

Western New England University

Student Handbook

2022-2023



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INTRODUCTION

Welcome to Golden Bear Country!

The guiding philosophies at Western New England University are based upon the premise of engagement, stewardship, excellence and inclusion. As a Golden Bear, students, faculty, staff and administration, present these ideals are at the forefront in our learning and teaching.

Western New England University's Student Handbook ("Handbook") is designed to assist both new and returning students with information pertaining to campus departments and services, resources for daily and emergency use, and policies and regulations. It is designed to reflect the educational mission of the University, with intentional focus on inclusivity and respect for the rights of others.

The material in this Handbook is designed to be a resource and guide for students pertaining to the University's policies and required standards for conduct. Students agree to comply with University policies and conduct standards as enacted by appropriate University officials. Use and read the resources highlighted to ensure your success as a Golden Bear. **The University reserves the right to make changes to its policies and standards as necessary.** This Handbook presents University Policies and conduct standards in effect at the time of publication and all such policies may be modified by the University at any time. Students will be informed when such changes are made. All members of the community are responsible for citizenship both on and off campus. Students are responsible for their actions on and off campus. You are an ambassador of the University and expected to act responsibly. Membership in the University community does not provide immunity from local, state or federal law.

As a member of the Western New England community, you are provided with an individual email account (@wne.edu). The University considers this email to be the official method of communication from the University to the student. **Any information sent to this email address (including University Posts) is the responsibility of the student and deemed official notification.**

The University prohibits discrimination on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, gender expression, marital status, veteran status, genetics, disability, or any other characteristic protected by applicable law. This policy applies to all terms and conditions of employment, admission to and enrollment with the University, including, but not limited to, recruitment, selection, hiring, placement, transfer, promotion, training, compensation, benefits, discipline, termination, educational policies, admission policies, financial aid, scholarship and

loan programs, housing, athletics, and other University-administered programs and activities. Further, the University prohibits retaliation for filing complaints or assisting in any investigation of discrimination. The following person has been designated to handle inquiries regarding discrimination policies for students and employees:

Chief Human Resources Officer
Western New England University
1215 Wilbraham Road
Springfield, Massachusetts 01119
(413)782-1343

Inquiries concerning the application of nondiscrimination 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
(617)289-0111

CHAPTER ONE: CAMPUS RESOURCES

Academic Success Center

413-782-1312

The Academic Success Center (ASC) promotes academic success, enriches students' academic experience, and encourages student development. The ASC provides several services geared towards helping students reach their academic potential. Services range from Peer Tutoring to Academic Progress Monitoring to providing students with new study strategies and time management skills. The ASC staff works to create a supportive learning environment in which students can develop the skills needed to achieve their academic goals while being held accountable for their own progress.

UNIVERSITY ADVISING

The mission of the University Advising Center is to foster a culture of student-centered collaboration to ensure holistic student support and personal development, so that each student's academic, life and career goals will be realized. Through a series of intentional and quality interactions with students, advisors will serve as a centralized resource for connecting students to other offices on campus to facilitate student success within and outside of the University.

Athletics

413-782-1202

The Mission of The Western New England University Department of Athletics and Recreation is to provide an equitable and inclusive educationally purposeful environment that promotes leadership, character development, and life skills through athletics. The Department's focus on recruitment and retention enhances the student-athlete experience by fostering a welcoming atmosphere. WNE student-athletes strive for personal and team excellence while competing at the highest level.

The Department is committed to upholding the expectations, mission, and core values established by Western New England University, the NCAA, and the Commonwealth Coast Conference.

Kevin S. and Sandra E. Delbridge Career Center

413-782-1217

The Delbridge Career Center implements the University's strong commitment to the development of students' career decision-making by providing individual and group career advising, as well as assistance in identifying career

options, major and occupational exploration, internship, and job search strategies, and graduate school decision making. Specialized career professionals for the Colleges of Arts and Sciences, Business, and Engineering are dedicated to identifying and developing resources to help students cultivate their personal career strategies.

Career education and exploration begin in the students' first year through interactive workshops in First Year Seminar. Here, students begin to explore and understand their skills and strengths and participate in University experiential activities. In a students' sophomore year, they begin to direct their interests through a variety of courses, further develop leadership skills, and participate in career-focused programs. Topics include interviewing, résumé and cover letter building, options for exploring study and internships abroad, and networking to educate and empower students. The University's internship program adds value to students' education by bringing the theories and concepts learned in the classroom to life and providing opportunities to apply that knowledge in local businesses and organizations. Through internships, students confirm or reaffirm their career path while gaining valuable experience working as a team member in an environment that prepares them for the realities of the world of work. The campus recruiting program connects students to employers through information sessions, interview days, and on-campus career fairs.

The Delbridge Career Center's effective combination of education, career programs, and job search coaching is a valuable complement to every student's academic experience.

Center for Health and Wellness

413-782-1211

The Center for Health and Wellness combines physical and mental health care. Medical staff works closely with counselors to promote overall health and wellness.

Health Services employ Board Certified Health Care Providers who provide medical care to all registered students and employees. Providers treat all urgent medical concerns, perform physical examinations, prescribe medications, perform small surgical procedures, draw bloodwork, order diagnostic imaging, refer to specialty care, and provide support and health and wellness education.

Caring mental health professionals provide confidential help to students with personal, social, and educational concerns. Common challenges for students include adjustment to college, low self-esteem or confidence, relationship difficulties, anxiety, depression, eating issues, substance abuse, sexual/physical abuse, and worries related to finding work and life beyond college. Services offered include individual,

family, and couples counseling; crisis support; consultation; and referral. Psychiatric consultations are available on a referral basis.

Office of Inclusive Excellence

413-782-1594

Through its Office of Inclusive Excellence, the University integrates diversity, equity and educational quality efforts into its mission and institutional operations.

The University values and celebrates diversity as a means of uplifting and enriching the educational experiences of all students. The University defines diversity as individual differences (e.g., personality, prior knowledge, and life experiences) and group/social differences (e.g., race/ethnicity, class, gender, sexual orientation, country of origin, and ability as well as cultural, political, religious, or other affiliations). Studying and learning in a diverse environment helps to prepare students to live and work in a global society. As a part of their educational experience, students benefit when they interact with multiple diverse groups, including those who have been historically underrepresented in post-secondary institutions.

The University strives to build and encourage an environment fueled by the positive benefits of diversity. It is our goal to appreciate—and not merely tolerate—all people.

The University promotes diversity through multicultural programs, and various outreach and support services that help students transition into University life, while enhancing their academic success. This programming, available to all students, includes multi-ethnic, multicultural, and diversity-centric programs and workshops (e.g., Black History Month, Women's History Month, Hispanic Awareness Month) and in-class presentations on diversity and sensitivity issues.

Public Safety

413-782-1207 (non-emergency)

413-782-1411(emergency)

The Department of Public Safety employs specified personnel who are trained and qualified by the Massachusetts State Police. Its officers are certified under Massachusetts General Law and has full police powers. The Department also employs Community Service Officers, security, student patrol, and administrative support staff, all working cooperatively to enhance the quality of life at Western New England University. The Department of Public Safety is a full-service department that patrols

both campuses daily to prevent criminal activity and protect the safety and wellbeing of all members of the University community. Enforcement procedures include issuing parking tickets, filing conduct charges, performing arrests and providing vehicle registration and parking permits and University ID card services. The Public Safety Department also offers and facilitates educational programs on a number of topics, including alcohol and drug use, personal safety, and fire safety.

Emergency Communication Policy

Students are encouraged to register for the emergency systems offered by Public Safety. RAVE Alerts are a type of mass communication system that sends emergency communications to members of our Golden Bear community. If you submitted a cellphone number as part of your registration process you will automatically be added to the RAVE Alert system. RAVE Alerts are used to notify students of significant emergencies or dangerous situations involving an immediate threat to the health or safety of students or employees on the Campus. RAVE Alerts are also used to provide students with important non-emergency notifications, such as notification of power outages and cancellations.

RAVE Guardian is a free app available for Android and iPhone cellphones and devices. This free app allows the user to contact the Department of Public Safety for assistance, or to report an incident that they witness. The user can contact Public Safety by a cellphone call or they can text to our emergency Dispatch Center 24/ hours a day.

Residence Life

413-782-1317

Our Vision: Create global citizens through residential experiences.

Our Mission: We provide a welcoming, supportive residential environment where students can learn and grow.

Our Values: Collaboration; Community; Customer Service; Ethic of Care; Inclusion; Stewardship

The Office of Residence Life consists of eight (8) full-time professional staff including the following: Director, Assistant Director of Residence Life, Assistant Director of Residence Life for Housing Operations, and five (5) full-time Residence Directors (RDs). The RDs are live-in staff with direct residence hall/area responsibilities. In addition to administrative and operational responsibilities, the RDs assist with

program development, provide personal advising and support to students, respond to misconduct or other concerns, and supervise a staff of Resident Advisors (RAs).

Resident Advisors (RAs) are undergraduate and graduate students who are selected for their leadership, interpersonal skills, and commitment to influencing their peers positively. Residence Life staff assign most RAs to the traditional first year residence halls, with one staff member per floor to serve as a resource for new students. RAs are also assigned to suite style housing, as well as the apartment and townhouse complexes. Students are encouraged to get involved with their residential communities.

The connections formed during a student's residential experience will promote their success as a student. Residence Hall Association (RHA) and National Residence Hall Honorary (NRHH) are two organizations specifically available for residential students to get involved. Programs and leadership opportunities are offered to all residential students, and all are welcome in the residence halls.

Spirituality

413-782-1594

Western New England University Spiritual Life extends an open invitation to explore, deepen, and share our faith traditions and beliefs. Spiritual Life on campus values the spiritual growth of our students as a vital part of their development, welcoming them to an atmosphere of dialogue and discussion that allows each to embrace a personal truth and to understand the truth of others.

Spiritual Life supports the University's mission of celebrating our diverse community by promoting a campus culture of respect and understanding. With an open heart and mind, the staff, faculty advisors, and Spiritual Life Student Council join together to ensure that all voices are heard.

Student Accessibility Services

413-782-1258

Students with disabilities represent an equally important aspect of diversity as any other student on campus and are an integral part of our community. The University is committed to providing equal access to all campus related programs and activities for all students, including students with disabilities. Through reasonable accommodations and support, otherwise qualified students who qualify for disability-based accommodations under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (as amended) are empowered to participate fully in the activities of the University.

In collaboration with faculty and staff from across campus, SAS evaluates and coordinates requested accommodations otherwise qualified students with disabilities, as defined by applicable law.

Individuals with questions about disability-based accommodations or who wish to request an accommodation should contact Tynisha Henderson, Director of Student Accessibility Services.

Student Involvement and Leadership

413-782-1203

The mission of the Office of Student Involvement and Leadership is: Explore. Connect. Engage. Lead.

Student Involvement and Leadership works with students as they explore new ideas and interests, their identity, the arts, cultures, and opportunities at Western New England. Student Involvement and Leadership fosters ways for students to connect to the community, their peers, networks of support, clubs, and organizations, and their goals. Student Involvement and Leadership staff encourage engagement in learning outside of the classroom, leadership development, program planning, community service, and social action. In turn, we inspire our students to lead through involvement in clubs and organizations, employment, activism, peer engagement, and in their communities.

Student Involvement and Leadership strives to provide all students with opportunities to explore from the moment they step foot on campus, with the goal of connecting them to their peers, community, and beyond. Student Involvement and Leadership encourages students to find or create their own path to educational and professional success, to engage with their community, and become leaders in their co-curricular involvement.

The pillars of Student Involvement and Leadership are:

- Clubs and Organizations
- Leadership
- Campus Center Community
- Programming

University Recreation

413-782-1468

WNE Recreation promotes a lifelong commitment to healthy habits and holistic wellness by providing quality programming, facilities and services to the WNE student, staff and alumni population. The department supervises the Anthony S.

Caprio Alumni Healthful Living Center (CAHLC), which includes various strength and fitness equipment, wood and synthetic multi-purpose courts, and an indoor pool. WNE Recreation also provides a consistent intramural sport schedule, various group fitness offerings, and advises sport clubs that compete inter-collegiately.

CAHLC hours (as may be modified from time to time):

General building:

- 7:00 AM to 11:00 PM

Back Weight Room:

- 7:00 AM to 11:00 PM Monday through Thursday
- 7:00 AM to 9:00 PM Friday
- 12:00 PM to 6:00 PM Saturday
- 12:00 PM to 8:00 PM Sunday

Pool:

- 12:00 PM to 6:00 PM every day

Students register for intramurals on IMLeagues.com. Students need to create an account with their WNE email address. Students will be able to see the full intramural calendar and register teams.

CHAPTER TWO: UNIVERSITY AND STUDENT LIFE POLICIES

Students must meet all University expectations and policies, including but not limited to those pertaining to drugs and alcohol. The following information provides students with an understanding of those expectations and required policies as a member of the community.

Alcohol and Drug Policy

The University prohibits the unlawful possession, use or distribution of illicit drugs and the unlawful or unauthorized possession, use, or distribution of alcohol by students. As an educational institution, the University places a great deal of responsibility and trust in its students to make decisions that are in the best interest of their academic and social success. Peer pressure of any kind from one individual to another to violate the University's expectations is not condoned.

The University complies with all local, state and federal regulations pertaining to alcohol and illicit drugs, including but not limited to the Drug Free Schools and Communities Act of 1989 (as amended).

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, including Pell Grant recipients. Appropriate forms for such certification are available in Enrollment Services.

Alcohol

The University expects that all students comply with federal, state, and local laws with respect to the possession and use of alcohol.

Alcohol consumption is permitted at the University for individuals who are of legal drinking age (21). Only individuals 21 and older may possess, purchase, and/or consume alcoholic beverages. University 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. The University focuses on the responsible use of alcohol when consuming.

Drugs

The University expects that all students comply with federal, state, and local laws with respect to the possession, use and distribution of drugs, including controlled substances and prescription medication. The University prohibits the unlawful use, possession, sale, manufacture, or distribution of drugs and alcohol by students on and off campus, or while engaged in University sponsored activities. This includes all paraphernalia associated with the use of drugs and/or alcohol. Students will be held responsible for complying with all aspects of federal, state and local laws as well as the University's Student Code of Conduct and this policy.

Marijuana use and possession remains prohibited at the University. The University continues to prohibit the use, possession, cultivation, distribution, and sale of marijuana and related paraphernalia on all University properties and at all University-sponsored activities, whether on or off-campus. A prescription for the use of medical marijuana does not serve as an exemption from the University's policy. If a student has a written medical certification from a qualified physician pertaining to the prescribed use of medical marijuana, the student may contact the University to discuss reasonable alternatives to the use of marijuana on campus. Additionally, the possession and/or use or attempted use of prescription drugs by persons for purposes other than those prescribed by a licensed physician is prohibited.

Being in the presence of unlawful drug use is prohibited may be a violation of the University's Code of Conduct.

The following behaviors are prohibited under the Drug and Alcohol Policy:

- Possession/use of marijuana (including edibles and oils) on campus or in connection with University activities
- Possession/use of alcohol and drug related paraphernalia (e.g., kegs, funnels, ice luges, shot glasses, bong, hookahs). Items will be confiscated and destroyed.
- Irresponsible use of alcohol including, but not limited to: intoxication, incapacitation, drinking games, any devices designed or intended for rapid consumption.
- Attending a gathering where alcohol is being consumed while under the age of 21
- Possession/use of other illegal drugs and other controlled substances. This includes unauthorized possession or use of prescription medication for which the student in possession does not have a valid prescription
- Empty containers should be disposed of and not accumulate in residence areas. Trophy walls are not permitted. The possession or presence of empty alcohol containers is prohibited in rooms where students are under the age of 21 and will be viewed as evidence of prohibited possession or consumption of alcoholic beverages

- Manufacturing, cultivating, dealing, selling or distributing marijuana and other illegal or prescription drugs
- Possession of unauthorized quantities of alcohol, including, but not limited to kegs and alcoholic punches on campus. Alcohol must be in a single serve container
- Students 21 years of age or over may possess or consume alcohol in their own private living space
- The University sets the following parameters regarding the maximum amount of alcohol that each student age 21 or older may possess in order to promote the responsible use of alcohol by students who are of legal age:

Students Living in a Single or Double Occupancy Room

Beer: 30 - 12 Oz Cans OR Wine: 2 Bottles (750 ML each max.) (or any combination of the above, e.g., 1 bottle of wine & 15- 12 oz. cans)

Students Living in a 3, 4 or 6-person suite, or on-campus apartment

Beer: 60 - 12 Oz Cans OR Wine: 4 Bottles (750 ML each max.) (or any combination of the above, e.g., 2 bottles of wine & 30- 12oz cans)

Alcohol must be in a single serve container

- Possession, creation or use of false IDs to procure alcohol
- Consumption of alcohol within public areas of the University including but not limited to common outside and inside spaces, walkways, and offices unless approved as a University sanctioned event
- Students may not carry an open container of alcohol in common or public areas of the University. Closed containers are those that are factory sealed.
- Decorations such as neon signs, display cases, and bulk containers that specifically advertise and/or promote alcohol and drugs
- Excessive consumption of alcohol, including drunkenness, incapacitation
- Any indication of impairment due to alcohol or drug use, whether medical assistance is required or not. Any recognizable changes in physical and mental behavior such as altered coordination, irrational behavior, a deterioration of reaction time are some examples of impairment
- Alcoholic beverages may not be consumed or served in academic or office space unless prior approval from the Office of Community Standards and Education
- Providing or distributing alcohol to an individual under the age of 21
- Irresponsible use of alcohol including, but not limited to: intoxication, incapacitation, drinking games, any devices designed or intended for rapid consumption. (i.e. kegs, funnels, ice luges, shot glasses)
- Participating in or hosting an unauthorized alcohol gathering, which involves one or more of the following: excessive occupancy; possession and/or use of a

common source of alcohol (i.e. keg, beer ball, punch), drinking games and/or disruptive levels of noise

- Hosting on or off-campus gatherings where alcohol is consumed and underage persons are present
- Operating a motor vehicle while under the influence of alcohol or drugs
- Violations of local and state laws and ordinances governing alcohol or drug possession or use
- Consumption of alcohol in public or in unauthorized communal areas of the campus
- Being in the presence of the prohibited use, possession, or distribution of alcohol/drug or related paraphernalia, including but not limited to residing in a shared space where alcohol or related paraphernalia is used, possessed, or distributed in violation of this policy, will be considered an independent violation of this policy
- The University reserves the right to inspect vehicles and personal belongings e.g. bags, backpacks, laundry baskets, boxes and other containers. for compliance with this policy, in accordance with applicable law. The University reserves the right to confiscate and dispose of alcohol used, distributed or possessed in violation of its policies
- Students are responsible for the actions of their guests and visitors

Drug Testing

All Students

Students may obtain a drug test through the Health Center, at their own expense, and introduce said drug test (directly or by submitting an appropriate release of medical records) for consideration in support of a conduct review or administrative educational review involving alleged violation(s) of the University's drug and alcohol policies.

Student Athletes

The NCAA requires the University share the responsibility of testing and educating student athletes on the prevention of drug misuse. Accordingly, throughout the academic year, student athletes may be selected for random drug testing and must report the day of their selection. Should a student not attend their random testing request, further action may be taken by athletics. A positive test result may impact the student's ability to participate in athletics and will become part of the conduct record as past history.

The following sanctions apply to student athletes found to engage in the unauthorized use of drugs (excluding performing enhancing drugs):

First offense - The student-athlete will be required to have educational sanctions, to attend drug counseling assessment session(s), and be subject to game suspensions as determined by the Director of Athletics or their designee. The student-athlete will be subject to follow-up testing and will be financially responsible for the testing.

Second Offense - The student-athlete will be immediately suspended from participation in any intercollegiate sport at Western New England University for 25% of the competitive season. Competition suspension will wrap around to the subsequent season if necessary.

The student-athlete will be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Director of Athletics or their designee in consultation with the counselor or specialist. All costs associated with any counseling session(s) shall be the sole responsibility of the student-athlete.

Re-entry drug testing

Third offense - Permanent removal from team; student ineligible to compete elsewhere

Federal, State, and Local Sanctions

Legal penalties for violation of applicable local, state, or federal laws range from probation and forfeiture of property to fines and imprisonment. For example, the sanctions against an individual for distribution of, or possession with intent to distribute, controlled substances can be from a minimum of 5 years' imprisonment to a maximum of life imprisonment, with fines up to \$10 million. Sanctions can increase for repeat offenders or for offenses resulting in death or serious bodily harm and can be doubled for each of the following occurrences: distribution to persons under 21 years of age, distribution within 1,000 feet of a University or university or employing someone under 18 in the distribution. Attempt or conspiracy to commit a crime can be treated as severely as the intended offense. As of September 1, 1989, conviction for violation of any state or federal drug law can lead to ineligibility for any federal benefit (including grants and loans).

For additional details regarding sanctions under federal law, see: https://www.dea.gov/sites/default/files/drug_of_abuse.pdf#page=30

For additional details regarding sanctions under Massachusetts law, see:

- M.G.L. Chapter 90, Section 24: Driving While Under Influence of Intoxicating Liquor (available at: <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIV/Chapter90/Section24>)
- M.G.L. Chapter 94C: Controlled Substances Act (available at: <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXV/Chapter94C>)
- M.G.L. Chapter 138: Alcoholic Liquors (available at: <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXX/Chapter138>)

University Sanctions

If it is determined that a violation of this policy has occurred, appropriate disciplinary action will be taken and sanctions imposed. The sanctions available to the University include warning, probation, suspension, or termination of employment or referral to government authority for prosecution. The University may require satisfactory completion of an appropriate drug or alcohol abuse assistance or rehabilitation program before reinstatement or continued participation in educational programs or activities.

Health Risks Associated with Alcohol and Drug Misuse

The following is a non-exhaustive list of the health effects of drug and alcohol misuse.

Potential Alcohol Health Effects

Alcohol is the most used drug among University students. Most students who choose to drink alcohol do so responsibly most of the time.

However, of great concern for University students is high-risk drinking, often referred to as “binge drinking” and heavy alcohol use. For men, high-risk drinking is defined consumption of five or more alcoholic drinks on an occasion. For women, high-risk drinking is defined as the consumption of four or more alcoholic drinks on an occasion. Heavy alcohol use is defined as binge drinking on five or more days within the past month.

The consequences of high-risk drinking and heavy alcohol use pose a serious public health concern for University students between the ages of 18 and 24, as the following statistics illustrate:

- **Academic Problems:** 25% of University students report academic consequences of their drinking including missing class, falling behind, doing poorly on exams or papers, and receiving lower grades overall.

- **Alcohol Use Disorder:** 9% of University students met the criteria for a diagnosis of alcohol use disorder.
- **Sexual Violence:** 97,000 are victims of alcohol-related sexual assault or rape.
- **Death:** 1,825 University students die each year from alcohol-related unintentional injuries, including car accidents.

Alcoholism is a primary, chronic disease with genetic, psychological, and environmental factors influencing its development and manifestations. The disease is often progressive and fatal, and is characterized by impaired control over drinking, use of alcohol despite adverse consequences, and distortion in thinking, most notably denial.

Alcohol can cause significant and irreversible damage to bodily organs, including the brain, heart, liver, and pancreas. Further information regarding the health impacts of alcohol can be found here: <https://www.niaaa.nih.gov/alcohols-effects-health/alcohols-effects-body>

Potential Drug Health Effects

Short-term effects of drug use can range from changes in appetite, wakefulness, heart rate, blood pressure, and/or mood to heart attack, stroke, psychosis, overdose, and even death. These health effects may occur after just one use.

Longer-term effects can include heart or lung disease, strokes or cancer. Drug use can trigger or worsen mental illness. Drug use can also increase the risk of contracting illnesses, such as HIV/AIDS and hepatitis. Drug use can also lead to addiction.

Drug addiction is a brain disorder. Not everyone who uses drugs will become addicted, but for some, drug use can change how certain brain circuits work. These brain changes interfere with various aspects of healthy brain functioning, including but not limited to memory, mental wellbeing, and decision-making ability. These changes make it much more difficult for someone to stop taking the drug even when it's having negative effects on their life and they want to quit.

Further information regarding the health impacts of drugs can be found here: <https://www.drugabuse.gov/drug-topics/health-consequences-drug-misuse/introduction>.

Resources for Help

The University is committed to providing a drug-free, healthy, and safe environment for all faculty and staff. Employees who need help with substance abuse problems and co-workers/family members of substance abusers are encouraged to use the services provided by our Counseling Services and Alcohol & Drug Education Services:

Counseling Services

Center for Pharmacy and Health Sciences 235

413-782-1211

Offers counseling for students. Also offers an extensive list of referral sources.

Alcohol & Drug Education Services 235

Center for Pharmacy and Health Sciences

413-782-1211

Offers education, assessment, counseling, and consultation. Also offers an extensive list of referral sources

All Western New England University students are encouraged and may take advantage of the following off-campus resources:

Massachusetts Substance Abuse Information and Education Helpline

1-800-327-5050

Helpline.org

education and referral information across the state of Massachusetts

Alcoholics Anonymous (varied times and locations)

474 Pleasant Street Holyoke MA

413-532-2111

AA.org

Narcotics Anonymous

1-866-NA-HELP-U

Westernmana.org

Marijuana Anonymous: Self-help organization providing support services

MARIJUANA-ANONYMOUS.ORG

Bias and Bias Related Incidents

Western New England University defines bias as any stereotypical opinion or attitude toward a person(s) based upon actual or perceived membership in a group, including, but not limited to: sex, race, color, creed, religion, ethnic or national origin, age, disability status, sexual orientation, gender identity or gender expression, genetics, or veteran's status. A bias-based incident is an event which has the intent or

effect of demeaning or degrading an individual or group and is motivated in whole or in part by the perpetrator's personal bias. Certain bias-based incidents may also be violations of state and/or federal discrimination laws. Although not an exhaustive list, bias-based incidents may be in the form of verbal, written, or physical actions, communications or statements.

Any conduct and/or actions that retaliates against an individual who has complained about discrimination, harassment, or bias against individuals for cooperating with an investigation of a complaint is prohibited and will not be tolerated.

Civility Statement

A distinguishing characteristic of Western New England University is a commitment to civility in all interactions between and among the individuals and groups making up our academic community, as well as in dealings with visitors to the campus and the larger community in which we reside. Any behavior or communication that contains elements of incivility will not be tolerated. When disagreements occur between individuals and/or groups, as they do in all communities, it is expected that the merits of opposing positions will be discussed without resort to insult, personal attack, or bias. Every member of the Western New England University community has the right to their beliefs so long as they are expressed in a manner that is respectful of the rights of others. The ideas of others and their right to hold and express those ideas in a civilized manner must likewise be met by civil response from those who may hold opposing positions. The cultural expectations of Western New England University require that each member of our community has the right to be treated with respect and dignity at all times. Persons witnessing an act of incivility are encouraged to support the victim of such activity but should refrain from any act that might lead to an escalation of the situation.

Students are responsible for University policies and procedures regarding incidents of incivility.

COVID-19 and Monkeypox

Western New England University is committed to maintaining a safe work and learning environment. The University continues to follow the guidelines of local, state and CDC.

All guests coming to campus whether it be for an event, tour, or remaining overnight, must register with the University and attest that the guest is vaccinated for COVID-19 and/or not exhibiting any symptoms that could be related to COVID-19. They will abide by all safety standards, including being mask ready and wearing a mask in required settings.

In addition, guests must attest to not having symptoms and/or known exposure to monkeypox.

All individuals who are living in on-campus isolation housing may not have guests. This includes any Western New England affiliated individual, excluding Health Services staff and their designees.

All community members diagnosed with any COVID-19 at an off-campus health care facility, or experiencing symptoms consistent with COVID-19 or Monkeypox, will immediately report this information to Western New England University Health Services at (413) 782-1211 and follow whatever guidelines Health Services requires, including reporting to Health Services for testing and examination. Additionally, any community member who has been diagnosed with monkeypox or has been identified as a known close contact will report to Health Services immediately as well.

The University will continue to closely monitor the COVID-19 and monkeypox virus and revise safety protocols as needed.

Faculty, Staff or Students who do not adhere to the above expectations may be subject to administrative or disciplinary action.

For students only, action may include monetary fines and/or sanctions as outlined in the Student Handbook.

Please review all COVID-19 and Monkeypox information on the WNE website for the most up to date expectations. The website will reflect the accurate information for expectations such as the Visitation Policy, testing and vaccinations.

Definition

COVID-19 Vaccination:

People are considered fully vaccinated:

2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or

2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

If you don't meet these requirements, you are NOT fully vaccinated. Keep taking all safety precautions until you are fully vaccinated.

Signs and Symptoms of COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue

- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Signs and Symptoms of Monkeypox:

- Fever.
- Chills.
- Headache.
- Muscle aches.
- Fatigue.
- Swollen lymph nodes.
- Rash

Failure to Comply

Faculty, Staff or Students who do not adhere to the above expectations may be subject to administrative or disciplinary action.

All students are responsible for the conduct of their guests and visitors at all times. Guests are expected to abide by all University rules and policies. Students may have a guest spend the night, with the knowledge and consent of their roommate. Displacement of other occupants of the living space, or causing inconvenience to residents, is unacceptable and not permitted. Unaccompanied individuals are not permitted in University housing. University housing may not be sublet absent the prior written consent of the Vice President of Student Affairs. **NOTE: Please review and adhere to current COVID and Monkeypox guidelines as they reflect the most current expectations.**

Drone Policy

Any Western New England University student or employee wishing to operate a drone on the University campus for educational, hobby or educational use must obtain prior approval from Public Safety at least 48 hours prior to the use of the drone. This is done by filing a "flight plan" with Public Safety that provides date/time, purpose, and duration of drone operation, as well as the operational area of the campus where the drone will be used. A list of rules and regulations will then be provided at the time of the request.

Furniture: Misuse, Removal

Furniture provided in campus facilities must remain in those assigned areas. Lounge furniture must not be moved into a student's personal living space. Replacement costs for missing furniture is the responsibility of the student.

Gambling

Gambling, including games of chance where money is involved, is not permitted on University property. Organizations wishing to sponsor a raffle or similar activity must have the approval of the Office of Student Involvement and Leadership and comply with Massachusetts and local municipality requirements.

For information regarding Gaming Activities for Fundraising, please visit the Office of Student Involvement and Leadership website.

Good Samaritan Policy (Medical Amnesty Policy)

The Western New England University community values the health and safety of its members and supports an environment that encourages students to help others who are in need of assistance. Taking responsibility for helping a student in need will always be viewed positively in any post-incident follow-up. This policy has been established to encourage students to take responsible action when another student or guest is at risk due to the consumption of alcohol and/or drugs or other medical emergencies.

Amnesty applies to the use of alcohol and/or drugs and does not extend to other violations of the Community Standards including, but not limited to, distribution of alcohol or drugs, vandalism or assault. Students granted medical amnesty may be required to complete educational or other sanctions facilitated by the Center for Health and Wellness, as well as engage in a meeting with another University official. The University reserves the right to inform parents/guardians.

When seeking medical assistance, the reporting individual or group needs to remain with the student (provided it is safe to do so) until medical assistance arrives. This ensures that you can relay pertinent information and observations to first responders so that appropriate care may be administered. You may be asked to share information pertaining to your friend's name, any known medical diagnosis, or if you are aware if they took any medication. This information will be vital for first responders.

Guests/Visitors Policy

A guest is any person who is not a student at the University. A visitor is a student at the University who is not assigned to the particular location they are visiting. Visitors

include students residing off campus, commuters and students from other rooms and residence areas.

As the University returns to pre-Covid conditions, students are no longer required to register guests. However, it is important to remember that all students are responsible for the actions of their guests and are subject to accountability through the conduct process.

The presence of an overnight guest/visitor in the residence areas must not exceed two (2) consecutive nights or four (4) nights in any seven-day period. Any indication that a guest/visitor is abusing this policy or utilizing University housing as a place of residence may result in discipline, including the guest being restricted from University property and accountability for the student host. The University reserves the right to remove a guest from the campus at any point.

All individuals placed in isolation or quarantine housing may not have guests. This includes any Western New England affiliated individual, excluding Health Services staff and their designees.

Harassment/Discrimination

Harassment constitutes a form of discrimination that is prohibited by law. Members of the Western New England University community, guests and visitors have the right to be free from discrimination and harassment. All members of the campus community are expected to conduct themselves in a manner that does not discriminate against or infringe upon the rights of others. The University supports a zero-tolerance approach to discrimination, harassment, or bias and complies with all applicable federal and state laws.

Hazing Policy

Hazing is strictly prohibited at Western New England by this Hazing Policy, "WNE Way" and the NCAA as well as Massachusetts State Law. Western New England is first and foremost an educational institution. The University's hazing prevention policies and response procedures for hazing incidents are based on that educational mission.

Hazing, as defined by the University, likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity.

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.

Student Responsibility and Acknowledgement

Each Western New England University student organization and athletic team, at the beginning of the academic year, and every student, at the time of registration, is provided with a copy of the 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 harassment or activities which may serve to cause embarrassment to prospective members, or initiates.

Actions and situations that may constitute hazing include, but are not limited to, the following:

- Creation of unnecessary fatigue; deprivation of sleep, rest or food
- Degrading or humiliating games and activities
- Expectation of participation in activities that are illegal, lewd or in violation of University policy
- Extended isolation
- Extreme mental or emotional stress
- Forced calisthenics, forced consumption of food, alcohol, drugs, or any other substance
- Forced wearing of specific apparel or that which is conspicuous and not normally in good taste; hierarchical behaviors that can be considered demeaning; personal servitude
- Kidnapping or abandonment
- Line-ups and berating
- Overly time consuming and challenging requirements that can contribute to extreme mental distress
- Paddling, whipping, beating or branding in any form
- Requiring performance of duties not assigned to other members
- Undue interference with academic pursuits
- Unreasonable exposure to the weather
- Any other treatment or physical activity which is likely to adversely affect the physical or mental health or safety of any such student or other person

Reporting

If assistance in resolving a situation is needed, Public Safety should be contacted immediately. If you have experienced or witnessed any act of hazing on the campus, or involving any member of the Western New England University community, information pertaining to this incident should be reported immediately to Vice President of Student Affairs and/or Director of Public Safety or on-line at

<https://www1.wne.edu/public-safety/bias-reporting-form.cfm>

ID Cards/Keys

Students are issued a University identification card that also serves as their meal card and access card to their residence hall and other University buildings. All University personnel must carry their University ID with them and must produce it upon request from a member of Public Safety or other authorized agent of the University. Refusal or failure to produce a University ID card may result in a referral to the conduct office. The Western New England University ID card is the property of the University and is to be used for purposes of identification and transaction of University business only.

Public Safety issues all University ID cards. Lost or stolen cards must be reported to Public Safety. A fee of \$20 will be assessed for each replacement card.

Students who loan their key or card, or students who are found in possession of keys or cards other than their own may be subject to disciplinary action. The duplication of room keys is not permitted.

Lost keys should be reported directly to Public Safety immediately so that they can review your work order and change your lock. Students may be charged \$100 for a lock change as a result of a lost key. If you find your key after your lock has already been changed, and you will still be responsible for the \$100 charge.

Information Technology: Acceptable Use Policies

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

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

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

The University'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 University has established standards and policies to permit the acceptable use of these resources.

It is important that everyone be cognizant of their obligations, what is meant by proper use and behavior, an understanding of actions that inhibit the success of others, and adhering to and honoring the following basic principles, standards and policies. The policies, principles and standards can be found at:

https://www1.wne.edu/information-technology/policies_doc/acceptable-use-policy.cfm

E-MAIL

E-mail is considered an official source of correspondence and University records. All students, faculty, and staff are responsible for University information sent to their "@wne.edu" account.

Privacy

The University has a legitimate interest in protecting its investment in technology. Toward this end, the University reserves the right to require the registration of all technology-related devices used on campus, regardless of whether the device is owned by the institution or an individual; to prevent or restrict the use of technology brought on campus by faculty, staff, and students; to identify and quarantine devices suspected of adversely affecting the network; to employ tools to monitor (at the port level) network-related activity, including bandwidth consumption and point-to-point file transfers; to monitor bandwidth consumption and restrict or eliminate bandwidth allocation to specific devices; to monitor the transmission and storage of confidential information; and to terminate without notice individual network and Internet access upon detecting activities that violate the law or University policies.

Forgery

Falsifying or misrepresenting one's identity or otherwise attempting to impersonate or pass oneself off as another is a violation of the Acceptable Use Policy unless prior written consent has been provided from the representee to the University.

Enforcement

Violation of the Acceptable Use Policy may result in the University blocking or restricting the use of information resources. Violators may be subject to disciplinary action up to and including possible suspension, dismissal, or termination of employment.

Disclaimer

The University does not guarantee that technical resources are free of objectionable material, defects, errors, viruses, worms, or other malicious content.

Intellectual Property

The University's patent policies are broadly applicable to students as well as to faculty and staff. Like faculty and staff, students' creativity is enhanced by their exposure to the resources (both physical and intellectual) of the University. The University's contribution to that creativity is reflected in its policies, which provide that intellectual property including patentable inventions will be owned by the University rather than by the individual inventor.

An invention made by a student will be deemed made under University auspices and therefore the property of the University if: (a) in connection with work in a course in which the student is enrolled or which the student is auditing, or (b) in connection with faculty-supervised independent work, or (c) in the course of the student's work for the University; whereby such invention is hereby assigned by the student to the University.

Music/Amplified Sound Policy

Speakers, amplification systems or other sound generating devices shall not be used within any public University buildings, excluding residence halls, except if used in connection with an approved campus or student organization event taking place. All noise levels must be maintained at a reasonable level.

Parking and Traffic Regulations

A goal of the Department of Public Safety is to provide safe and orderly parking for employees, students, and visitors to our campus. We strive to make parking on campus as convenient as possible, while promoting the safe movement of vehicles, providing for pedestrian safety, and assuring access to buildings and walkways for both pedestrians and emergency vehicles. The Department of Public Safety expects cooperation from faculty, staff, students, and visitors when it comes to the safe and orderly operation of their motor vehicles.

All students, faculty, and staff must obtain a Western New England University parking permit from the Public Safety in order to park their vehicle on campus property at any time. Vehicles found on campus without a parking permit will be ticketed and may be towed at the vehicle owner's expense.

For a complete list of regulations governing parking and driving on campus, including possible sanctions for violations, you may consult website <https://www1.wne.edu/public-safety/need-to-know.cfm>.

Limitation of Liability

Any motor vehicle parked, operated, or driven on campus shall be done so solely at the risk of the owner and the operator. Western New England University shall not be liable for any loss and/or damage occasioned to any such motor vehicle, the operator, other occupant thereof, or any person unless such damage has resulted from the gross negligence of an employee or agent of the University acting in the course and within the scope of their employment.

Pets

All animals are strictly prohibited inside residential facilities, except as allowed under the Service Animal Policy or Emotional Support Animal Policy. Guest/Visitors may not bring pets inside the residential facilities.

Quiet Hours in Residence Areas

Each residence area has quiet hours, beginning at 10:00 p.m. on weeknights and at midnight on weekends. All individuals in those areas, including visitors and guests, are to respect the enforcement of quiet hours. Given the number of students living in any given area, quiet hours are intended to promote an environment conducive to study and rest. This is a group responsibility, in that each resident has an obligation to monitor themselves and confront others who may be too noisy. If a resident attempt to ask a neighbor to respect quiet hours and is unsuccessful, they can contact a Resident Advisor for assistance. There are also extended quiet hours during finals week. Courtesy hours are in effect 24 hours a day, 7 days a week to support the living and learning community.

Registered Social Events

Social events (gatherings with more than six additional guests/visitors to the standard occupancy of the apartment/townhouse) must be approved by, and registered with, the University. A registered social event may be held in Gateway Village, Evergreen Village and Southwood Hall and the following stipulations apply:

To register a social event, the following must occur:

- Residents and Guests must be 21 years of age or older; Only under-age residents of that apartment or townhouse may be present.
- Alcohol is not the primary purpose of the social.
- Alcohol use is restricted to beer and/or wine and the amount will be limited.
- Drinking games or rapid consumption of alcohol is not permitted.
- Invited guests may not bring their own alcoholic beverages.
- Beverages must be in individual servings (no kegs, pitchers, punch bowls, etc.).
- Substantial food and non-alcoholic beverages must be served.
- Residents of the apartment/townhouse will be held accountable for the actions of their guests.

- Alcohol must be maintained in designated inside and outside areas.
- A completed registration form must be approved by Community Standards and Education.

Residence Life Policies

Students residing on campus, upon completion of their housing application, also agree to adhere to the Resident Student Housing Agreement (a contract). Detailed policies and expectations regarding residency can be found in The Housing Director.

Right to Assemble/Peaceful Demonstration Guidelines

All members of the Western New England University community, including faculty, staff and students, have a right to peaceful demonstration on the campus of Western New England University. The University reserves the right, regardless of the content of the demonstration, to limit, disallow or disband a demonstration which incites immediate, violent action or represents a clear and present danger to the campus community or if for any reason of time, place, or manner of behavior, the demonstration materially disrupts class work or other University business, involves substantial disorder, or invades the rights of others. All members of the community are expected to conduct dialogues with dignity and courtesy.

If granted permission by the Vice President of Student Affairs and the Director of Public Safety to utilize a campus building for a peaceful demonstration, demonstrators may not enter or occupy rooms or offices; obstruct entry, exit, or restrict the free movement of persons; block hallways, doorways, stairs or exits of University facilities; materially interrupt or interfere with University business functions; or remain in buildings after close of normal hours of operation. Demonstrators are NEVER permitted to enter residence halls/areas, private offices, spaces where classes are being held or immediately scheduled to be held, libraries, or facilities that contain research materials, private collections, and/or sensitive materials.

Sales and Solicitation of Goods and Services

Individual students and/or student organizations wishing to conduct sales, fundraising or promotional activities must receive written authorization from the Office of Student Involvement and Leadership. The use of University facilities and/or property for personal sales activities by community members or non-university organizations without prior discussion and authorization with University personnel is prohibited.

Outside groups or non-affiliated organizations wishing to provide information on campus (at cost or no fee) need to be approved by the Office of Student Involvement

and Leadership. Those not registered may be asked to depart immediately. Documentation of persona non grata may be sent to the organization. Any concerns regarding any solicitation should be immediately relayed to the Department of Public Safety.

Smoke Free Environment Policy

Because the University is committed to providing a safe and healthy environment for students, faculty, and staff on its campus, the University prohibits smoking in all of its academic and administrative buildings. This restriction includes but is not limited to the use of any devices such as a hookahs, electronic cigarettes, or vapor smoking devices. Smoking is prohibited within twenty-five feet of a main exit or entrance, or operable window or vent, of a University-owned, occupied, or leased building and inside University vehicles.

- Should any person(s) set off a fire alarm by smoking, vaping, or burning incense/ candles in a residence hall they shall be subject to the Student Code of Conduct and may also receive a fine of \$100.00 for the first offense, and \$250.00 for any subsequent offenses.
- Students who wish to stop using tobacco products may contact Health Services, Counseling Services and the Alcohol and Drug Education Coordinator to discuss smoking cessation methods.

Weapons Policy

The University prohibits the possession, use, or distribution of weapons by any person on the property of the University or at a University-sponsored event except as expressly provided for in this policy.

The term “weapon” includes, but is not limited to: any firearm, stiletto, dagger, knife, sling shot, black jack, metallic knuckles, pellet guns, BB guns, mace, pepper spray, open flames, ammunition, chemical agents, explosives and potential ingredients thereof (including but not limited to firecrackers and fireworks), paintball guns, replica guns, electronic incapacitation or other stun weapons, and any other object (including an otherwise innocuous object) that the University determines could be used (or is being used) to harass or injure another individual or that the University determines has the effect of intimidating another individual.

The University’s prohibition on weapons applies regardless of any federal or state license that has been issued to the person possessing the weapon. This prohibition extends to firearms and weapons stored in vehicles that are brought on campus.

The sole exceptions to this policy are as follows:

- Any exception to this policy authorizing the presence of a weapon by the President of the University in writing.
- In compliance with Federal and State Laws, Active Duty Law Enforcement Officers and Qualified Retired Law Enforcement Officers are permitted to carry a concealed firearm on campus.
- The University's Department of Public Safety may choose to store a firearm in a secure location for an Active Duty or Retired Law Enforcement Officer upon request. The University requests that any Active Duty or Qualified Retired Law Enforcement Officer that intends to carry a concealed firearm on campus disclose their desire to Department of Public Safety.

Window and Banner Policy

Banners may not be hung from windows or on the side of residence halls/houses/apartments without approval from the Office of Residence Life or Vice President of Student Affairs. The University reserves the right to remove posted materials in public view that may be deemed threatening, offensive, insulting or might otherwise lead to incivility between members of our community.

CHAPTER THREE: STUDENT CODE OF CONDUCT AND CONDUCT PROCESS

Introduction

All University students are obligated to conduct themselves in a manner compatible with the University's function as an educational institution and suitable to members of the University community. The University may at any time exclude a student or impose disciplinary sanctions on a student for violations of the student code of conduct. The Student Code of Conduct and conduct process is administered under the general direction of the Vice President for Student Affairs and day to day responsibilities are managed by the Director of Community Standards and Education.

Determining Accountability

The standard of proof for any violation of the Student Handbook is based upon the preponderance of the evidence. This means that based on the information available, it is more likely than not premise that a violation occurred.

Prohibited Behavior: Violations of Conduct

The following behaviors and actions are prohibited: students engaging, attempting to engage, or assisting in the following are subject to disciplinary sanctions.

Violent or Endangering Behavior, Verbal Abuse, and Harassment

The University prohibits all manner of violent behavior and may pursue a conduct review for students who engage in violence in any form, from verbal or physical abuse, harassment, and fighting, even in mutually instigated cases. Students are advised that the University views these matters as severe and unacceptable in the community.

The following actions and behaviors are prohibited.

- a. Conduct that threatens or endangers the health or safety of another person
- b. Violent behavior including but not limited to fighting, verbal or physical abuse, or contributing to the violence of others
- c. Sexual misconduct, sexual exploitation, or sexual harassment
- d. Verbal abuse and harassment
- e. Verbal abuse or willful damage to the reputation or psychological well-being of another
- f. Bullying by any means, including electronic media (e.g., cyber bullying);

- g. Harassment or annoyance of another person in any manner, including written correspondence, electronic mail/media, phone, or by proxy
- h. Expression that is lewd, indecent, obscene, or degrading or demeaning to others, including on the basis of protected category, including but not limited to, gender, race, religion, cultural background, ability, or sexual orientation

Civility Policy

It is expected that students will conduct themselves with the utmost civility toward other students, University employees, and members of the extended University community (i.e., neighbors, visitors, etc.). Any student who treats another unfairly, unkindly, disrespectfully, or abusively will be subject to adjudication. Other violations of University policies, if documented along with violations of the Civility Policy, may result in more severe sanctions.

The following actions and behaviors are prohibited.

- a. Disorderly or disruptive conduct
- b. Failure to comply with the directions of University officials or individuals working in conjunction with the University who are acting in performance of their duties
- c. Use of electronic devices to violate the privacy of another person
- d. Failure to adhere to, or complete, any disciplinary sanction imposed in accordance with the Code of Conduct
- e. Any form of dishonesty or withholding information, including but not limited to theft, falsification of information, fraud, and willful deception, falsification of identification, and/or improper use or disclosure of information.

Misuse and/or Unauthorized Use of Property/Facilities/Services/Grounds

The following actions and behaviors are prohibited.

- a. Damage to University property or another person's property
- b. Theft or possession, sale, or distribution of stolen property
- c. Misuse or unauthorized use of University property or services or another person's property
- d. Littering, graffiti, or vandalism
- e. Unauthorized entry into or use of University premises
- f. Unauthorized possession or use of keys, fobs, or University ID

Misuse and/or Unauthorized Use of Technology/Computer Usage

Those who violate University policies and/or laws governing computer usage may incur temporary or permanent loss of technology-related privileges, fines, assignment of financial responsibility, discipline up to and including expulsion as a

student, and/or legal action. Please see https://www1.wne.edu/information-technology/policies_doc/acceptable-use-policy.cfm for detailed policy expectations.

Offenses Involving Noise/Quiet Hours

Maintaining a living environment where students may study or rest without unreasonable interruption or noise is every Student's responsibility. To assist in this regard, a time frame for quiet hours and courtesy hours has been established. Quiet Hours begin at 10:00 p.m. on Sunday through Thursday and no later than midnight on Friday and Saturday and remain in effect until 9:00 a.m. the following day. Courtesy Hours are in effect at all other times. During the period of final examinations, a policy of 24 hour quiet hours is in effect. A fine occurs for excessive noise during this time frame. University staff reserves the right to determine what constitutes excessive noise or an unreasonable interruption adversely impacting the living environment and to intervene on that basis.

Offenses Involving Violations of Health, Fire, and Safety Policies

Health and Safety Inspections: Residence Life Staff conduct room inspections in the residence halls once a semester. The intent is to ensure that there are no hazardous materials and/or prohibited appliances in the rooms. Generally, students will receive 24-hour notice before the inspection. However, notification of inspection time and date need not be posted. Students do not have to be present for the Residence Life Staff to enter their rooms. If a violation has been identified, the student will be notified and given 48 hours to correct the matter (i.e. remove the item). The University's interest is to provide a safe and healthy community to all resident students, and it requires each student's full cooperation. It is important to remember that the actions or decisions students make in their rooms can have an impact on the other members of the community in which they are living.

Fire Safety: Residents are cautioned against creating a fire hazard or situation that endangers others. Non-approved electrical equipment will be confiscated and may result in disciplinary action. Candles, incense, halogen lamps, gasoline/kerosene tanks, or any flame- or heat-producing items are strictly prohibited and will be confiscated. Excessive wall hanging and overloaded electrical sockets are also considered fire hazards. All electrical appliances and equipment authorized for use within the residence halls must bear the mark of an approved testing laboratory (e.g., UL, FM, etc.). If a student has an electrical concern in their room, the student must submit a work order. Use of firefighting equipment for any purpose, except for which it is intended, is prohibited and is a violation of state law. Impairment of the firefighting system could cause loss of life and significant damage to personal belongings and University property. Students who participate in such activity will be subject to disciplinary action. To ensure fire safety, evacuation drills are held at least

once per semester in all residence halls and areas. It is important for residents to familiarize themselves with the evacuation procedures to avoid panic in the event of an emergency. Participation in drills is mandatory. Violation of any aspect of these regulations will result in disciplinary action. In case of an alarm, students should first touch their door to feel if it is hot, and also look under their door for any smoke seeping in. If it is safe to evacuate, students must leave immediately by way of the nearest exit. Students should not use elevators (if available) during a fire alarm. Residents should assemble outside at the Emergency Assembly point, which is at least 50 feet away from the building, not in the fire lanes, since these must be kept clear for fire equipment. Residents should not re-enter the building until Campus Police allows them to do so. To the extent that personal safety permits, Residence Life staff will assist students with evacuation; however, it is the sole responsibility of each student to evacuate whenever an alarm sounds. Students should NOT wait for a Residence Life staff member to tell them to evacuate. Any student who does not leave a building when an alarm sounds will be subject to disciplinary action.

In addition, the City of Springfield Fire Inspector inspects the residence halls and areas on a quarterly basis. Facilities Management Staff escorts this individual through the residence halls and areas. These inspections may or may not be announced.

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

Fire Safety Equipment: Due to the risk posed to the safety of the community by tampering with fire safety systems and equipment, the University will impose serious sanctions. These may include suspension/expulsion from residence and/or the University, for any of the following actions, regardless of whether the action was intentional or accidental.

The following actions and behaviors are prohibited.

- a. Disabling, removing, or tampering with exit signs or emergency lighting
- b. Disabling, misusing, removing, or tampering with fire alarm systems and/or other building safety equipment
- c. Tampering with or discharge of fire extinguishers
- d. Tampering with or damaging smoke detectors, sprinklers (including hanging anything on sprinkler heads), or stand pipes
- e. Causing or contributing to a fire or flood

Hazing

Please refer to the University's Policy on Hazing.

Alcohol or Drug Abuse

Please refer to the University's Policy on Alcohol and Drug Abuse.

Offenses Involving the Guests/Visitation Policy

Please refer to the University's Policy on Guests/Visitors.

Violations of other University Rules, Policies, and Procedures

Students may be found responsible for violation of any University policy or regulation set forth in University communications, agreements, handbooks or websites.

Violations of state, federal, or local laws

All actions occurring on or off campus that would constitute a violation of any local, state, or federal law.

Disruption of University Activities

Participating in an on-campus or off-campus demonstration, civil disturbance, or conduct that prevents, limits, creates hazards for or impairs the teaching, research, or public service, community, professional, athletic, organizational, administrative, clinical academic, and/or ordinary business of the students, staff, and faculty. Please see the policy on Right to Assemble/Peaceful Demonstration Guidelines.

Disruption to the Academic Environment

Disruption of the academic environment means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach and/or a student's ability to learn.

Disruptive student conduct is student behavior in a classroom or other learning environment (including both on and off campus locations), which disrupts the educational process. Such behavior includes, but is not limited to:

- a. verbal or physical threats
- b. repeated obscenities
- c. unreasonable interference with class discussion
- d. making or receiving personal phone calls, text messages or pages during class
- e. excessive tardiness
- f. leaving and entering class frequently in the absence of notice to instructor of illness or other extenuating circumstances
- g. persisting in disruptive personal conversations with other class members

For purposes of this policy, it may also be considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class.

Conduct Process

For purposes of the conduct process, an individual who is the subject of a complaint is referred to as a "Respondent" and the individual making the complaint or alleged to be the victim of a conduct violation is the "Complainant".

Western New England University views misconduct intervention as an opportunity for one-on-one interaction with two intended outcomes: (1) to modify or stop certain behavior and (2) to help the student understand why their actions are unacceptable in the community. This framework gives students the opportunity (and responsibility) to compare their personal standards of behavior with a different set of standards -- those established by Western New England University. Students are to understand their level of responsibility for individual actions; our responsibility is to assist in providing methods for more positive behavior. The goal of a conduct intervention and review, is to help students understand and acknowledge their obligations as members of this community and to advance the University's educational mission by defining and establishing certain norms of behavior.

The University encourages open and honest communication between members of its community. Most conflicts can be resolved independently by the individuals involved; students are encouraged to confront issues of disagreement or conflict and to explore joint solutions. In addition, the University provides resources to individuals who need assistance in informal conflict resolution. Those resources include Peer Advisors, Resident Advisors, and professional staff within the Division of Student Affairs and Public Safety.

Any member of the University community may report an incident by a student(s) or student organization(s) that allegedly violated the Student Code of Conduct. Reports may be made on or on behalf of any member of the University community. For cases involving sexual harassment please refer to the Sexual Harassment/Title IX Policy.

University conduct reviews are internal and are not an extension of any external judicial system. The University may initiate conduct proceedings regardless of pending civil or criminal action involving the same or a different set of circumstances. A conduct review may proceed before, simultaneous with, or after external investigative or judicial action, and the University is not bound or impeded by any action taken by external authorities. Conduct reviews are fundamentally fair to students and are notably different from those used in a civil or criminal proceeding.

Initial Screening

The Director of Community Standards and Education (or their designee) (the "Director") reviews all incident reports and supportive materials provided. The Director will determine if the charges have merit and/or if they can be disposed of. The Director will determine if the matter should be resolved through a conduct review. Alleged violations of University policy(ies) are noted and an Administrative Officer is assigned to provide a more detailed review and meetings with students involved. The Director will compile the information from all reports submitted by University personnel and statements by witnesses (if applicable) for the Administrative Officer to utilize in meeting with a student(s). Please note that matter that include the tenets of sexual harassment will be resolved through the Sexual Harassment and Title IX Policy.

Notice to Student

Alleged violations will be presented to the student in writing via university issued email. The student will be notified of the incident date (if known), brief description, and the date, time and location of meeting. When notified, students are required to attend all student conduct reviews. If the student does not respond or fails to appear, the conduct-process shall still occur.

Parents/Guardians and Attorneys

Only procedural questions are discussed with a parent and/or legal guardian while a Conduct Review is pending. All questions or concerns (written or verbal) from one or more individuals acting in the capacity of an attorney are referred to the University's General Counsel. All substantive questions, concerns, or comments concerning student conduct, as well as any written correspondence, including the filing of an appeal, must come directly from the student(s) involved. Attorneys may not attend any student meeting. Parent(s) and/or legal guardian(s) may not attend any student meeting (unless a student is a minor) while a Conduct Review is pending, during the timeframe where an appeal may be submitted, or while an appeal is pending.

Standard Conduct Review (up to removal from Residency)

In many cases, the Respondent will meet with an administrator. The Respondent discusses the matter and is given the opportunity to review all materials and discuss their perspective of the situation. The administrator shares the alleged violations and the Respondent either accepts responsibility for each alleged violation, is found in violation of the violation by the administrator, or is found not in violation. Each violation is determined independently. Based on any alleged violations, the Respondent and administrator can discuss a status and potential sanctions or fines.

Within three business days of such meeting, the Respondent will be sent a confirmation letter with the summary of the review.

Conduct Review (consideration for suspension or dismissal)

In instances where information leads the University to look at suspension or dismissal as a potential outcome, the Respondent will engage in an introductory meeting (pre-hearing) to review the process, review materials that led to the conduct review and answer questions pertaining to the process. This process is more detailed than a standard conduct review. 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.

Conduct Review Procedures

- The Administrative Officer receives all paperwork. The students' academic schedules are reviewed for a mutually convenient meeting time
- The Respondent receives notice of the review including: date, time, location, witnesses and advisor name
- Information is then shared with the Hearing Officer: this is the individual who will determine if the Respondent should be held accountable and for which violation(s)
- On the date of the review, the Hearing Officer presides over the process and audio records the meeting
- The Respondent provides, verbally and in writing, an opening statement
- The Administrative Officer reads an opening statement
- The Administrative Office invites witnesses in to verbally share their information. Questions for all individuals are channeled through the Hearing Officer
- The Respondent provides a closing statement
- The Administrative Officer provides a closing statement
- The Hearing Officer concludes the review
- All notes from the Administrative Officer, the Respondent, and the Advisor are collected by the Hearing Officer.

Advisors

Any student who is engaged in a Conduct Review (consideration for suspension or dismissal) may seek assistance from an Advisor of the student's choice. The Advisor must be a member of the University community (current

student, faculty member, or staff member) and may not be legal counsel or acting in this capacity.

Advisors are permitted to review all material provided to the Respondent (with the Respondent present), subject to applicable records disclosure laws, and attend meetings and reviews, but may not speak during a Conduct Review. The Hearing Officer, at their discretion, may seek out clarification or information from the Advisor.

Notice of Decision

The Hearing Officer will notify the Respondent of the decision (and sanctions, if any) within one week of the date the Conduct Review(s) hearing is/are concluded for the alleged misconduct. A decision will be provided by email and may also be conveyed verbally, if written communication to the student and other relevant documentation cannot be completed within this time frame.

Sanctions

When a party is found responsible for violating the Code of Conduct, a sanction will be imposed. It is the goal of the University that the sanctions are educational and purposeful. Students who do not complete the sanction(s) on time are subject to further disciplinary action. To avoid additional disciplinary charges, students are encouraged to take their sanctions seriously and complete them in a timely manner.

The following sanctions are meant to serve as a guide in the conduct process. This is by no means an exclusive or exhaustive list. The severity of the violation and other factors, including but not limited to prior conduct history, are considered when a determination of the sanction is made. Because each violation of the University's community standards is different, involving different factors and individuals, it is difficult to prescribe standardized sanctions for all violations. Sanctions of disciplinary probation, removal from University housing, suspension from the University and dismissal from the University are shared with employers when requested. Other professional organizations and certifications (i.e. bar review) may require full release of all records on file.

List of Minimum Conduct Sanctions:

- A. Dismissal from the University:** Dismissal is permanent removal from University programs, facilities, and property without the privilege of re-admission or access. This sanction will be recorded in the student's file and on the student's transcript. Notations on 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.
- B. Suspension from the University:** Suspension is a separation from the University 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 University property, facilities, or programs. Suspension is noted in the student's file and on the student's transcript during the term of suspension. Students may request that the notation be removed at the termination of the suspension. If suspension occurs during a semester in progress, University practice mandates that all courses become administrative withdrawals.
- C. Removal from University 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 University. If loss of residency occurs during a semester, the balance of the room and board fee is non-refundable and non-transferable.
- D. 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 University sponsored activities, to use facilities, or to benefit from other University privileges may be limited or removed. During the probationary period, any violation by the student may be grounds for removal from university housing or suspension or dismissal from the University.
- E. Removal from University Sponsored Travel or Travel Booked Through the University:** 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 University. All students must be in good standing with the University to be eligible to participate in these initiatives. Examples of University sponsored travel include, but are not limited to: international study abroad programs, alternative spring break trips, and extended trips by

athletic teams of the University. Any deposit or other costs paid by a student for University sponsored travel will be nonrefundable should the student be removed from the trip due to academic, disciplinary, or other reasons prior to departure or is dismissed from a trip while it is underway.

- F. Campus Restrictions and/or Modifications:** Re-assignments to housing or restrictions from varied residence areas may be imposed as part of sanction.
- G. Fines or Restitution:** This sanction entails reimbursement to the University or a third party for damage done to person or property and/or accountability for specific acts of misconduct.
- H. Censure:** Censure may be assigned for a stated period of time. It 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 may warrant probationary status.
- I. Warning:** This is an oral or written statement to the student that they have violated the Student Code of Conduct. A warning may be taken into account in judging the seriousness or determining sanctions for future violations.
- J. Educational Sanctions:** Educational sanctions are intended to promote student learning as a result of misconduct and may include counseling referrals, a formal apology, and assignments to educational programs, a research or self-reflection paper or any other type of similar action. A failure to fulfill educational sanctions in a satisfactory manner may be cause for further accountability.

The University reserves the right to put the status of any sanction in abeyance. This means the status is put on hold.

Parental/guardian notification will be made for students who receive a status of censure, disciplinary probation, removal from residency, suspension from the University or dismissal from the University.

Appeals

Incidents that result in disciplinary probation, removal from residency, suspension from the University or dismissal from the University are available for appeal. Respondents are not entitled to a re-hearing of the case. Respondents may seek one review only on the basis of one or more of the following:

- a procedural error that unfairly and materially affected the outcome of the case;
- 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
- the status is inconsistent the violation of university policy. inconsistent with the gravity of the offense.

A Respondent wishing to file an appeal must submit a written request to the Division Student Affairs through the Guardian Conduct Software within seven days after the date that the notice of decision was emailed to the Respondent. The request must state the grounds for review and provide any additional information that the Respondent deems relevant to the appeal.

Reviews will be made by an Administrator who will review a report of the hearing and the Respondent's appeal submission including any additional relevant information provided by the Respondent. No hearing will be held on an appeal. The Administrator can affirm the original findings and sanction(s), or can impose a new decision and sanction(s). The decision of the Administrator is final and binding.

Modification of Community Standards Procedures

The University retains the right to determine, in its sole discretion, if it will address a report of misconduct outside of these procedures when the safety of the University community is at risk, if the material facts are undisputed, if there are extenuating circumstances involving any party, or if the Vice President of Student Affairs or Director, in consultation with appropriate administrators, determines, in their sole discretion, that it is otherwise in the best interest of the University and/or the community to do so. The Director may modify the procedures after taking into consideration the support and privacy needs of the parties and/or other potential hearing participants. This may include, but is not limited to, alteration of the hearing room, use of multiple rooms, video-conferencing equipment, or other electronic means. The timely resolution of allegations that surface at specific points in the academic year (e.g. summer and winter intercessions, shortly before the end of classes and/or commencement exercises) may also require modification in the administrator availability is significantly affected. Sanction type and sanction terms are not limited to what is expressly outlined solely in this document.

Misconduct of Students Who Are Affiliated With the University for Non-Academic Reasons

Enrolled students who are also affiliated with the University for non-academic reasons when the University is not in session (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 while in that participation in events and/or campus residency is at the discretion of the University, the decision of the Administrative or Hearing Officer is final and binding. If the decision includes removal from University housing, departure is expected within 24 hours of verbal notification. For graduating seniors, this accountability may include forfeiture of the privilege of participation in any and all commencement events.

Interim Measures

In rare instances, a student may be separated from the University immediately by a determination of Assistant Vice President/Dean of Students or the Vice President of Student Affairs (or their designee). The University reserves its right to implement measures necessary in response to allegations of violation of the Student Code of Conduct in order to protect the rights and personal safety of community members. Such measures include but are not limited to, modification of living/academic arrangements, Public Safety escort services, no contact orders, interim suspension, and reporting the matter to campus and/or local police.

CHAPTER FOUR: IMPORTANT STATE AND FEDERAL LAWS AND LEGAL RIGHTS/RESPONSIBILITIES

While the Student Handbook focuses on the expectations from the University, those policies are predicated upon federal and state laws. Below are commonly referred to laws that impact a student while at the collegiate level and the opportunities for assistance on campus.

Student Right-To-Know and Campus Security Act (CLERY)

The University is in compliance with the federal Student Right-to-Know and Campus Security Act which requires Universities to disclose certain statistics and campus security policies. According to the requirements, data in these areas were tabulated beginning July 1, 1991, and reported during the summer of 1992 and each summer thereafter. It is the University's policy to provide information concerning security services available on campus.

Campus crime statistics are available from the University's Department of Public Safety. Also, Enrollment Services makes available data on graduation rates, athletic participation rates, and financial support.

Pursuant to the Campus Sex Crimes Prevention Act, any member of the Western New England University community may obtain information provided by the Commonwealth of Massachusetts as to any registered sex offender who may be enrolled or working at the University by contacting the Department of Public Safety.

Western New England University provides annual statistics concerning criminal offenses reported to campus security authorities or local police agencies, as well as our security policies. Information can be found on the Department of Public Safety website at <https://www1.wne.edu/public-safety/clery-act-and-title-IX.cfm>.

Title IX of the Higher Education Amendments of 1972 as amended by public law 93-568

Sexual harassment, gender inequity and acts of bias are not tolerated at Western New England. In support of the students rights outside of the policies, students have the right to explore legal means to resolve matters regarding such topics. Our Title IX Coordinator will be able to provide students with a plethora of information.

Western New England University complies with the regulations established to effectuate Title IX of the Higher Education Amendments of 1972 as amended by Public Law 93-568. It is our intention to adhere to the letter and spirit of the law with a policy of nondiscrimination on the basis of sex, gender, gender-identity, and sexual orientation. This policy applies to our education program and activities and extends to employees therein and to admission thereto, unless excepted under subpart C86.15(a).

Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)

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

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar in Enrollment Services or other appropriate official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request an amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Students may ask the University to amend a record that they believe is inaccurate or identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to University officials with legitimate educational interests. A University official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Higher Education; or a

student serving on an official committee, such as a disciplinary or grievance committee, or assisting another University official in performing his or her tasks. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without a student's consent to officials of another school in which a student seeks or intends to enroll. The name and address of the Office that administers FERPA is:

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

The items listed in the following paragraph may be released at the discretion of the University.

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (as amended), students have the right to withhold the disclosure of any or all of the items.

Written notification to withhold any or all items must be directed to Enrollment Services by the publicized deadline.

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

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

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

Students have the right to review their disciplinary records, which are maintained by Enrollment Services. Students may challenge the content of those records which they believe to be inaccurate or misleading. In order to review records, students should make an appointment with Enrollment Services. In order to maintain the confidentiality of other students, Enrollment Services will review the file with the

student in summary form. Duplicate copies of the file will not be issued to the student.

More information can be found in Enrollment Services webpage. (<https://www1.wne.edu/enrollment-services/FERPA.cfm>).

NOTE: students and their parents/guardians receive notice of FERPA and their rights through receipt of the Student Handbook publication each year.

Voter Registration Act (Massachusetts General Laws, Chapter 51, Sect. 42E)

The law requires all public and independent Universities, colleges, high schools and vocational schools to make available affidavits of voter registration forms wherever students register for classes. Massachusetts residents will find such forms in Enrollment Services in the D'Amour Library. Students who wish to register in another state may not use these forms. Out-of-state students who want to vote in their home state must use either a mail-in form supplied by an election official in the home state or the federal mail-in affidavit of voter registration. The latter may be obtained by writing or calling the Massachusetts Elections Division, Room 1705, McCormack Building, One Ashburton Place, Boston, MA 02108; 617-727-2828 or 800-462-8683.

Massachusetts Hazing Policy (Massachusetts General Laws, Chapter 269, Sect. 17- 19)

The Massachusetts General Laws state:

- Section 17: Hazing; organizing or participating; hazing defined. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. .The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section

to the contrary, consent shall not be available as a defense to any prosecution under this action.

- Section 18: Failure to report hazing: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.
- Section 19: Issuance to students and student groups, teams and organizations; Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations. Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to

the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

[The Massachusetts Clean Indoor Air Act \(Massachusetts General Laws, Chapter 270, Sect. 22\)](#)

The Massachusetts Clean Indoor Air requires that smoking be prohibited at private Universities within the Commonwealth except in areas designated by the university as smoking areas. All indoor smoking is prohibited. See the University's Smoke Free Environment Policy in Chapter 2.

CHAPTER FIVE: TITLE IX / SEXUAL MISCONDUCT POLICY

The following section provides an overview of some of the information presented in the University's Sexual Misconduct Policy ("Policy"). The Policy provides detailed information concerning the University's policies, procedures, and resources with respect to issues of sexual misconduct including the following, as well as other information and resources:

- Notice of prohibited conduct
- Procedures for reporting incidents of sexual misconduct including anonymous reporting
- Information concerning emergency assistance following an incident of sexual assault such as on and off campus medical facilities and law enforcement agencies
- Information concerning on and off campus confidential and non-confidential health, safety, and counseling services
- Access to supportive services and measures including, among other options, academic, housing, and employment adjustments
- Information concerning options and procedures for addressing issues of sexual misconduct including the University's grievance procedures (investigation and hearing process), the availability of Informal resolution procedures, as well as information for reporting to law enforcement and/or seeking protective orders through the courts

The full Policy is available on the University's website at: https://www1.wne.edu/title-ix/sexual_misconduct_policy.pdf

Statement of Policy

Western New England University (the "University") is committed to maintaining a safe and respectful learning, living, and working environment for all members of the University community free from gender-based discrimination and Sexual Misconduct (as defined in the Policy) including, but not limited to, Sexual Harassment, Sexual Assault, Sexual Exploitation, Relationship Violence, and Stalking.

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

A Student, Employee or Third Party determined by the University to have violated the Policy will be subject to sanctions, up to and including the termination of their relationship with the University, withdrawal of the privilege to enter upon University property, and/or to participate in University sanctioned or supported activities and events.

Applicability

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

The Policy will apply to any instance in which a Community Member is alleged to have engaged in Sexual Misconduct prohibited under this Policy against any person, regardless of the Complainant's or Respondent's sexual orientation or gender. Where conduct in violation of the Policy also violates any other University policies, the University's response will be governed by the procedures described in the Policy. Where the Policy applies, its provisions will supersede any conflicting provision contained in other University policies.

University Title IX Coordinators

The University Title IX Coordinators and Deputy Title IX Coordinator are the University officials with authority to institute corrective measures on behalf of the University with respect to alleged violations of the Policy.

The Title IX Coordinator and Deputy Title IX Coordinator are available to meet with any Community Member to discuss this Policy or any issues or concerns with respect to the University's Title IX related policies, procedures and activities. They can be contacted by telephone, email, or in person during regular office hours:

Title IX Coordinator	Sarah Butterick, Title IX Coordinator 413-782-1216 sarah.butterick@wne.edu Rivers Memorial Hall room 109
Deputy Title IX Coordinator	Lori Mayhew-Wood, Associate Director of Athletics 413-796-2230 lori.mayhew@wne.edu Alumni Healthful Living Center, Room 105B

Reports and Formal Complaints of Prohibited Conduct

The University strongly encourages anyone who experiences, witnesses, or becomes aware of Sexual Misconduct to report such conduct immediately. The University prohibits retaliation against any person who makes a good faith report or formal complaint of conduct prohibited under the Policy.

The University will promptly respond to reports or formal complaints of prohibited conduct made in accordance with the Policy. The University's response will include measures designed to stop the prohibited conduct, prevent its recurrence, and remediate any adverse effects of such conduct.

The University provides multiple avenues for reporting. Individuals may choose to make a report to the University under the Policy, to law enforcement for potential criminal prosecution, to both, or neither. Complaints made to the University and law enforcement can be pursued simultaneously.

The Title IX Coordinator is responsible for overseeing the investigation and resolution of formal complaints and inquiries into reports of prohibited conduct under the Policy.

Formal Complaint. Refers to a document filed by a Complainant (meaning a document or electronic submission (such as by email) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the individual filing the formal complaint) alleging that a person(s) has engaged in conduct prohibited under the University's Sexual Misconduct Policy, and requesting that the University investigate the allegation.

Report. A report refers to information brought to the attention of a Title IX Coordinator alleging that an incident(s) of conduct prohibited under the Policy has occurred; a report is not considered to be a formal complaint. A party may bring a report and then subsequently file a formal complaint.

Where a report or formal complaint is made (and the reporter is known), the University will provide information concerning supportive measures, procedures for resolving complaints, and services concerning health, safety and well-being.

Anonymous reports. Report may be made anonymously to the Title IX Coordinator via mail, by email to or online at <https://wne.guardianconduct.com/conduct-incidents>

Individuals who choose to file anonymous reports of Sexual Misconduct are advised that the University will conduct an inquiry into the report. However, the University's ability to conduct an effective inquiry and to take action concerning the report may be significantly limited.

A formal complaint cannot be made anonymously.

For further information please contact a Title IX Coordinator and/or review the full Policy on the University's website at: https://www1.wne.edu/title-ix/sexual_misconduct_policy.pdf

The following is information for confidential and non-confidential resources available on campus. Additional information concerning on and off campus resources is included in the full policy.

On-Campus Resources

The following represent some of the resources and services available to Students and Employees.

On-Campus Confidential Resources

WNEU Health and Wellness: Health Services and Counseling Services, Center for Sciences and Pharmacy 413-782-1211

The Counseling Center provides support and counseling to Student victims of Sexual Misconduct and can explain common reactions to crises and discuss coping methods that may assist victims following a Sexual Assault. Student Health Services can provide free confidential medical care and referrals for Students to receive follow-up care and screening for sexually transmitted diseases.

Athletic Trainers, Alumni Healthful Living Center (AHLC) 413-782-1610

Athletic Trainers who are licensed by the Commonwealth of Massachusetts and employed by the University to provide first aid and treatment to Student athletes can provide confidential care, support and guidance to Student victims of Sexual Misconduct.

On-Campus Non-Confidential Resources

These on-campus non-confidential resources can provide Community Members with information and assistance with respect to reporting Sexual Misconduct to the University and/or law enforcement, obtaining supportive measures, and access to

University and community resources for emergency and on-going assistance, medical treatment, counseling, support, and advocacy services.

Take Note: Employees of the following offices and departments are required to report all information (obtained directly or indirectly) about incidents of Sexual Misconduct involving a Community Member to the Title IX Officer. They must also report information as required under the Clery Act.

Title IX Coordinator and Deputy Title IX Coordinator

Contact information for the Title IX Coordinator and Deputy is included above.

WNEU Department of Public Safety 1215 Wilbraham Road, Springfield MA 413-265-2278

Public Safety Officers are available 24 hours a day, seven days a week.

Office of the Vice President of Student Affairs

Office staff are available during business hours (8:30 a.m. to 4:30 p.m., Monday through Friday). 413-782-1282

Human Resources - Human Resources staff are available during business hours (8:30 a.m. to 4:30 p.m., Monday through Friday).

Resident Advisor (RA) or Residence Life Staff Member

An RA or Residence Life staff member can provide immediate support and referrals for further care.

CHAPTER SIX: SELECTED ACADEMIC POLICIES

(for a full listing of policies, please see the Academic Catalogue: [Catalogue | Academic Affairs | Western New England University \(wne.edu\)](#))

Under the leadership of the Provost/Senior Vice President and Associate Provost, Academic Affairs ensures that the integrity of the academic pursuits remains vigilant. The Office of the Provost is responsible for integrating the University's broad array of academic efforts in order to ensure a thriving learning community. Detailed information regarding Academic Calendars, assessment, policies and procedures and numerous other resources can be found at: [Academic Affairs | Western New England University \(wne.edu\)](#)

CHAPTER SEVEN: COLLEGE OF PHARMACY AND HEALTH SCIENCE

(for a full listing of policies, please see the Academic Catalogue: [Catalogue | Academic Affairs | Western New England University \(wne.edu\)](#))

The College of Pharmacy and Health Sciences (COPHS) advances the mission of Western New England University (WNE) through its commitment to the development and support of professional education programs in healthcare-related fields. The College's comprehensive, student-centered professional programs prepare entry-level practitioners to provide discipline-specific health care to diverse patient/client populations in a variety of practice environments, as part of an interprofessional team. Through the professional curricula, the graduate programs foster critical thinking, embrace professionalism, and instill a commitment to lifelong learning, community service, and leadership.

Students in the College of Pharmacy and Health Science should also consult the [Student Handbook](#) for the College of Pharmacy and Health Science.

CHAPTER EIGHT: LAW SCHOOL SELECTED ACADEMIC POLICIES

(for a full listing of policies, please see the [Academic Catalogue: Catalogue | Academic Affairs | Western New England University \(wne.edu\)](#))

As a Western New England University student, you are responsible for abiding by the policies and procedures of Western New England University and the School of Law.

In addition to the Law School Student Handbook, students of the School of Law are fully subject to the University Code of Conduct, Student Handbook, standards, processes, and remedies set forth therein. Policies and procedures not covered in the Law School Handbook are governed by the Western New England University Handbook. These policies apply with equal force to non-JD students unless otherwise noted.

Students in the School of Law should also consult the [Student Handbook](#) for the School of Law.

APPENDIX

Definitions

Administrator: University representative responsible for implementing the conduct review and outcome.

Business Day: *Monday through Friday from 8:30 a.m. to 4:30 p.m.* local time and excludes weekends and public holidays.

Complainant: is the person, group or the University reporting an incident or act that allegedly violated a policy, procedure or guideline of the University.

Conduct Review: a meeting between a student and Administrator to discuss an incident that may contain alleged violations of University policy or expectations

Designee: an individual who has been selected to carry out a duty or role

Hearing officer: professional staff member who determines accountability in conduct review and to which level

Member of University Community: all faculty, staff, students and administrators affiliated with Western New England University

Notice: a student has been contacted via University email or cell phone regarding a meeting

Preponderance of the evidence (standard of proof): based upon the information available, what is more likely than not occurred in an incident; it is a more likely than not a violation occurred.

Recipient: the University

Respondent: the student(s), group(s), or student organization(s) allegedly in violation of the applicable policy, procedure or guideline of the University.

Student is defined as one who has attended or is attending Western New England University and whose records are in the files of the University.

Student Handbook: the document that sets forth the rules and regulations relating to conduct of students, including information regarding the type of violation that will subject a student to conduct review and the procedures.

University Policies, Rules and/or Regulations: this term refers to the written regulations of the University including, but not limited to any policy or regulation set forth in official University communication, policies, agreements, handbooks, or websites.

Witness: any individual who has direct knowledge of an incident. Character witnesses are not part of the conduct process