official source. Students must then obtain written approval of their academic Dean.

When Western New England College receives a transcript from the school for courses taken at another institution, credit will be given for courses in which a grade of C or better is earned. Credit may not be granted for courses taken at other institutions without approval in advance. The grades received for any courses taken at other institutions will not be computed in determining the cumulative grade point average.

TRANSCRIPTS

Transcripts of students' academic records are available from Student Administrative Services. This service is free to all students and alumni.



SECTION III

STUDENT CODE OF CONDUCT



SECTION ONE: GUIDING PHILOSOPHY

SECTION ONE: GUIDING PHILOSOPHY

The goals of this Student Code of Conduct and the corresponding review processes are to help students understand and accept their obligations as members of this community and to advance the College's educational mission by defining and establishing certain norms of behavior. The rules and policy statements that follow serve to clarify commonly accepted standards of conduct by members and prospective members of this College community.

SECTION TWO: STUDENT CODE OF CONDUCT

ARTICLE I: SENSITIVITY WITHIN A DIVERSE COMMUNITY

In any community, the value placed on the individual member constitutes its commitment to understand and respect diverse traditions, life circumstances, birth origins, and cultural beliefs, thereby celebrating differences among groups and individuals. This commitment further determines how learning is viewed.

Western New England College believes that education should both enable and empower each student to live and work in a global environment with sensitivity to persons who may or may not share the same age, cultural tradition, ethnicity, gender, geographic origin, life circumstance, physical or intellectual ability, political orientation, race, religion, sexual orientation, or socio-economic station. Diversity is to be understood in a global context and education should be viewed as a vehicle that encourages pluralistic understanding, honors human dignity, and seeks to protect the integrity and rights of all citizens.

Western New England College seeks to bring together students, staff, and faculty who represent a world-view. It seeks to foster an environment that promotes independent and tolerant thinking and, through its curricular and out of class experiences, brings divergent voices into the learning dialogue. It seeks to build a community defined by global diversity, which is characterized by a safe, positive, and supportive environment.

In this context, respect for the worth and dignity of the individual and an appreciation of differences should be such that derogatory or defaming remarks, ethnic slurs, offensive humor, and such other behaviors that cast aspersions on individuals or groups for whatever reason are not acceptable to the College community, and may be subject to action under this Student Code of Conduct.

ARTICLE II: STATEMENT OF GENERAL EXPECTATIONS OF STUDENTS

Students and prospective students at Western New England College are expected to conduct themselves in a manner that is consistent with the educational mission of the College. Certain community standards and values are expected of all students. They include (but are not limited to): respect and concern for others, honesty, integrity, and a commitment to intellectual and personal growth. Students are expected to use reasonable judgment in their daily lives both on and off-campus, and to show concern for the well-being of others. Basic respect for human dignity, for individual differences, for individual rights and resources, and for the well-being of the community should guide a student's thinking and behavior. Western New England College recognizes that our community is not limited to our physical campus and includes "on-line" and "off-line" interactions and postings. Students are expected to be honest and forthright in their dealings with College officials, faculty, staff, offices, committees, and each other. Violations of this provision will be considered sanctionable offenses.

As in any community, there are limits on behavior for the 'common good' of all its members. One intervention tool utilized by College staff (Public Safety and Residence Life) is a *communication / violation form*, often referred to as a C/V form, that documents a number of behavioral concerns. It is intended to help students make more productive choices consistent with the College's expectations. This form includes matters of mutual respect and consideration as well as a variety of safety concerns and aspects of the alcohol policy. It can be a stand-alone document that simply confirms that a situation has occurred as a 'teachable moment' for a student or, depending on the circumstances, may require additional follow up through a conduct hearing.

The College fulfills its responsibility to notify students through internal systems of communication: the assigned campus mailbox, campus-assigned e-mail, and/or voice mail. Students are expected to regularly and consistently check their mail. Communication through these formats will be assumed as delivered by the College and therefore received by the student.

ARTICLE III: SPECIFIC STANDARDS OF BEHAVIOR

Certain behaviors by any student, students, or student organizations can violate the Student Code of Conduct. Prohibited behaviors include, but are not limited to:

A. Offenses Against Another Person(s), such as:

- threatening or causing physical harm to another person
- intentionally or recklessly threatening or causing another person emotional distress
- intentionally or recklessly demonstrating abusive behavior toward another person, including (but not limited to) verbal or written statements (including Internet/electronic communications) that constitute a form of expression unprotected by law (e.g., obscenity, fighting words, defamation, etc.)
- any recording (audio and/or visual) of a person without his or her knowledge or consent
- any actual or threatened non-consensual sexual act or misconduct. Non-consensual presumes that the other person is able to make a reasonable judgment under the circumstances and is not impaired by intoxication, unconsciousness, or other incapacity. If the other person is impaired, a student may not guess, assume, or infer consent. This includes hazing.

Hazing: Under Massachusetts General Laws, Chapter 269, Sections 17, 18, and 19, any form of hazing is considered to be a criminal offense punishable by a fine and/or imprisonment. Furthermore, persons who are knowledgeable of, or witness hazing incidents and fail to report them, are also subject to similar penalties.

Each Western New England College student organization, at the beginning of each year, and every student, at the time of registration, is provided with a copy of Massachusetts General Laws concerning hazing. The officers of student clubs and organizations are required to sign a formal statement acknowledging receipt of such regulations, and verifying their adherence to refrain from any practice of hazing, harassment, or activities which may serve to cause embarrassment to prospective members, initiates, or pledges. Any student organization found to be involved in such hazing or harassment of members or prospective members will have its recognition immediately withdrawn and be required to disband. Any participant in hazing will be subject to strong disciplinary action, including immediate dismissal from the College, and will be referred to the appropriate off-campus authorities.

B. Offenses of Possession, such as

- possession, use, and/or distribution of any narcotic, drug, chemical compound, or other controlled substances, except as expressly permitted by law;
- possession of drug paraphernalia (pipes, bongs, clips, scales), whether used, unused, or decorative. Such items are subject to confiscation.

C. Offenses that Threaten Campus Order, such as:

- creating any safety or health hazard
- disrupting the classroom and/or campus learning environment (including insubordination or disrespectful conduct) that may result in immediate dismissal from class by the faculty member and/or participation in any co-curricular event, activity, or organization by the appropriate supervisor or administrator
- disorderly conduct
- falsely reporting fire or other emergency situations
- failing to cooperate with reasonable requests by College officials, including Public Safety officers
- operating a motor vehicle in violation of traffic rules or so as to endanger people or property including, but not limited to, operating under the influence of alcohol and/or any other controlled or illegal substance

- littering or any similar behavior/activity that shows disregard for the care and upkeep of space and property
- possession, distributing, or selling any form of false identification
- failing to appear before the appropriate disciplinary body on campus when called to do so
- intentionally furnishing or conveying false or misleading information to any College official
- possession or use of any device that could result in harm to others including, but not limited to any weapon or firearm or projectile firing device

D. Offenses of a Criminal or Immoral Nature, such as

- violating the laws of federal, state, or local governments
- demonstrating moral depravity

E. Offenses against Property such as

- destroying or vandalizing property
- trespassing
- unauthorized use of property
- duplicating or possessing property without permission
- stealing or any activity that involves possession of another's property without the person's knowledge or consent
- embezzling
- intentionally or recklessly interfering with another person's use of his or her property.

F. Responsibility for Standards of Behavior

Students are also responsible for all the policies in Section III of this handbook entitled "Standards of Behavior and Student Accountability".

SECTION III DOCUMENTS

- Student Code of Conduct
- Acceptable Use of Technical Resources
- Alcohol Policy
- Sexual Harassment and Sexual Misconduct Policy
- Additional Standards and Policies (Americans with Disabilities Act, Controlled Substance Act, Firearms and Weapons Possession, Gambling, Non-Discrimination Policy, Parking and Traffic Violations, and Sensitivity within a Multi-Cultural Community)

G. Additional Responsibilities for Standards of Behavior

In addition to the aforementioned Section III Standards of Behavior, students are also responsible for the standards of behavior set forth in the following documents:

- Resident Student Housing Agreement
- Other Documents (as published by the College or Residence Life)

H. Academic Integrity

Students are responsible for College policies and procedures regarding academic integrity. A copy of the policy may be obtained from the offices of the Dean of each school, the Dean of Students, the Provost, and within the "Academic Regulations and Policies" statement of the Student Handbook.

SECTION THREE: OVERVIEW OF THE STUDENT JUDICIAL SYSTEM

ARTICLE I: INTRODUCTION

The process of reviewing student conduct is intended to help the College meet its educational goals and maintain an orderly community where growth and development – both within and beyond the classroom – may occur.

ARTICLE II: DEFINITIONS

The complainant is the person, group, or the College reporting an incident or act that allegedly violates a policy, procedure, guideline, or philosophy of the College. The respondent is the student(s) or student organization allegedly in violation of the applicable policy, procedure, guideline, or philosophy of the College.

ARTICLE III: INDIVIDUAL RESOLUTION OF COMPLAINTS AND GRIEVANCES

The College encourages open and honest communication between members of its community. Most conflicts can be resolved by the individuals involved; those individuals are encouraged to confront issues of disagreement or conflict and to explore joint solutions consistent with the College's mission and philosophy. In addition, the College provides a number of resources to individuals who need assistance in informal conflict resolution. Those resources include fellow students in leadership roles (i.e., resident advisors, peer advisors), para-professional and professional staff within departments such as Residence Life, Public Safety, and Counseling Services.

ARTICLE IV: ALTERNATIVE ON-CAMPUS AUTHORITIES

In cases where conflicts cannot be mutually and informally resolved with reasonable satisfaction, the College offers several formal grievance procedures, dependent on the substance or severity of the claim. Individuals who want to pursue a complaint or grievance against another member or members of the campus community should first consider the substance of the claim and should then utilize the appropriate process for resolution. In this regard, the College reserves the right to determine the most appropriate process or procedure for addressing and resolving the problem or concern.

A. For Claims of Sexual Misconduct

The grievance procedures are available through the Offices of Human Resources and of the Vice President for Student Affairs and Dean of Students. More information can be found in the Sexual Harassment and Misconduct brochure.

B. For Grievances Regarding Faculty, Staff, or Administration

See applicable sections in the faculty and staff handbooks.

C. For Disputes Over Student Educational Records

See policy on Student Records and Confidentiality in Section II of this Handbook.

D. For Claims or Grievances Stemming from Student Misconduct

The student judicial system described below has jurisdiction over all students and student groups. All students who violate the College's Student Code of Conduct, either as individuals or as members of a group, are under the authority of the student judicial system. The College reserves the right to pursue grievances or complaints pursuant to one or more of the available processes, as circumstances warrant.

ARTICLE V: MISCONDUCT AND OFF-CAMPUS AUTHORITIES

The College reserves the right to take disciplinary action against Western New England College students involved in any inappropriate, criminal or non-criminal conduct that occur off-campus, particularly when such incidents have implications for campus safety and/or the reputation or operation of the College. The College may initiate disciplinary proceedings for off-campus conduct whether or not legal sanctions have been or may be imposed.

Students are accountable to both external authorities and to the College. Acts that constitute violations of the law and the Student Code of Conduct are subject to both College disciplinary proceedings and civil liability, criminal prosecution, or other College proceedings. Respondents may not challenge the College disciplinary proceedings on the grounds that criminal charges, civil actions, or other College proceedings regarding the same incident are pending, may be initiated, or are under investigation. The College and/or Public Safety will refer matters to and cooperate with federal, state, and local authorities for prosecution when appropriate.

Official report(s) from any off-campus authority may be obtained by the College and/or admitted as information presented at any administrative or hearing board disciplinary proceeding. If such report(s) is/are not available at the time of the scheduled hearing, an agent of the College (such as a Campus Police officer) may present a summary report based on his/her access to this information. Access includes but is not limited to, a conversation with the individual(s) who prepared the report and/or the opportunity to read the actual report(s). Furthermore, if the report(s) is/are part of information presented at the hearing, clarification and/or supplemental information may be presented by the agent of the College during the hearing.

ARTICLE VI: STRUCTURE

The student judicial system is composed primarily of administrative officers (the Vice President for Student Affairs and Dean of Students, the Assistant Dean of Students/Student Activities and Leadership Development, the Assistant Dean of Students/Residence Life, and staffs within their departments) and Boards that serve as recommending bodies for student accountability (the All-College Disciplinary Board and the Peer Review Board). The Vice President for Student Affairs and Dean of Students is ultimately responsible for the integrity of the judicial system.

ALL-COLLEGE DISCIPLINARY BOARD (ACDB)

The All-College Disciplinary Board (ACDB) consists of three faculty, three students, and three administrative representatives. The faculty representatives are selected by the Faculty Senate; the student representatives are selected by the Student Senate; the administrative representatives are selected by the Vice President for Student Affairs and Dean of Students. Selections for service on the ACDB are made in late spring for the next academic year only. Members may serve successive terms if selected to do so. The Board elects its own Chair. Any combination of five members is satisfactory to conduct hearings. A majority vote of those present is required for recommending action. Recommendations of the ACDB are forwarded to either Assistant Dean of Students for consideration and approval. Requests for review of decisions conveyed by either Assistant Dean of Students may be made only to the Vice President for Student Affairs and Dean of Students.

In cases where the College is not in active session and the ACDB has not been established or is not available, or where the College is in session and the ACDB has not been established or is unavailable, the designated administrative officer (either of the Assistant Dean of Students) serves as the original hearing body. Requests for review of decisions conveyed by either Assistant Dean of Students may be made only to the Vice President for Student Affairs and Dean of Students.

Peer Review Board (PRB)

The Peer Review Board (PRB) consists of five upper-class students selected by majority vote of a committee composed of the Assistant Dean of Students/Residence Life, the Assistant Dean of Students/Student Activities and Leadership Development, the President of the Residence Hall Association, and the President of the Student Senate. Elections to the PRB occur in late April and the term of office is for the next academic year. Members may serve successive terms if selected to do so.

The Assistant Dean of Students/Student Activities and Leadership Development serves as the administrative advisor to the PRB, without the right to vote. The Board elects its own Chair. In order to conduct hearings, at least three voting members of the Board must be present. A majority vote of those present is required for recommending action. In the event of a tie, the decision reverts back to the administrative officer who originally referred the case.

In cases where the College is not in active session and the PRB has not been established or is not available, or where the College is in session and the PRB has not been established or is unavailable, the appropriate administrative officer serves as the original hearing body and the other designated administrative offices (the other Assistant Dean of Students) serves as the reviewing agent.

ARTICLE VII: RANGE OF SANCTIONS

The severity of the penalty imposed will be based on both the current case and the respondent's previous record(s) of misconduct, as maintained in the office of the Vice President for Student Affairs and Dean of Students. Students found in violation of the Student Code of Conduct are subject to one or more of the following range of sanctions:

A. Summary Suspension

The College reserves the right to take necessary and appropriate action to protect the educational environment and the safety and well-being of members of the College community. The Vice President for Student Affairs and Dean of Students or her/his designee has the authority to take steps to remove and to suspend temporarily (yet immediately) any student who allegedly violates this Code and whose continued presence on campus constitutes a credible danger to others, to property, or to himself or herself, or whose presence on campus might disrupt the operations of the College.

Based on the circumstances, the student may be restricted from all College property and facilities or specific aspects of the campus environment, as follows:

1. Summary suspension from all residential areas, including the adjacent grounds (sidewalks and entrance landings, parking lots, etc.)
2. Summary suspension from all areas other than the facilities in which the student is taking his or her scheduled courses; unless otherwise indicated, he or she may use commuter parking lots to attend these classes
3. Summary suspension from particular location(s) on the campus, to be clarified in the written notification.

If restricted from all college property, the student may not return to campus until the scheduled time for his or her pre-hearing meeting and the scheduled time for the conduct review. At the close of the hearing, the student must immediately depart from campus and may not return until notified otherwise, in writing.

B. Dismissal from the College

Dismissal is permanent removal from College programs, facilities, and property without the privilege of readmission or access. This sanction will be recorded in the student's file and on the student's transcript. Notations in the transcript will be for a minimum length of time, to be designated by the hearing officer at the time other sanctions are imposed. Once disciplinary action against a student has been initiated, including the appeal process, a hold will be placed on any requests for transcripts. The range of time that notations will remain on the transcript is as follows:

- offenses against another person: 1-6 years
- offenses against property: 1-3 years
- offenses of possession: 1-3 years
- offenses that threaten campus order: 1-3 years
- offenses of a criminal/immoral nature: 1-3 years

These time ranges may be assigned consecutively or concurrently. A dismissed student may petition to delete this notation from her/his transcript after the length of time has elapsed.

C. Suspension from the College

Suspension from the College is a sanction for a stated period of time or until specific conditions have been met. During the period of suspension, the student is not permitted access to College property, facilities, or programs. Suspension is noted in the student's file and on the student's transcript during the term of suspension. If suspension occurs during a semester in progress, college practice mandates that all courses become administrative withdrawals.

D. Removal from College Housing

This sanction entails forfeiture of student housing privileges for a stated period of time, including visitation restrictions to any residence area owned or operated by the College. If loss of residency occurs during a semester, the balance of the room and board fee is non-refundable and non-transferable.

E. Disciplinary Probation

A serious sanction, disciplinary probation may be assigned for a stated period of time during which a student's ability to participate in co-curricular or College-sponsored activities, to use facilities, or to benefit from other College privileges may be limited or removed. During the probationary period, any violation by the student may be grounds for removal from college housing or suspension or dismissal from the College.

F. Censure

Censure is a written statement given to the student for misconduct warranting a stronger reprimand than a simple written warning. Further misconduct of a related or similar nature will warrant probationary status at a minimum. Censure may be taken into account in judging the seriousness or determining sanctions for future violations.

G. Warning

This is an oral or (usually) written statement to the student that s/he has violated the Student Code of Conduct. A warning may be taken into account in judging the seriousness or determining sanctions for future violations.

H. Educational Sanctions

Educational sanctions are intended to promote student learning as a result of misconduct and may include counseling referrals, community or campus service, a formal apology, assignments to educational programs, a research or self-reflection paper or any other type of similar action. A failure to fulfill educational sanctions may be cause for further accountability of a more serious nature.

I. Fines or Restitution

This sanction entails reimbursement to the College or a third party for damage done to person or property and/or accountability for specific acts of misconduct.

J. Hold on College Documents

The College reserves the right to place a hold on a diploma, degree certification, or transcript of any respondent, even if s/he has completed all academic requirements, until the process for reviewing conduct violations has been resolved and/or sanction completed.

K. Removal from College Sponsored Travel or Travel Booked Through the College

This sanction involves the forfeiture of traveling privileges for a stated period of time or for a specific trip sponsored by or booked through the college. Examples of College sponsored travel include, but are not limited to, international study abroad programs, alternative spring break trips, and extended trips by athletic teams of the College. Any deposit paid by a student for College sponsored travel will be non-refundable should the student be removed from the trip due to academic, disciplinary, or other reasons prior to departure.

It should be noted that disciplinary sanctions are not limited to the above, and that the outcomes noted above simply serve as examples of internal sanctions commonly considered. The College also reserves the right to take criminal or civil action through the courts as necessary and desirable.

Sanctions may be imposed immediately, even if the respondent seeks a review as outlined in Section FOUR, Article III.

ARTICLE VIII: DISCLOSURE TO PARENTS OR LEGAL GUARDIANS

The College reserves the right to share a student's educational records with parents and legal guardians without a student's knowledge or consent if a student is dependent for income tax purposes.

The College reserves the right to share a student's conduct records with parents and legal guardians without a student's knowledge or consent if a student is a dependent for income tax purposes. Notification involving disciplinary action includes, but is not limited to, cases in which the outcome is dismissal or suspension from the College, removal from College housing, disciplinary probation, and censure status. Notification may also occur when disciplinary action is pending, such as a summary suspension.

The College reserves the right to share information with parents and legal guardians without a student's knowledge or consent, regardless of status for income tax purposes, when the student's behavior poses a potential or actual danger to him/herself or other person(s).

College officials also reserve the right to initiate notification when, in their professional judgment and discretion, it is in the best interests of the College and the student to do so. This may occur without the student's knowledge or consent.

SECTION FOUR: JUDICIAL PROCESS

ARTICLE I: PROCESS FOR REPORTING ALLEGED CODE VIOLATIONS

Any member of the College community may report an incident by a student, students, or student organization that allegedly violates the Student Code of Conduct. Reports may be made by or on behalf of any member of the College community. Reports can be made orally or in writing to any member of the Vice President for Student Affairs and Dean of Students staff, who then refers the matter to the appropriate administrative officer.

In reviewing incidents of alleged misconduct, including written report(s), oral statement(s) and/or audio or video recordings, the appropriate administrative officer or hearing board will base conclusions on what it is reasonable to believe occurred at a certain time (what more likely than not transpired during the situation in question.) This approach to decision-making is particularly relevant when information is being disputed and an agreement or consensus cannot be reached during the hearing.

ARTICLE II: INITIAL SCREENING

Based on the complainant's report, the administrative officer will determine whether further action should be taken, and whether the alleged violation could lead to a sanction of suspension or dismissal from the college.

In making the determination of whether an alleged violation could lead to a sanction of suspension or dismissal from the College, the administrative officer will consider the totality of the circumstances surrounding each case. To aid the administrative officer in directing each case to the appropriate forum, he/she may consider, but is not limited to any of the following:

- nature and gravity of the offense,
- past disciplinary record, or
- any and all information gathered as a result of a preliminary investigation

The appropriate administrator will make a reasonable effort to contact the student to initiate the judicial process. A reasonable effort shall include outreach by one of the following means: notification in writing, including college issued email, or orally, including a message left on the student's college land line voicemail or his or her cell phone voicemail. This communication is presumed to have been received by the student. If the student fails to respond or fails to appear, the judicial process shall still occur.

ARTICLE III: CASES INVOLVING CONSIDERATION OF SUSPENSION OR DISMISSAL FROM THE COLLEGE

(See **Standards of Behavior and Student Accountability: Student Code of Conduct: Section Three: Article IV: Items A-C**)

A. Respondents are entitled to:

1. a pre-hearing informational meeting with the administrative officer, during which
 - (a) the report(s) about the alleged misconduct will be read and explained, in that s/he is not entitled to a copy;
 - (b) a written outline of the judicial process and an oral explanation of that process is provided;
 - (c) a written statement identifying the section of the Student Code of Conduct that was allegedly violated and the possible sanction(s) that might apply;

2. two days written notice in advance of the hearing, unless circumstances, as determined by the administrative officer, warrant otherwise or the Respondent agrees to a different time frame. This notification shall include
 - (a) the name(s) of person(s) asked to attend the hearing by the administrative officer
 - (b) the date, time and location of the hearing
 - (c) the specific charge(s) relating to the alleged misconduct.

If the Respondent fails to appear for a scheduled meeting (and does not contact the administrative officer within 24 hours to reschedule) or does not provide an accurate postal mail address and/or phone number to convey information to him/her after the meeting, the College will proceed with the judicial process

B. Respondents are responsible for:

1. cooperating with College officials during the judicial process;
2. notifying the College of any change in residence or address including phone number to contact him/her;
3. reading any and all materials provided in connection with the judicial process and seeking clarification in advance of the hearing;
4. attending scheduled meetings and hearings on time;
5. providing in accordance with College procedures a list of witnesses and/or advisor(s) requested to attend a hearing and recognizing that a failure of one or more of these person(s) to attend will not delay the hearing itself
6. providing or presenting, if (s)he so chooses, a written statement at the time of the hearing

The respondent's failure to appear for a pre-hearing meeting may result in the scheduling of a hearing without the opportunity to review the information beforehand. The respondent's failure to appear for a hearing will result in a decision being rendered on the basis of reports and witnesses in attendance, thereby forfeiting his/her right to seek further review of any and all decisions made during the judicial process

C. When the College is in session and the All-College Disciplinary Board is available, respondents may choose among the following hearing alternatives:

1. The respondent may elect to have the case heard by an administrative officer, typically either the Assistant Dean of Students/Residence Life or the Assistant Dean of Students/Student Activities and Leadership Development.
2. The respondent may elect to have the case heard by the All-College Disciplinary Board.
3. If an alleged offense includes either sexual harassment or sexual misconduct, an administrative hearing may include male and/or female administrator(s) acting as hearing officer(s), as circumstances warrant. The All-College Disciplinary Board (ACDB) is not an option for this type of hearing.
4. The respondent must select a hearing body (administrative officer or ACDB) within 24 hours of receiving written notice of the report. The selection must be in writing and directed to the administrative officer. If the deadline has not been met, the case will automatically be heard by an administrative officer
5. A deadline will be set by the administrative officer for the Respondent to submit the name(s) of his/her advisor and/or witness(es) on his/her behalf.

D. In the event that the College is not in session or the ACDB is not available, the administrative officer will serve as the original hearing body.

E. Entitlement to an advisor from the College community:

1. Any student who has allegedly violated one or more of the College's behavioral standards and is involved in a discipline hearing that may result in separation from the College for a stated period of time or permanent removal may seek assistance from an advisor of the student's choice, provided that the advisor is a member of the College community (current student, faculty member, or staff member) and is not legal counsel.
2. Advisors are permitted to attend meetings and hearings, but may not speak during hearings.

3. Parents, legal guardians, and/or legal counsel, regardless of their affiliation with complainants, respondents, and/or witnesses, are not permitted to attend any discipline hearing, be it administrative or a hearing board.
 4. If a parent or legal guardian believes that (s)he has first-hand information about an incident or situation, (s)he may prepare a written statement that the student may provide to the hearing officer or hearing board at the time of the scheduled hearing.
- F. Hearing Procedures
1. During the hearing, respondents are entitled to appear in person, to hear all witness statements, to present relevant evidence, and to direct questions to the hearing board or officer.
 2. The hearing board or administrative officer may refuse to hear any evidence that it deems irrelevant or unreliable. The hearing board or administrative officer will determine what is reliable and relevant under the circumstances of the case. Rules of evidence used in courts of law are not used in this process.
 3. The hearing board or administrative officer may question the respondent and witnesses and seek clarification throughout the hearing.
 4. The hearing board, after hearing the evidence, will meet in closed session to deliberate. The respondent is not entitled to hear the hearing board's deliberations.
 5. In cases before the hearing board, the board forwards the recommended decision of "in violation" or "not in violation" and recommended sanctions, if any, to the administrative officer.
 6. The administrative officer may accept, reject or amend the hearing board's recommended decision and/or sanctions, and may impose a different decision or sanction.
 7. If an alleged offense involves either sexual harassment or sexual misconduct, an administrative hearing may include male and/or female administrator(s) acting as hearing officer(s), as circumstances warrant.
- G. Notice of decision
- The administrative officer will notify the respondent of the decision (and sanctions, if any) within three working days of the date the hearing(s) is/are concluded for the alleged misconduct. The decision may be conveyed verbally, if written communication to the student and other relevant documentation cannot be completed within this timeframe.
- H. Review of Conduct Decisions
1. Complainants, with the support and consent of the hearing officer, may request a review.
 2. Respondents or complainants are not entitled to a re-hearing of the case. Respondents may seek review only on the basis of one or more of the following:
 - a. a procedural error that unfairly and materially affected the outcome of the case;
 - b. the discovery of new information that could reasonably be expected to alter the decision and was not available at the time of the hearing; or
 - c. the sanction is inconsistent with the gravity of the offense.
 3. Complainants may only seek review based on Clause C listed above.
 4. A respondent or complainant must submit the Vice President for Student Affairs and Dean of Students a written request for a review by the deadline conveyed in the decision letter from the administrative officer. The request must state the grounds for review.
 5. Reviews will be made by the Vice President for Student Affairs and Dean of Students, who will review a report of the hearing and additional relevant information provided by the respondent.
 6. The Vice President for Student Affairs and Dean of Students can affirm the original findings and sanction(s), or can impose a new decision and sanction(s). In this regard, his/her decision may either increase or decrease the severity of the original outcome.
 7. The decision of the Vice President for Student Affairs and Dean of Students is final and binding.

ARTICLE V: CASES INVOLVING SANCTIONS OTHER THAN SUSPENSION OR DISMISSAL FROM THE COLLEGE

(Standards and Behavior and Student Accountability: Student Code of Conduct: Section Three: Article VII: Items D-K)

A. Informal Resolution

In many cases, the respondent can meet with the administrative officer and agree that the Code of Conduct has been violated and can agree on a mutually acceptable sanction. If that is the case, the respondent waives the right to a hearing or review of the decision. The complainant has no right to challenge a decision or sanction imposed under these circumstances. Decisions made informally are recorded with the office of the Vice President for Student Affairs and Dean of Students. Barring the unforeseen, the respondent will be sent a confirmation letter within five days of such a meeting.

B. Cases Involving Sexual Harassment or Misconduct

If an alleged offense includes either sexual harassment or sexual misconduct, an administrative hearing may include male and/or female administrator(s) acting as hearing officers, as circumstances warrant. The Peer Review Board (PRB) is not an option.

C. Formal Resolution

In cases where the administrative officer determines, based on a review of the incident report(s), that a hearing is warranted or the respondent and the administrative officer cannot agree on a violation or sanction, the respondent is entitled to:

1. the opportunity to meet with the administrative officer, during which the report will be reviewed, in that the student is not entitled to a copy him/herself
2. a written statement of the specific charge(s) for alleged wrongdoing and an oral explanation of the hearing process;
3. a written statement that indicates the possible (pending) or actual (final) outcomes as determined by the administrative officer
4. advance notice of a hearing, in writing, if the administrative officer is referring the incident to the Peer Review Board (PRB).

D. Respondents are responsible for:

1. cooperating with College officials during the judicial process;
2. notifying the College of any change in residence or address and/or phone number
3. reading any and all materials provided in connection with the judicial process;
4. attending scheduled meetings and hearings on time knowing that a failure to appear will result in the administrative officer rendering a decision based on the information available to him/her at that time, as well as forfeiture of the right to request further review of any and all decisions made during the judicial process
5. for cases referred to the Peer Review Board (PRB), providing a list of witnesses (a minimum of 24 hours in advance) who have been requested to attend the hearing

E. In cases where an informal resolution cannot be reached, or the administrative officer believes that student input would be valuable, s/he may refer the case to the Peer Review Board. The board will follow the same procedure of reviewing evidence and making a finding of "in violation" or "not in violation" and in recommending an appropriate sanction as outlined above for the All-College Disciplinary Board.

F. Respondents may request further review only in matters where the sanction was disciplinary probation and/or removal from college housing. Requests for review must follow the same process outlined for cases in consideration of suspension or dismissal from the College but are directed to either Assistant Dean of Students rather than the Vice President for Student Affairs and Dean of Students.

ARTICLE VI: MISCONDUCT OF STUDENTS WHO ARE AFFILIATED WITH THE COLLEGE FOR NON-ACADEMIC REASONS

Students who are affiliated with the College for non-academic reasons (including, but not limited to, participation in senior week, campus employment, semester break, athletic pre-season training, vacations, and summer lodging for special circumstances) are expected to abide by all standards for conduct. In that participation in events and/ or campus residency is at the discretion of the College, the decision of the administrative hearing officer is final and binding. If the decision includes removal from housing, departure is expected within 24 hour of verbal notification. A failure to abide by these terms of the decision and/or further conduct related concerns will be cause for further accountability. For graduating seniors this accountability may include forfeiture of the privilege of participation in any and all commencement events. The decision of the administrative hearing officer is final in these matters and there is no appeal.

ARTICLE VII: STUDENT'S RIGHT TO A DRUG USE TEST

Any student who has been reported for alleged use of any narcotic, drug, chemical compound, or other controlled substance may request a drug test (urine analysis) through the college's Health Services. This test shall be at the student's expense and must occur within 24 hours of the incident itself. If the incident occurs on Monday through Thursday, the student should report directly to Health Services. Otherwise, the student should report to the Public Safety department to initiate this request.

If the student so chooses, the results of the drug test may be submitted as new information for consideration of a student-initiated request for further review (an appeal.) The student must sign a waiver at Health Services, authorizing release of this information to the administrator who will review the appeal and render a final decision. Release of the drug test results also permits a professional within Health Services to discuss any and all aspects of the test results with this administrator.

ACCEPTABLE USE OF COLLEGE TECHNICAL RESOURCES

Western New England College provides a comprehensive package of computer and technical resources to students, faculty and staff for the purpose of conducting academic and college business. Included in these services are personal computer accounts, access to electronic mail (e-mail), voice communications and voice mail, television, audio, and video services, disk space for web pages, network services, and desktop technologies.

The institution also provides use of numerous licensed information and research databases and software applications; use of the College's facilities is expected to be consistent with the educational goals and mission of the College.

Resources (such as the College's network, desktop computers, servers, and printers) required to provide these services are either owned or licensed by Western New England College. To use these resources is a privilege, not a right. These resources, often encumbered as part of one's employment or status as a student, are to be used responsibly and in accordance with established Acceptable Use policies.

Also, the College's resources are limited and the manner in which each individual utilizes these resources impacts the successful efforts of others. With respect for individual needs and limited resources in mind, the College has established standards and policies to permit the acceptable use of these resources.

It is important, therefore, that every person be cognizant of their obligations, what is meant by proper use and behavior, have an understanding of actions that inhibit the success of others, and adhere to and honor the following basic principles, standards, and policies.

Performing iLive- or Napster-like activities are not acceptable uses of the College's resources. Installing or implementing personal servers on the College's network is not acceptable use of the College's resources.

Actions prohibited by the College, federal, and state laws and regulations include but are not limited to:

- use of the College's technical resources to engage in any illegal activity;
- use of the College's technical resources in a manner that causes degradation, incapacitates, compromises, or in any way jeopardizes the teaching, learning, and business missions of the College for students, faculty, and administration;
- interfering with or attempting to interfere with services to the College community by modifying PC hardware in offices, labs, or classrooms, distribution of technology viruses, or intentionally creating resource-consuming programs that force a denial of service;
- sharing your account or password with anyone;
- copying software, documents, or other intellectual property in violation of federal or state laws;
- attempting to gain access to other individual's accounts, private files, and/or e-mail or conducting any harassing activities toward College users;
- revealing or disclosing confidential information or invading another person's privacy;
- including in e-mail messages or web-pages the personal, audio, image, or video material of individuals or materials owned by others without approval and written authority;
- using or placing content materials that are abusive, profane, or obscene in e-mail, web pages, or other network transport mechanisms;
- using technical resources for commercial or revenue generating activities not related to the College;
- using the College's name and logo in a manner that suggests endorsement of other organizations, products, or services;
- distributing chain letters or other media that engages individuals with unannounced solicitations that are not related to College business;
- developing, installing, or downloading software or data that changes any part of the standard configuration supplied by the Office of Information Technology on College computers or servers;
- using the College's network or other resources for transporting copyrighted music/video or files containing music/video.

ADDITIONAL INFORMATION

President Clinton signed into law the Digital Millennium Copyright Act (DCMA) in October 1998. This law restricts the usage of copyrighted material (including music, video, and written sources). It is important that every person understands and follows the rules and regulations governing intellectual property rights. For more information, visit the United States Copyright Office homepage at: <http://www.loc.gov/copyright/>

VIOLATIONS

Violations by students of these College policies are adjudicated according to procedures outlined in the Student Code of Conduct. Violations by students, faculty, and staff may result in removal or restriction of computer and technology access privileges and/or more serious sanctions. It must be understood that certain offenses are punishable under state and federal laws.

Violations of these policies or the behavior or activity by individual(s) that causes a disruption of service may be remedied by suspending service to the responsible individual(s) or other disciplinary action. Restoration of services may require discussions with the Office of Information Technology or the appropriate officers of the College.

ALCOHOL POLICY

INTRODUCTION

The College recognizes the importance of personal and communal responsibility with regard to its alcohol policy. Members of the College community are expected to make responsible choices regarding their use or non-use of alcohol. Intoxication is not an acceptable excuse for irresponsible behavior. The College rightfully assumes that any student who has consumed alcohol is responsible for this choice and his/her resulting behavior. As part of the educational process, personal accountability includes acceptance of the consequences for violating specific standards of behavior in the College's Alcohol Policy and Student Code of Conduct, as well as other learning-based outcomes which may include a referral for substance use/abuse counseling. For information on judicial proceedings, please refer to sections three and four of the Student Code of Conduct.

Alcohol consumption is permitted within the United States based upon a person attaining a specific age. In the Commonwealth of Massachusetts, the law permits individuals who have achieved the age of twenty-one (21) to possess, purchase, and/or consume alcoholic beverages. College officials are authorized to enforce all state laws regarding the possession, use, and consumption of alcoholic beverages, including those that prohibit these activities by individuals under the age of 21. This includes prohibiting students of legal age from purchasing or providing underage students with alcohol.

The terms of this policy apply both to students residing in college-owned housing and students who reside off campus.

GENERAL USAGE OF ALCOHOL

ARTICLE I: STATEMENT OF EXPECTATIONS

Western New England College supports social interaction based on sound decision-making and, if that social interaction includes the use of alcohol, expects its use to be made in a responsible and moderate manner and in accordance with the laws of the Commonwealth of Massachusetts.

Persons who abuse alcohol and therefore pose a threat to themselves or others, inflict damage to property, or disrupt any segment of the campus community as a result of the use or misuse of alcohol are subject to appropriate sanctions within the judicial proceedings of the College.

Students under the age of 21 are prohibited from possessing, transporting or consuming alcohol. The College also makes a distinction between underage and legal age residence areas on the campus. On this basis, students of any age (and their guests) may not possess, provide or consume alcohol in any underage residence facility. These facilities include Berkshire, Commonwealth, Franklin, Hampden and Windham Halls, as well as the LaRiviere Center and Plymouth Complex. Students who are 21 or older and who live in Evergreen Village and Gateway Village may socialize with alcohol, so long as it is done in a manner consistent with the terms of this policy.

If it is apparent that the terms of this policy are being violated, or in the judgment of College officials the presence of alcohol causes such issues as excessive noise or 'crowd control', the student(s) responsible for the situation will be expected to immediately terminate the socializing. Alcohol and alcohol paraphernalia may be confiscated and disposed of by College officials, even if the residents are of legal age. Students may also be held accountable through the judicial process.

ARTICLE II: RESPONSIBLE USE

The College views responsible use as any activity or behavior that focuses on, and results in, the consumption of alcohol in moderation with an emphasis on the personal safety and welfare of others. Whenever alcohol has not been consumed in a responsible manner, and there is concern for the physical and/or emotional well being of any individual present or involved, College staff should be contacted for assistance. Personal safety should not be jeopardized because of potential consequences as the result of policy violations.

Knowing that the possession, transportation and/or use of alcohol by underage students is prohibited, the following expectations are intended to assist legal age students in making responsible decisions regarding the possession and use of alcohol when drinking alone or when socializing with others:

- 1) Intoxication is defined by the College as any drinking-related behavior that requires the attention of College staff, including that which causes a disturbance or is a danger to persons or property. Intoxication is not an excuse for erratic, irresponsible behavior directed at one's self, others, or to property. Any student who consumes alcohol off campus and who is disruptive and/or noticeably intoxicated when he/she returns to campus can be documented for violation of the alcohol policy as well.
- 2) Any form of 'drinking game' is strictly prohibited, even if alcohol may not appear to be directly involved in the socializing at that point in time, as well as any device or apparatus designed or intended for the rapid consumption of alcohol and/or any other beverage. Examples include but are not limited to funnels, beer pong tables, and ice luges. Misuse of any commodity such as a shot glass is prohibited as well. These items may be confiscated by college staff, in that they present a clear and present danger to personal welfare. Any college property (such as a closet door) used for a 'drinking game' or evidence of a 'drinking game,' will be confiscated as well, and resident(s) are responsible for the replacement cost of this item.
- 3) Because consumption of alcohol frequently involves socializing with others, it is expected that social events be approved by, and registered with the College. A social event is defined as follows:

- A) Any socializing with alcohol that is part of an event hosted by a recognized club or organization, regardless of the number of persons involved or location.
- B) Any socializing at a students' on-campus residence that involves more than six guests where alcohol is being served.

When alcohol is part of a social event, it should be just that – a compliment to the event and not the primary purpose or focus of the event. A common source of alcohol is permitted only at a College-approved social event.

- 4) A common source of alcohol is defined by the College as a situation that involves any type of keg, or any type of situation that could be viewed as self-service (such as an open bar, a pitcher or a 'spiked' punch bowl) and Bring Your Own Beer/Beverage (BYOB) situations of any kind.

ARTICLE III: ALCOHOLIC BEVERAGES AT COLLEGE-APPROVED SOCIAL EVENTS

1) REQUESTS FOR ALCOHOL

- A) Requests for alcohol at College-approved social events in any location other than the legal age residence areas must be received in the campus Events Office at least four weeks in advance of the planned event.
- B) The Office of Student Activities and Leadership Development will approve or disapprove each request separately. This action will be conveyed in writing to the sponsoring individual or organization.
- C) It is the expectation of the College that an on campus sponsor will attend and monitor the entire event and service of alcohol. If alcohol is to be sold, a City One-Day License must be attained and displayed at the function.
- D) Any request for alcohol at a social event hosted by legal age residents at their place of residence must be made on an approved form, in advance of said event as follows:
 - 1) a minimum of one business week if requested through the office of Student Activities;
 - 2) a minimum of 48 hours if on the weekend and requested through the on-duty Residence Life supervisor.
- E) All guests must be of the legal age to consume alcohol, and substantial food must be provided.
- F) If the social event is occurring in student housing that has both of age and underage residents, only of age residents may be present during this event.

2) TYPES OF ALCOHOL

Alcohol is limited to beer and/or wine at any approved social event. Only the amount and type of alcohol that was approved may be provided or consumed at the event. This may not include any alcohol previously purchased for personal consumption.

3) LIMITATIONS ON ALCOHOL

The College reserves the right to place limits on the amount of beer and/or wine available at any College-approved function.

4) PHYSICAL AREA

Approval for alcohol at social functions will indicate the specific area designated for service use or consumption and the sponsoring organization or individual(s) is responsible for restricting access to and activity in the area.

5) SERVICE PORTIONS

Alcoholic beverages, when permitted, will be in single servings only. Pitchers, open bars, and self-service bars are not permitted. Registered social events occurring in of age residence areas may not include the use of alcoholic beverages in glass containers. This policy exists to reduce the risk of personal injury from broken glass.

6) 'BYOB' PARTIES

BYOB situations are prohibited. No alcohol other than beer and/or wine supplied by the sponsor (and only those beverages previously approved for distribution) may be brought onto, dispersed, or consumed at College functions.

7) AVAILABILITY OF FOOD AND ALTERNATIVES TO ALCOHOL

Appropriate non-alcoholic beverage alternatives, as well as reasonable amounts of substantial food, must be readily and prominently available at functions where alcohol has been approved.

8) SUPERVISORY RESPONSIBILITIES

When beer and/or wine is approved for use at approved social events, the sponsoring organization or individual(s) assumes responsibility for supervising and ensuring that the laws of the Commonwealth and the policies of the College are obeyed. If necessary, it is the responsibility of the sponsoring organization or individual(s) to seek the aid of College officials in ensuring that the laws of the Commonwealth and the policies of the College are obeyed.

Care should be taken in such situations to assure reasonableness of actions and adherence to appropriate laws and regulations, with particular concern for assumed liability for service to minors and consumption of alcohol by their guests.

Resident students serving alcohol in their on-campus residency are responsible for obeying the laws of the Commonwealth of Massachusetts, as well as the regulations of the College. As host(s) of the social event, the resident(s) is/are also responsible as well as fiscally and judicially accountable for their guests and the behavior of those guests. A guest is defined as anyone other than the actual residents of the space where the social event is occurring. Accordingly, hosts as well as other residents may be held accountable for the actions of fellow Western New England College students and/or non-students, socializing at their place of residence.

ARTICLE IV: OTHER BUILDING PROHIBITIONS

Consumption or possession of alcohol is not permitted in any faculty, staff, or administrative lounge or office, classroom or administrative work area at any time.

ARTICLE V: OUTDOOR PROHIBITIONS

Consumption of alcohol is not permitted in any public and/or outdoor area of the campus unless specific written permission has been granted for the event.

ARTICLE VI: OPERATING A MOTOR VEHICLE

Operating a motor vehicle while under the influence of alcohol is prohibited and subject to College, criminal, and civil action.

ARTICLE VII: PROPER IDENTIFICATION

Misrepresentation of identification for the purpose of gaining access to an area (whether on or off-campus) where alcohol is being sold or consumed is prohibited. Under Massachusetts law, persons who make, use, carry, sell or distribute false identification documents are guilty of a felony.

PROVISIONS FOR RESIDENTIAL AREAS

ARTICLE I: ALL RESIDENCE AREAS

- 1) The College reserves the right to inspect vehicles and personal belongings (i.e. backpacks, laundry baskets, and other commodities) if it is reasonable to believe that alcohol is present in or intended for an underage residence area. Alcohol and alcohol paraphernalia will be confiscated and disposed of by College officials.

ARTICLE II: OF AGE RESIDENCE AREAS

- 1) Students may not display or consume alcohol in outside areas surrounding the College's residence facilities. This includes, but is not limited to, porches, lawns, sidewalks, and parking areas. Exceptions may occur for College-approved functions or events.
- 2) If there is any indication that alcohol is being misused by one or more persons in the apartment or townhouse, it will be viewed as irresponsible use. Ultimately, evidence of a policy violation will be based on the quantity of alcohol present as well as the activity (or intended activity) occurring at that time.
- 3) An accumulation of alcohol beverage containers is prohibited, and will be viewed as evidence of a large quantity of alcohol not indicative of responsible personal consumption. Empty containers must be recycled or disposed of on a regular basis and keepsake containers are not allowed.
- 4) Since apartments and townhouses have complete kitchens and therefore a variety of glass containers for food, food preparation and storage, residents may purchase and consume alcoholic beverages in glass containers as well. As with any glass container, care should be taken with storage, use, and disposal.
- 5) A bar is prohibited, in that the possession of alcohol is restricted to personal consumption in moderation, even in of age residence areas. Alcoholic beverages should either be refrigerated or stored in college-provided storage space (locations such as the kitchen cabinets or closets) or personal storage space such as a trunk.
- 6) For socializing at a student's place of residence that involves up to six guests (and is therefore not a social event that must be registered with the College) the following stipulations apply:
 - A. Underage residents must not be present in the apartment or townhouse
 - B. Invited guests may not bring their own alcoholic beverages (no 'BYOB')
 - C. Beverages must be in individual servings (no kegs, pitchers, punch bowls, etc.)
- 7) If it is reasonable to believe that a large quantity and/or common source of alcohol is intended for an unregistered social event in an "of age" residence area, the College reserves the right to inspect vehicles and personal belongings (i.e. backpacks, laundry baskets, and other commodities) Alcohol and alcohol paraphernalia may be confiscated and disposed of by College officials.

ARTICLE III: UNDERAGE RESIDENCE AREAS

- 1) To provide a clear and consistent message in underage residence areas, decorations such as neon signs, display cases, and bulk containers that specifically advertise and/or promote alcohol and its use are prohibited. Other items may need to be removed from display, at the College's judgment and discretion.
- 2) The College reserves the right to inspect vehicles and personal belongings (i.e. backpacks, laundry baskets, and other commodities) if it is reasonable to believe that alcohol is present in or intended for an underage residence area. Alcohol will be confiscated and disposed of by College officials.

REGISTRATION AND VISITATION POLICIES IN CAMPUS HOUSING

ARTICLE I: COLLEGE COMMUNITY

Members of the College community (students, faculty, administration, and staff) are permitted to visit students', in their place of residence on campus as long as their presence does not conflict with the right to privacy of others sharing the living space (a roommate, suitemates, in particular.)

ARTICLE II: GUESTS / VISITORS

A 'guest' is any person who is not an undergraduate at the College, while a 'visitor' is an undergraduate at the College who is not assigned to the particular location that he/she is visiting.

ARTICLE III: RESPONSIBILITY FOR GUESTS / VISITORS

The student, as host, assumes responsibility for the presence and conduct of any guest or visitor. However, in that the visitor is an undergraduate student at the College as well, he/she may also be held accountable for inappropriate or unacceptable conduct at the location being visited.

ARTICLE IV: REASONABLE AND RESPONSIBLE VISITATION

Students are expected to make reasonable, educated, and responsible decisions when entertaining guests, and visitors. Good judgment and discretion are to be used in visiting residential areas, ensuring that such visits do not otherwise interfere with any individual student's legitimate use of the shared space. Resident students and their guests / visitors need to be aware that visitation is a privilege. Displacement and/or inconveniencing of a roommate, suitemate, or any other member of the residential community in order to accommodate a guest or visitor is unacceptable and subject to accountability.

ARTICLE V: OVERNIGHT GUESTS

The presence of an overnight guest or visitor should normally not exceed two consecutive nights. Displacement of other occupant(s) of the living space, or causing inconvenience to him/her/them, is unacceptable as a matter of respect and courtesy.

Any indication that a guest is utilizing College housing as a place of residence will result in that individual being restricted from College property, as well as accountability for the student(s) as host.

ARTICLE VI: GUEST ADHERENCE TO RULES

Guests are expected to abide by the same rules and regulations as those governing their host.

SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY

DEFINITIONS

In Massachusetts, sexual harassment means unwelcome sexual advances, requests for sexual favors, and/or physical conduct of an unwelcome sexual nature, when:

- submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment of as a basis for employment decisions or for decisions regarding a student's academic progress, grades, etc.; or
- such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment, or in the educational living/learning setting, the creation of similarly hostile, humiliating, or sexually offensive academic or student residential environment.

Under these definitions, direct or implied requests for sexual favors by any member of the College community, particularly where a supervisor/subordinate relationship exists, in exchange for favorable academic treatment or actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment may constitute sexual harassment.

Other sexually-oriented conduct that is unwelcome and has the effect of creating a workplace and/or learning environment that is hostile, offensive, intimidating, or humiliating to male or female members of the College community may also constitute sexual harassment. While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct which, depending on each circumstance, may constitute sexual harassment:

- unwelcome sexual advances, whether they involve physical contact or not;
- unwelcome sexual epithets, jokes, oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, or comments about an individual's sexual activity;
- displaying sexually suggestive objects, pictures, or cartoons;
- unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments;
- inquiries into an individual's sexual experiences; and
- discussion of an individual's sexual activities.

Sexual misconduct refers to any form of physical contact or exploitation of another person of a sexual nature that is made without effective consent. Effective consent means that a person is able to make free, informed, and reasonable choices and decisions – and is not impaired by intoxication or other drug consumption (be it voluntary or otherwise), by disability, or by fear. Sexual behavior without effective consent can lead to sexual misconduct, sexual assault, and/or sexual harassment. Consent is effective when it has been clearly communicated. Consent may never occur if a person is unconscious, unaware, or otherwise physically helpless.

RESOLUTION OF CLAIMS

Procedures for addressing allegations of student-to-student sexual misconduct or harassment will be addressed through the Student Code of Conduct, Section TWO, Article II, Section A: Offenses Against Another Person(s).

For allegations that involve faculty, staff, or administration of the College, the full procedure is outlined in the Sexual Harassment/Discrimination Grievance Policy and Procedures brochure.

Formal resolution involves an actual hearing of the case by a male and female administrator. These administrators will consider relevant written reports as well as verbal and/or written statements by the victim/survivor, alleged perpetrator, and witnesses (if applicable). Decisions regarding accountability will be based on whether it is more likely than not that sexual misconduct, sexual assault, or sexual harassment occurred.

ADDITIONAL STANDARDS AND POLICIES

AMERICANS WITH DISABILITIES ACT

Title III of the Americans with Disabilities Act, 42 U.S.C. 12182(a) provides that "no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodations." Western New England College adheres to the stipulations of this Act.

CONTROLLED SUBSTANCES ACT

Part of the federal omnibus legislation enacted November 18, 1988 is the Drug-Free Work Place Act of 1988. Under the provisions of this legislation, direct recipients of federal grants or contracts must certify that they will provide drug-free workplaces; individuals receiving funding directly from the federal government will also have to certify that their conduct will be drug-free. In the case of colleges and universities, the Department of Education has said individual Pell Grant recipients will have to certify that they are drug-free to receive their student aid awards.

If colleges and universities do not promote drug-free workplaces, drug-free awareness programs, or establish procedures for reporting violations, they are subject to sanctions, including suspension of payments, suspension or termination of grants, or debarment, thus becoming ineligible to receive grants or awards from any federal agency during the term of debarment.

Students applying for financial aid involving federal funding must certify they are drug-free, and that they will remain drug-free in order to receive federally funded student aid awards. Appropriate forms for such certification are available in SAS.

No fees of any kind will be charged by the institution for making such programs available to any student. No adverse or prejudicial effects should result to any student choosing to take advantage of the provisions of this Act.

FIREARMS AND WEAPONS POSSESSION

The General Laws of the Commonwealth of Massachusetts prohibit the unauthorized possession of any firearm on the campus of any college or university in the Commonwealth. Students should be aware that the Commonwealth of Massachusetts strictly enforces its firearms laws. In Massachusetts, conviction for the illegal possession of a firearm carries a mandatory one-year jail sentence.

The college further defines firearms as any projectile firing device, including conventional firearms (devices using gunpowder), all types of air rifles, guns using BBs, pellets, paint balls, or darts, or any slingshot device. All fireworks are prohibited as defined under the General Laws of the Commonwealth of Massachusetts.

The college also restricts any and all weapons that have been defined under the General Laws of the Commonwealth of Massachusetts regarding “Dangerous Weapons”. This is listed under Chapter 269 Section 10 and reads as follows:

CH. 269§ 10 DANGEROUS WEAPONS UNLAWFULLY CARRIED.

(15) Whoever, except as provided by law, carries on his person, or carries on his person or under his control in a vehicle, any stiletto, dagger, or a device or case which enables a knife with a locking blade to be drawn at a locked position, any ballistic knife, or any knife with a detachable blade capable of being propelled by any mechanism, dirk knife, any knife having a double-edged blade or a switch knife, or any knife having an automatic spring release device by which the blade is released from the handle, having a blade of over one and one-half inches, or a slung shot, blowgun, blackjack, metallic knuckles or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles, nunchaku, zoobow, also known as klackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather, a shuriken or any similar pointed star like object intended to injure a person when thrown, or any armband, made with leather which has metallic spikes, points or studs or any similar device made from any other substance or a cestus or similar material weighted with metal or other substance and worn on the hand, or a manrikigusari or similar length of chain having weighted ends shall be found in violation and the appropriate legal action will be taken.

College staff is authorized to remove all devices, which in their judgment present a clear and present danger to the safety and welfare of the College community.

GAMBLING

Gambling, including games of chance where money is involved, are not permitted on College property. Organizations wishing to sponsor a raffle or similar activity must have the approval of the Student Activities office.

NON-DISCRIMINATION POLICY

Western New England College does not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, gender expression or disability in admission to, access to, treatment in, or employment in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies.

Director of Career and Human Resources
Western New England College
1215 Wilbraham Road
Springfield, Massachusetts 01119
413.782.3111

Inquiries concerning the application of non-discrimination policies may also be referred to:
Regional Director
Office for Civil Rights
U.S. Department of Education
J.W. McCormack P.O.C.H., Room 222
Boston, Massachusetts 02109-4557

PARKING AND TRAFFIC VIOLATIONS

Any person driving or operating a motor vehicle on campus property is expected to comply with both the spirit and the letter of traffic and parking regulations. The enforcement and supervision of motor vehicle registration is through Public Safety.

All students, faculty, staff, administration, and contract service personnel must register their motor vehicles with Public Safety within two weeks of the beginning of each semester. Appropriate permits are to be displayed at all times.

A number of “no parking” areas have been defined. In addition, resident and commuter student parking is restricted to specifically designated areas. For a complete explanation of parking limitations, please consult the publications distributed by Public Safety.

Students are advised that improper or unauthorized use of motor vehicles may result in towing at the owner’s expense. No prior warning need be given. Public Safety may also immobilize a vehicle by use of the Denver Boot. The College, through the Director of Public Safety, reserves the right to revoke a vehicle permit at any time during the school year. Students are also reminded that Public Safety will ticket vehicles for violations for parking and motor vehicle operation regulations.

The speed limit on campus is 15 mph. Seat belts can and do save lives – and should be used at all times.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 TO THE CIVIL RIGHTS ACT OF 1964

Title IX was the first comprehensive federal law to prohibit gender discrimination against students and employees of educational institutions. Title IX benefits both males and females, and is at the heart of efforts to create gender equitable schools. The law requires educational institutions to maintain policies, practices and programs that do not discriminate against anyone based on gender. Under this law, males and females are expected to receive fair and equal treatment in all arenas of schooling: recruitment, admissions, educational programs and activities, course offerings and access, counseling, financial aid, employment assistance, facilities and housing, health and insurance benefits, marital and parental status, scholarships, and athletics.

Title IX Officer:
Gregory Michael
Executive Director, Human Resources and the CareerCenter
(413) 782-1343
gmichael@wmecc.edu

Title IX Athletic Officer
Cyndi Constanzo
Assistant Director of Athletics/Director of Wellness and Recreation
(413) 782-1516
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