

## **Student Handbook 2011-2012**

**All Becker College students are responsible for the following information listed in this handbook. A student is considered anyone that is enrolled in at least 1 credit of the current semester.**

### Going to College

Attending college is an exciting experience, one that provides great personal opportunities and challenges. The Becker College experience provides you with the freedom to build new personal relationships, encounter new experiences, and seek new meaning and maturity. You will come to discover yourself as you make new commitments, problem solve and explore new areas of your life through diverse situations. Moreover, college is a time of academic, professional, and personal development.

Along with freedom, however, comes responsibility. As a Becker student you have the responsibility to study and become involved as you relate with others and live and work within the guidelines established by the College for its community. You must seize the initiative to take advantage of all the positive experiences in and out of the classroom which will help you achieve your life's goals and ambitions.

This handbook is designed to assist you in making your time at Becker rewarding and worthwhile. College years are a precious time in a person's life that will pass all too quickly. Take advantage of the opportunity you now face.

Remember, work to make your years at Becker among the best in your life—we will!

Ken Cameron

Vice President Student Affairs

### Nondiscrimination Statement

Becker admits qualified students of any age, race, sex, color, handicap, religion, sexual orientation, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the College. It does not discriminate on the basis of age, race, handicap, sex, color, religion, sexual orientation, and national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, employment practices, athletic and/or other college-administered programs.

### Title IX Statement

It is the policy of the College to not discriminate on the basis of sex in its admissions policies, educational programs, activities or employment practices as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Director of Human Resources, 508-373-9455 or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

### Academic Honesty and Integrity

The College is committed to creating a community that acts with honesty, adheres to high academic and ethical standards, and treats everyone in a respectful manner.

Academic honesty is essential to the intellectual health of a college and the ideals of education.

Honesty and integrity are fundamental values that guide and inform us both as individuals and a community. Becker College expects students to be honest and conduct themselves with integrity in all aspects of their relationship with the college. This may include the application for admission, submission of transfer evaluations and academic progress reviews, conduct in credit and non-credit bearing experiences such as regular course work, independent studies, internships, practicums and student teaching, as well as interactions with faculty, staff, and other students. Any form of dishonesty, academic or otherwise, has an adverse effect on the educational function of the College and undermines the integrity of its programs.

Some actions cannot be tolerated because they seriously interfere with the basic purpose and processes of an academic community, as well as with the rights afforded to other members of the community. By formulating a general code of ethics, rights, and responsibilities, the College reaffirms the principle of student freedom combined with personal responsibility and accountability for individual actions and the consequences of such actions.

Students are not only members of the academic community but also members of the greater society. Thus they retain the rights, protections, guarantees, and responsibilities that are held by all citizens. A student is not immune to prosecution by local, state, or federal enforcement agencies, regardless of whether the College takes action on the violation.

Dishonest conduct includes but is not limited to cheating, plagiarism, unauthorized collaboration, forgery and alteration of records, along with any lying, deceit, bribery, coercion or intimidation for the purpose of influencing a grade or for any other academic gain. Action against a student determined to have violated the academic honesty policy can include a reduction of the grade on an assignment, failure of a course, suspension and/or dismissal from the academic program, department, or the College.

We strive to prevent the spread of behaviors and practices which threaten to undermine the morale, trust, and good faith necessary in an academic community.

Engaging in offenses such as willful neglect of proper requests, lying, broken promises, intentionally furnishing false information to a Becker official, and failure to present proper identification renders one accountable and liable for judgment or disciplinary action. A student who is charged with academic dishonesty will be afforded due process through the College appeal system.

Acts such as but not limited to assault, battery, harassment (including sexual harassment), hazing, dangerous and/or binge drinking, substance abuse, stalking, rape, abuse, theft, damage, threat, injury, possession or use of firearms or explosives, fraud, blackmail, unfair discrimination, slander, impairing the well-being of another community member or self, suicidal gestures, or invasion of privacy render one liable for disciplinary action.

### **Applicability of Policy**

Student rights and responsibility policies apply principally to conduct that occurs on College premises or at College-related activities or facilities, including class sessions and all other educational activities. College premises include all land, buildings, facilities, and other property owned or leased by Becker College. Off-campus conduct may also subject a student to disciplinary or other appropriate administrative action when it is reasonably perceived to pose an imminent threat of physical or mental harm to the safety of the student or others, or reflects on a student's fitness to continue in the academic program in which she/he is enrolled. In addition, the College may respond to other off-campus student conduct through non-disciplinary or administrative interventions. Repeated conduct of this kind may cumulatively form the basis for on-campus judicial action.

## **Violations**

Individual faculty members determine the sanctions to be imposed for violations of the standards described above regarding their specific courses and indicate them in course syllabi. Regardless of faculty-specified sanctions, or in the event the specific violation is not discussed, the college-wide policy still applies and sanctions may be imposed as described below. Violations of any of the standards within a specific course will be reported to the Academic Dean.

## **Sanctions**

Sanctions for violations of any of the standards will be reported to the Academic Dean and include one or more of the following:

1. A written warning
2. A zero on the indicated coursework
3. A grade of F in the course
4. Withdrawal from the course with a grade of WP or WF
5. Suspension for one or more semesters
6. Dismissal from the College
7. Expulsion from the College

A student can be dismissed after a first offense if the violation is considered egregious as determined by the Student Affairs Committee.

## **Financial Aid**

### **Satisfactory Academic Progress**

The College, in accordance with federal regulations, requires all students who receive federal financial assistance to maintain a minimum 2.0 cumulative G.P.A. and number of credits attempted according to their enrollment status, which meets the qualitative and quantitative elements of this requirement:

- *Full-time student: 12 credits per semester*
- *Three-quarter-time student: 9 credits per semester*
- *Half-time student: 6 credits per semester*

The complete academic progress policy is included with each financial aid award letter.

### **Satisfactory Academic Progress - Financial Aid Probation**

In the event that a student fails to meet academic progress standards as established by Becker College, the student will be placed on financial aid probation. A student in this category may receive financial aid during one probationary period; however, the academic conditions must be met to maintain eligibility. Please contact the Office of Student Administrative Services for more details.

### **Satisfactory Academic Progress - Financial Aid Suspension**

When a student fails to meet the conditions of probation, he or she is considered not to be making “satisfactory academic progress” and is placed on financial aid suspension during which time all financial aid is terminated. A student will be reconsidered for financial aid only when sufficient credits have been earned to meet published standards and a cumulative G.P.A. of 2.0

or higher and 67% of credits attempted have been achieved as long as the student has not received financial assistance for more than 150% of the credit attempted to earn the degree. The Office of Student Administrative Services reviews for Satisfactory Academic Progress in May of each year. Students receive letters of notification when satisfactory progress has not been achieved.

### **Satisfactory Academic Progress - Appeals**

Any student whose financial assistance has been terminated has the opportunity to appeal the action in writing to the Director of Student Administrative Services.

## **Academics**

The official catalog can be found on the College website, [www.becker.edu](http://www.becker.edu), under the heading of Academics. This PDF document details academic policies, program requirements, degree requirements, course descriptions and other information not found in the Student Handbook. Academic Policies and degree requirements change from time to time. Students are responsible for meeting the program/major requirements in place and detailed in the catalog in effect at the time they first enroll in the College. If the student changes his/her major, the program requirements from the catalog in effect at the time of the change will become the student's new catalog. If the student ceases enrollment for a period of 12 consecutive months, or more, he/she will return to follow program requirements from the catalog in effect at the time of re-enrollment.

### **Attendance Policy**

Becker College challenges students to be learners who assume responsibility for being part of a community of scholars. Student presence and participation in the classroom is an important component of this challenge. Furthermore, as part of its mission, Becker offers an education that prepares students for professional employment. Each student is encouraged to develop a professional work ethic that reflects initiative, responsibility, and teamwork. Students are expected to attend all classes. Students who are absent from class miss opportunities to contribute to the learning environment of the classroom and may develop patterns that will not be tolerated in the professional workplace. If stated in the course syllabus, the professor may withdraw a student from the course for excessive absence, or may impose other penalties as indicated.

A student may experience personal complications in his or her life and want special considerations such as additional absences to those allowed within a course attendance policy. In such a case the student must supply the instructor with relevant documentation and verification in support of the request. These may include medical and/or legal documents. The professor may find the number of anticipated absences will jeopardize the student's success in the course. A student may decide to withdraw from a course or consider taking a leave of absence from the College in order to address the difficulties he/she is experiencing. Federal regulations require that students make satisfactory progress toward a degree in order to retain federal financial aid.

## Faculty Advisor

Each student is assigned a faculty member who assists with academic counseling and preregistration. All first-year students **MUST** meet with their advisor during the first three weeks of classes and at other scheduled times during the academic year. While advisors will guide students in the registration process, the responsibility of registering for classes and ensuring that graduation requirements are met rests solely on the student.

## Full-time Student Status

A full-time student is enrolled for twelve (12) or more credit hours per semester. Twelve (12) credits per semester, however, will not fulfill the necessary degree requirements to graduate within the normal period of time (two years for an associate degree and four years for a bachelor's degree).

## Undecided Students

Students who may be undecided about their career goals upon entering Becker College may declare an “Undecided” major for the first academic year. The suggested curriculum consists of General Education courses which are relevant to most, if not all, programs. The student must choose a major by the end of his/her first year.

## Part-time Students

Any student enrolled in less than twelve (12) credits in a semester is considered to be part-time. A student may complete nine (9) credits or three (3) courses prior to matriculating into a program of study. After the completion of nine (9) credits or three (3) courses the student must formally apply for admission and submit all materials required for acceptance into a degree program to the Admissions Office. The applicant will be notified in writing by the Office of Admissions once a decision has been made. The completion of three (3) courses is not, in and of itself, a guarantee of admission into a degree program.

## Course Add/Drop/Withdrawal

Please be advised that it is the student’s responsibility to formally process any and all paperwork related to adding, dropping or withdrawing from a course(s).

The student must:

- 1) Log into INSITE to add a course(s); credit will not be earned for a course in which one is not formally registered; simply sitting in class does not qualify as being registered
- 2) Log into INSITE to drop a course(s); one will not be automatically dropped from a course that was either never attended or for lack of attendance; partial or full charges may be due
- 3) Come to the Registrar’s Office to withdraw from a course; lack of attendance does not result in automatic withdrawal from a course\*; partial or full charges may be due

Financial aid may be affected if a student fails to follow the indicated process. For questions, please contact the Registrar’s Office.

\*Individual instructor syllabi may contain an attendance policy that could cause course withdrawal without the student's permission. In such a case, partial or full charges may be due and financial aid may be affected.

Prior to and during the student's first semester at Becker, and during any period of academic probation, the student's ability to add and drop courses via Insite is restricted. Students must come to the registrar's office to complete these processes.

## College Withdrawal

A student wishing to withdraw from the College must follow this procedure:

- Pick up a withdrawal form in the Office of the Registrar and discuss the reason for withdrawing.
- Meet with his/her Faculty Advisor.
- Contact the Director of Financial Aid to determine financial aid status.
- Contact Student Accounts to determine final balance.
- Resident students must bring residence hall keys and student identification to Student Affairs. Commuter students must bring student identification to Student Affairs.
- Take the withdrawal form, signed by each of the above persons, to the Registrar's Office.

Students withdrawing without following this procedure will not be withdrawn from their courses. As a result, the student will receive failing grades in all courses and will not be eligible for fee refunds. This may jeopardize the student's ability to transfer to or take courses at other educational institutions. For individual course withdrawal, refer to the academic catalog.

## Tuition and Fee Refunds

Refunds on tuition and fees for a **withdrawal from Becker College** for all non-Title IV (financial aid) recipients will be made according to the following schedule.

Students who leave the College:

- During the first week of class: 85%
- During the second week of class: 75%
- During the third week of class: 50%
- During the fourth week of class: 25%
- After the fourth week of class: 0%

Refunds for room and board changes made throughout the semester will be made according to the following schedule (with the exception of Willow Hall as indicated below):

- During the first week of class: 85%
- During the second week of class: 75%
- During the third week of class: 50%
- During the fourth week of class: 25%
- After the fourth week of class: 0%

Requests from residents for termination of their building agreement within the period covered under the terms of the agreement will only be considered for such reasons as complete withdrawal from the College or an extenuating circumstance. A student who breaches the agreement will not be granted a refund during the fall and/or spring semesters. Students entering into a new agreement for the fall semester who cancel the agreement before 8/1 will be fined accordingly:

Prior to 5/1: no fine

Prior to 5/31: \$500

Prior to 6/30: \$1000

Prior to 7/31: \$1500

After 8/1: billed for entire semester

During the spring semester students who request a termination of their building agreement will be charged a \$500 termination fee.

*\*Willow Hall Policy: Refunds for Willow Hall, as indicated throughout the building agreement, will be made accordingly. Note that students living in Willow Hall who enter into a meal plan will not be granted a refund of any kind\**

When Title IV financial aid is involved in helping a student meet the cost of attendance, Becker College will follow the refund policies mandated by the reauthorization of the Higher Education Act of 1992. All Title IV recipients will be refunded using the Federal Refund Calculation.

Examples of these refund policies are available at the Becker College Financial Aid Office.

Any refund that includes Title IV aid will be restored to the programs in the following order: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal PLUS Loan, Federal Pell Grant, Federal SEOG, and others. After all federal aid has been returned, refunds will then be returned to state and institutional sources. Any remaining balance will then be returned to the student.

These refund policies are based on mandates issued by the U.S. Department of Education and guidelines issued by the American Council on Education (ACE) in conjunction with the National Association of College and University Business Officers (NACUBO).

## Commitment Deposits

Housing deposits for residents are handled by the Student Accounts Office and are non-refundable after the date indicated on the deposit form.

## Schedule of Classes

Classes are in session every day except Sunday. While the majority of classes meet as indicated below, some classes may be held outside the typical schedule.

On Mondays, Wednesdays and Fridays, classes traditionally meet as follows:

	<b>Worcester</b>	<b>Leicester</b>
Period 1	8:00-8:50	8:30-9:20
Period 2	9:00-9:50	9:30-10:20
Period 3	10:00-10:50	10:30-11:20
Period 4	11:00-11:50	11:30-12:20
Period 5	12:20-1:10	1:00-1:50
Period 6	1:20-2:10	2:00-2:50
Period 7	3:20-4:10	3:00-3:30
Period 8	4:20-5:10	4:00-4:50
Period 9	6:15-9:00	6:15-9:00

On Tuesdays and Thursdays, classes traditionally meet as follows:

	<b>Worcester</b>	<b>Leicester</b>
Period 1	8:00-9:15	8:30-9:45
Period 2	9:25-10:40	9:55-11:10
Period 3	10:50-12:05	11:20-12:35
Period 4	12:35-1:50	1:15-2:30
Period 5	2:00-3:15	2:40-3:55
Period 6	3:25-4:40	4:05-5:20
Period 7	6:15-9:00	6:15-9:00

On Saturdays, classes traditionally meet 8:30-11:15.

Specific information on scheduled class meeting times can be located on INSITE.

## Class Cancellation

The College makes every reasonable effort to hold classes during the winter season despite less-than-optimal weather conditions. Occasionally, however, extreme weather conditions may necessitate a delay in classes and/or a cancellation of classes for a particular day. The College will then make the decision to cancel day classes by 6:30am and evening classes by 3:00pm.

Announcements will be broadcast as follows:

- All day classes (for that day) are canceled.
- First period classes are canceled (another announcement will be made at 8:00am regarding the status of classes for the remainder of the day).
- All evening classes (for that day) are canceled.

Students are responsible for listening to announcements on local radio stations, WTAG 580 AM, WBZ 1030AM, WRKO 680 AM, WSRS 96.1 FM, WORC 98.9 FM, WXLO 104.5 FM and 100 FM The PIKE, and local TV stations channels 4, 5, 7 and FOX 25. The main telephone message will generally be the earliest form of notification. The College posts weather related announcements by 7 a.m. on its voice mail system. Simply call (508) 791-9241 option 7.

## Dean's List

The dean's list, published each semester, includes all full-time students (24 or more credit hours earned for the academic year; 12 minimum each semester - September through May) whose cumulative grade point average is 3.50 or higher with no grade below a B- and no incomplete (I) or withdrawal/failing (WF) grades.

## Honors

The following cumulative grade point averages entitle associate graduates to honors recognition at commencement: highest honors: 3.90 - 4.00; high honors: 3.70 - 3.89; honors: 3.50 - 3.69.

The following cumulative grade point averages entitle baccalaureate graduates to honors recognition at commencement: summa cum laude: 3.90 - 4.00; magna cum laude: 3.70 - 3.89; cum laude: 3.50 - 3.69. Honors designations for recognition at commencement are determined using the cumulative quality grade point average earned at the end of the semester prior to the last semester of enrollment before graduation.

# Grading System

Please refer to the academic catalog for additional academic information.

The College uses a four-point system in computing quality-point grade averages, as follows:

## Grade Points

- A+ Superior 4.00
- A 4.00
- A- Above Average 3.70
- B+ 3.30
- B 3.00
- B- 2.70
- C+ Average 2.30
- C 2.00
- C- Below average 1.70
- D+ 1.30
- D 1.00
- D- 0.70
- F 0.00
- WF Withdrew Failing calculated
- I Incomplete not calculated
- P Passing not calculated
- W Withdrawn not calculated
- AU Audit not calculated
- WP Withdrew Passing not calculated
- NG No grade (labs and clinical for which a separate grade is not issued)

Students who satisfactorily complete a course will receive a grade of "A+" through "D-." In certain courses a "C" is the minimum acceptable grade (refer to the academic catalog). For certain courses, a Pass/Fail system of grading will occur. A "P" grade will give no grade points and will not be computed in the Grade Point Average (G.P.A.).

An "F" is recorded on the student's permanent record card. If any course is repeated, only the grade points of the more recent grade will be computed in the G.P.A.

Transfer credits with a grade of "C" or better from regionally accredited colleges will be accepted. Transfer credit will not be computed into the student's cumulative Grade Point Average.

Midterm grades will be issued to indicate progress or unsatisfactory performance.

Each student must have a 2.0 cumulative grade point (C) and at least 62 credits in order to graduate with an A.S. degree and at least 122 credits in order to graduate with a B.A./B.S. degree.

## Grade Point Average

The College maintains a record of each student's semester grades as reported by his/her instructor and, from these grades, computes an average based upon the afore-mentioned scale. The Grade

Point Average (G.P.A.) results from multiplying the number of credits of each course by the numerical equivalent of the grade for each course (Quality Points). Divide this figure by the total number of credit hours attempted during the semester and the resulting figure is the G.P.A.

The following is an example of how to compute the G.P.A.:

Course	Grade	Quality Points		Credits		Points Earned
English	C	2	X	3	=	6
Biology	B	3	X	4	=	12
Math	F	0	X	3	=	0
History	A-	3.7	X	3	=	11.1
Psychology	C+	2.3	X	3	=	6.9

Total Credits Attempted 16

Total Quality Points 36

36 divided by 16 = 2.25 = Grade Point Average

## Academic Progress

### Academic Warning I

Students whose cumulative grade point average during any semester falls below **2.00** will be placed on Academic Warning Tier 1. Each student on Academic Warning I will receive a letter explaining the placement and the consequent steps to follow upon returning to campus. Students on Academic Warning I will need academic advisement and permission to add/drop/withdraw from courses and to pre-register for the following semester. All forms are available in the Registrar's Office.

### Academic Warning II

Students whose cumulative grade point average during any semester falls below **1.90** will be placed on academic warning Tier 2. Each student on Academic Warning II will receive a letter explaining the placement and the consequent steps to follow upon returning to campus. Students on Academic Warning II will need academic advisement and permission to add/drop/withdraw from courses and to pre-register for the following semester. All forms are available in the Registrar's Office.

Further, each student on Academic Warning II may not register for more than 14 credits in one semester. The student will be responsible for meeting with his/her advisor to re-register for classes so as not to exceed the 14 credit maximum. The student may be removed from Academic Warning II by raising his/her CGPA above 1.90.

Students with a first semester GPA less than 1.0 may be re-registered for all courses which they failed (assuming they are offered in the second semester).

### Academic Dismissal

Students whose cumulative grade point grade averages do not meet the following levels risk not being permitted to continue at the College:

**End of the second semester**

**1.50**– Credits attempted: greater than or equal to 24, but less than 36

**End of the third or subsequent semester**

**1.75** – Credits attempted: greater than or equal to 36

The Registrar will review the records of all students who do not meet the above criteria (and of those full-time students who after their first semester fail to earn any credits). Each Academically Dismissed student will receive a letter explaining the placement and the steps to follow before returning to campus. All students who have been notified of dismissal have the right to appeal in writing to the Academic Dean within ten (10) days of that notification. Each appeal will be reviewed and dispositioned, based on individual circumstances.

Students receiving financial aid should review the policy for Satisfactory Academic Progress for Financial Aid Recipients.

Dismissed/Reinstated students will need permission of the Academic Dean (or designee) to add/drop/withdraw from a course(s).

## Graduation

### Degree Requirements

- Satisfactory completion of at least 62 credits for Associate in Science degree.
  - Satisfactory completion of at least 122 credits for Bachelor of Arts or Science degree.
  - Grade Point Average of at least 2.00.
  - All program requirements satisfactorily completed.
  - A minimum of 25% of program requirements completed at Becker College.
  - A minimum of 50% of program requirements from a regionally accredited four year institution to receive a Bachelor Degree from Becker College.
  - All financial obligations of the student to the College must be successfully completed.
- Degrees will not be granted to any student having debts outstanding.

All students intending to complete their degree requirements **must complete an "intent to graduate" online (on INSITE) or submit a paper form** to the Registrar's Office no later than the end of the student's Junior year. By failing to do so, the student may forgo a graduation audit on his/her record before the start of his/her senior year. All students planning to attend the graduation ceremony in May must file their intent by March 1 of the ceremony year.

Diplomas will be mailed approximately 30 days after Commencement to all May graduates who have successfully completed their programs of study. Students who graduate in August or December will receive their diploma approximately 30 days after the end of their last term.

## Commencement Ceremony

Becker conducts its Commencement ceremony for graduates of both its Leicester and Worcester campuses in May upon the conclusion of the final examination period.

A student may participate in **Commencement** exercises if he/she reasonably expects to complete his/her outstanding program coursework -- no more than one course (up to 4 credits) -- is achieving a cumulative grade point average of 2.00 based on previous semester grades and is meeting all other requirements. The degree will be mailed to the student following completion of all requirements.

## Internships

Internships provide students with opportunities to practice acquired skills and to observe the dynamics of a work situation. In some programs, an internship experience is required. In others, it is an option. Students should check the catalog for the requirements of a given program. A 2.00 cumulative Grade Point Average is needed for participation unless otherwise stated in the course description. Internship experience can add meaning and relevance to a college education.

## Student Acceptable Computer Use

All Becker students are provided with a Becker email account (mymail.becker.edu). This is the account which college officials and faculty will use to communicate with students. **It is the student's responsibility to utilize their Becker email account and to check it frequently.** Students will also receive an Angel login and password. The degree to which each class relies on Angel is up to the course instructor. It is the student's responsibility to access Angel based on the requirements of an individual course.

In accepting an account to access Becker's student email systems or in the use of any of the computer equipment at Becker College including network access for the purposes of accessing the internet, the Student user agrees to the following terms and conditions:

1. The username may not be transferred.
2. Access to computer resources is limited to academic purposes; except upon approval of the College.
3. Any attempt to interrupt or damage the operation of any of the systems shall result in the termination of the user's access and appropriate disciplinary action.
4. Any attempt to acquire information stored on the systems other than that declared as public information or information stored by the permitted users shall constitute a violation of the laws of the Commonwealth regarding privacy of information.
5. The user is responsible for his/her account and all work done under that account. Any unauthorized use of that account by other users must be reported.
6. No material should be placed on the system or retrieved from the systems without the permission of the College. Users should be aware that it is a criminal offense to copy any software protected by copyright.
7. Students are prohibited from posting on or transmitting through the Becker systems any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, or racially, ethnically or otherwise objectionable material of any kind.
8. Becker College reserves the right to block internet traffic from all file sharing or other non-educational sites.
9. The Office of Information Technology's (OIT) responsibility for dorm internet is limited to the network jack or **Authorized Becker College** wireless access point.
10. OIT reserves the right to reduce dorm internet traffic during regular business hours as necessary for business operations.
11. All issues related to connectivity in dorms must be reported to the dorm RA. Any calls directed to OIT will be vetted through the RA prior to scheduled visits by OIT.
12. If OIT can access the internet from a dorm room port, it is the student's responsibility to resolve issues related to their computer and/or network cable.
13. OIT does not support student systems, software installed on student systems, or network cables. Please refer to the software or hardware manufacturer.

14. Refrain from using personal wireless routers or access points. These devices are not allowed and the network will automatically disable your network connection should one be plugged into a network jack. *To re-enable your network jack, please plug your system directly into the network jack.*

## Malpractice Insurance

Nursing and Veterinary students must purchase a malpractice insurance policy prior to internship placement and courses involving clinical experience. This is a requirement of the agencies and institutions that accept student trainees. Among other things, this is included in the Academic Program Fee for students enrolled in those programs.

## Colleges of Worcester Consortium

Established in 1968, the Consortium goals are to increase the variety and range of educational offerings through cross-registration courses, encourage joint appointments of faculty and to expand community service and continuing education in the Worcester community.

### **The Consortium members are:**

1. Anna Maria College
2. Assumption College
3. Atlantic Union College
4. Becker College
5. Clark University
6. College of the Holy Cross
7. Massachusetts College of Pharmacy and Health Sciences
8. Nichols College
9. Quinsigamond Community College
10. Tufts University School of Veterinary Medicine
11. University of Massachusetts Medical School
12. Worcester Polytechnic Institute
13. Worcester State College

## Consortium Cross-registration

Students who are full-time at Becker College may take one course per semester free of charge at any other participating consortium institution, depending upon availability. They must complete and submit a cross-registration form from the Becker Registrar's office and complete the registration process at the Consortium college. **Exceptions include** the additional fees charged for special programs, laboratory materials and supplies, and the determination of a course overload whereby students may be required to pay a course fee to their home institutions. The right to deny permission to carry a course overload is retained by each institution based on its own requirement.

## Health

### **Student Health Insurance Requirements**

Massachusetts State Law requires that all residents of the Commonwealth have health insurance. Out of State full-time and three-quarter time students (9 or more credits) are also required to

carry insurance that is equivalent to or better than the state's minimum standards. Becker College's student accident and sickness plan exceeds these minimum standards and is designed to meet students' needs while on campus, traveling and throughout the plan year. If you currently have coverage, you will need to determine if it meets or exceeds the coverage that is available through Becker College. HMO's and other managed care programs do not cover for medical expenses outside your home region/area. Check to see if coverage extends past age 19 and if the plan allows for physician, hospital, laboratory services and prescription drug coverage in the Worcester area. **All students with 9 or more credits (and ALL Nursing students) are automatically enrolled in and billed for the Student Accident & Sickness Insurance Plan.** In addition, Becker requires that students in the Center for Accelerated and Professional Learning Program be covered by a qualifying medical insurance plan.

**Students with an alternate health insurance plan will need to complete an on-line waiver with the college's health insurance carrier (available by July 15<sup>th</sup>).** Once the waiver process is completed credit will be issued to the student's business account. The insurance waiver must be completed **every year**.

Students are responsible for their individual health insurance plan rules, regulations and restrictions. Refer to the back of your insurance card or your insurance company's website for information regarding participating physicians and for details of plan benefits. Health Services staff may provide assistance with referrals to providers in the surrounding medical community, but the student will be responsible for all costs incurred outside of Student Health Services.

**All students should have their health insurance card with them on campus.**

**NOTE: Students are responsible for maintaining active insurance coverage throughout the academic year. If your plan is cancelled or dropped for any reason, please contact Student Health @ (774)354-0464 or Student Accounts @ (508)373-9434 you could be eligible to add into the Student Accident & Sickness Plan offered through Becker College.**

### **Student Health Services**

Becker Student Health Services provides care and treatment for minor injuries and sickness. Our nursing staff is also available for telephone consultation. Referrals may be required for off-campus medical intervention when scope of care is beyond our professional abilities, department and/or campus resources.

Student Health Services hours are Monday through Thursday 9:00 a.m. - 4:00 p.m. & Friday 9:00 a.m. - 2:00 p.m. during the school year when classes are in session. Our office is located on the Leicester campus on the ground floor in the Student Center. Registered nurses supervise and provide care in Student Health Services. A physician director oversees the operation of our department and is available on-site Tuesday afternoons by appointment. (Please call our office).

All students with medical records on file at the college may utilize this on-site service. A limited supply of over-the-counter medication is available from the nurse. Prescriptions may be obtained by consulting with our college physician on Tuesday afternoons. Prescriptions will need to be filled by an outside pharmacy. **Students are responsible for all charges that are incurred outside of Student Health Services.**

### **Student Health Record (required)**

Becker requires that full-time students (12 or more credits) and all full & part-time Health

Science students (includes: Nursing and ALL Animal-related studies.) must complete the "Student Health Record" form, which includes documentation of a physical exam and immunization record prior to arrival at the college for their first semester. This documentation should be forwarded to Health Services by July 1st for fall entry and by January 1<sup>st</sup> for spring entry. **This form is mandated by law.** Students without a completed medical record on file will not be allowed to register for classes or participate in athletics or clinical rotations. Health forms may be obtained from the Becker College website (Becker.edu) under the Student Life tab > Health Services. Medical records submitted to the college become the property of the college and cannot be released without written consent (HIPPA & FERPA regulated).

## **Immunizations**

The Commonwealth of Massachusetts Department of Public Health mandates that students provide medical documentation of immunizations, boosters, and history of certain contagious diseases in order to be registered as a student in the state of Massachusetts. The Commonwealth of Massachusetts College Immunization Law (MGL Chapter 76, Section 15C) requires that ALL full-time undergraduate students regardless of birth date, and ALL Health Science, Veterinary Technology, and Animal Care students, whether full-time or part-time, and regardless of birth date, must present a medical certificate indicating they are: (1) Immune to measles, mumps & rubella\*. (2) A tetanus, diphtheria, & pertussis vaccine within the last 10 years. (3) \*\*Tuberculosis risk assessment screening. (4) Hepatitis B vaccine\*. (5) Meningitis vaccine (or signed waiver to decline) (6) Chicken Pox history/status. \*Copy of lab report of (+) titers for MMR & Hep B will also be accepted as proof of immunity. \*\*Nursing students must have 2 separate PPD skin tests and proof of varicella & hepatitis B immunity by lab testing for clinical requirements. All Animal Care/Vet related students will need one tuberculosis skin test before entry to Becker.

Becker College strongly recommends that students with an animal-related focus of study receive a pre-exposure series of rabies vaccinations (3 dose series). Documentation of rabies vaccine or a signed waiver to decline said vaccine is required. Vet/Animal Care students must also review and sign a risk form that outlines potential risks inherent to the laboratory and animal handling settings.

It is through strict enforcement of the above immunization law that helps Becker prevent the outbreak of potentially dangerous communicable diseases throughout our campus community.

**Extended Medical Absences:** Students that are out of classes for 3 or more days must notify Student Health Services and provide written documentation of their illness from a healthcare provider (or receive care through our Student Health Services Department). All medical documents are kept in the student's health record and should not be given to faculty. Student Health Services will notify professors of the absence dates and that it was medically warranted. Students must review each professor's absence policy in the course syllabus; notification from our office does not automatically "excuse" an absence. However, some professors may allow for make-up work or have provisions in the syllabus that allow students to drop a missed assignment/grade. Confidential health information will not be released at any time without a student's written consent.

**Allergy/Anaphylaxis Issues:** Please notify Student Health Services of any and all allergies. If your allergy is severe enough to warrant an epi-pen, you must carry it on your person at all times. Students with a latex allergy must meet with Student Health regarding Becker's latex allergy

policy: Becker College (including: labs and clinical sites) is not latex-free.

### **Self-Administration of Injectable Medications in Residence Rooms:**

**Policy:** The administration and storage of injectable medications and the handling of medical waste will be managed in a manner that will protect the student and college community.

1. A doctor's order from the student's primary care physician must be on file in Health Services for the self-administration of all injectable medications. This order must be updated each academic year. In accordance with standard medical practice a medication order from a licensed prescriber must contain: a.) Student's name & date of birth b.) Name of medication. c.) Directions for self-administration including; dose, frequency, & route. d.) Name & signature of licensed prescriber.
2. A student who requires injectable prescription medications and supplies may keep them in his/her residence hall room. It is advisable to store them in a locked or secure manner.
3. Health Services may provide Campus Police with information regarding the nature of the student's condition if medical supplies such as needles and syringes are in a resident's room.
4. The student must use a biohazard puncture resistant sharps container to dispose of all contaminated supplies including; needles, syringes, broken capillary tubes, lancets and any equipment that is considered to be biohazard waste. Disposal of biohazard waste & sharps containers must comply with OSHA regulations (please consult with Health Services).
5. Prescription medication is a private and confidential matter and should be treated as such by all parties.

## Discipline

The College divides behavior in the classroom into two categories: Academic and Non-Academic.

### **Academic Behavior**

Academic Behavior includes cheating, plagiarism, class attendance requirements, and maintaining insufficient grades or any other behavior that relates to the student's academic standing at The College. The faculty informs the Dean of Academic Affairs of discipline issues and actions taken.

### **Non-Academic Behavior**

Non-Academic Behavior is anything that is not academic behavior. Once an Incident Report is received from the faculty member involved, the Director of Residence Life will initiate the disciplinary process.

## Rights and Responsibilities

### **Statement on Student Rights**

Becker subscribes to the American Association of University Professors, et al., "Joint Statement of Rights and Freedoms of Students." The following points are especially noteworthy:

#### **Freedom to Learn**

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for maintaining the standards of academic performance established for each course in which they are enrolled.

### **Freedom of Association**

Students bring with them a wide variety of interests and talents, and may develop many new interests as members of the academic community. Students should be free to organize and join associations to promote their common interests.

### **Freedom of Inquiry and Expression**

Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately.

### **Student Access to Educational Records – Notification of Rights**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records\*. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when s/he reaches the age of 18 *or* attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Per the Act, a student may inspect and review their education records, may seek to amend those records, and may limit disclosure of information from the records.

### **Release of Records Form**

Each student has the option to file a Release of Records Form with the Registrar's Office. The form will allow college officials to speak to the individuals identified on the form about the student's educational records. Particulars may include academic standing, grades, class attendance, disciplinary issues and financial obligations. If the student chooses not to complete the Release of Records Form, it may limit the College's ability to contact others in the event of an emergency.

Disclosure of educational records without the written consent of the student is prohibited except in certain instances as permitted by the FERPA ([http://www.ed.gov/policy/gen/reg/ferpa/rights\\_pg19.html#17](http://www.ed.gov/policy/gen/reg/ferpa/rights_pg19.html#17)). One such instance is to the parents of a dependant student (parent must submit proof of dependency via signed IRS Tax forms). **Becker College will, with proper documentation and a written request, disclose a student's educational records\* to the parents of a dependent student.** Any other release of non-directory information will be granted per the student's consent on the Release of Records Form as noted above.

For the protection of the student, a photo ID may be requested before any non-directory information is released, even to the student.

### **Directory Information**

Becker College designates the following categories of student records information as Directory Information:

- student's full name
- local address/permanent/campus mailing address
- hometown
- major field of study

- status (full- or part-time); class level (FR/SO/JR/SR)
- participation in officially recognized clubs/activities/sports
- most recent previous school attended
- members of athletic teams (height included)
- dates of attendance
- degrees, honors and awards received
- photographs

Directory Information will be disclosed by Becker College without prior consent of the student. If the student wishes to restrict the release of Directory Information, he/she must inform the Registrar's Office in writing.

\*Educational records are defined as: "...records, files, documents, and other material...which contain information directly related to a student...Educational records do not include personal files of faculty and administrative personnel, law enforcement records, medical records, or parents financial records."

## Complaints of Disability Related Discrimination

Section 504 of the Rehabilitation Act applies to all institutions, whether public or private, that receive federal financial assistance. The act obligates colleges to adopt and publish complaint procedures to afford individuals aggrieved by the College's actions an opportunity to seek redress within the institution for disability-related discrimination.

If an employee or student believes that he or she has been subjected to disability-related discrimination, the employee or student has the right to file a complaint with the Office for Disabled Persons. This may be done orally or in writing.

Individuals who would like to file a complaint may do so by contacting the Vice President of Student Affairs at 774-354-0460 for student-related issues or the Associate Vice President of Human Resources at 508-373-9455 for employee-related issues. Those who have concerns or need more information about The College's policy on disability discrimination and complaint process should feel free to discuss it with the coordinators.

If an individual has a complaint, the College will promptly investigate the allegation in a fair and expeditious manner. The investigation will include an interview with the person making the allegation and with witnesses, if appropriate. The party or parties alleged to have committed the discriminatory action will also be interviewed. When the investigation has been completed, the person filing the complaint and the accused party or parties will be informed of the results of the investigation and the recommendations for resolution.

If it is determined that inappropriate conduct has occurred, the College will act promptly to eliminate the offending conduct and impose disciplinary action. In addition to the above, if an individual believes he or she has been subjected to disability-related discrimination, he/she may file a formal complaint with the following government agencies. Using the College's complaint process does not prohibit individuals from filing a complaint with these agencies. Each agency has a short period of time for filing a claim (OCR & EEOC: 180 days).

### **Office for Civil Rights**

Caroline Chang, Regional Manager  
US Department of Health and Human Services  
Government Center  
J.F. Kennedy Federal Building - Room 1875  
Boston, Massachusetts 02203  
Voice phone(617)565-1340  
FAX (617)565-3809  
TDD (617)565-1343

### **The United States Equal Employment Opportunity Commission**

John F. Kennedy Federal Building  
Government Center  
4th Floor, Room 475  
Boston, MA 02203  
Phone: 617-565-3200  
TTY: 617-565-3204

## **Statement on Student Behavior**

Once admitted into the College community, the student must earn the privilege to stay. This is accomplished by studying hard, earning the grades which allow one to continue with one's course of study and conducting oneself on campus and in the community according to college policy and the laws of the land. **The College reserves the right to withdraw any student for unsatisfactory academic work or for conduct detrimental to the spirit and operation of the College.**

Policies that govern conduct on campus are designed to help assure that everyone's rights are respected and protected. They help to assure the spirit of community and cooperation so necessary within an academic community. Students who violate college policy will be subject to disciplinary action.

As a maturing adult, the College expects each student to be accountable and responsible for his or her behavior, to act rationally and calmly in his or her dealings with peers and college personnel and to be cooperative and considerate toward all. Any abuse of others, either verbally or physically, cannot be tolerated.

The policies outlined herein, the laws of the land, and the treatment of every other individual on campus and in the community in a respectful, fair, and humane manner, form the code of conduct which all Becker students are expected to follow.

The College is very concerned with the actions of its students in the community. Any Becker College student, whether living in a residence hall, off-campus apartment, or commuting from home, who breaks the law or commits a crime will be subject to the College's disciplinary procedures as well as criminal prosecution. College disciplinary action is not contingent on a legal conviction. All students are also subject to disciplinary action if involved in non-criminal but inappropriate behavior off-campus, particularly when such incidents have implications for campus safety and/or affects the reputation of the College.

## Honor Code

Every Becker student is expected to uphold the highest standards of honor with regard to academics, activities, and other school-related pursuits. Cheating, plagiarism, forgery, and other academic dishonesty are not tolerated. If found in violation of the honor code the student will face severe sanctioning.

## Student Code of Conduct

All Becker College students are responsible for abiding by the policies of Becker College, and those who violate them are subject to disciplinary action. Any attempt to violate the rules and regulations of Becker College is considered sufficient evidence for having committed the violation itself, be that through staff documentation or self-incrimination. Moreover, Becker College recognizes and respects local, state, and federal laws and statutes, and therefore does not provide safe haven or sanctuary for students who violate such laws.

Becker College may pursue enforcement of its own rules, whether or not legal proceedings are underway or in prospect, and may use information from third-party sources, such as law enforcement agencies and the courts, to determine whether Becker College's rules have been violated. Conversely, Becker College makes no attempt to shield members in the Becker College community from the law nor does it intervene in legal proceedings against a member of the community. These regulations are announced in writing in order to give students general notice to define misconduct in exhaustive terms.

The College Student Conduct System may review and impose penalties and sanctions on an individual or a group involved in any criminal or civil offense against the state or country. Becker College reserves the right to address issues with any student who lives on-campus or off-campus and is involved in activities on and/or off campus that may endanger the health, safety and welfare of Becker College students. Moreover, Becker College reserves the right to review and address incidents that occur off-campus in which Becker College students are involved. Behavior that impacts the institution will be addressed through the College's student conduct system. Violations of specifically stated policies as written in the Student Handbook or otherwise distributed or published rules of Becker College are prohibited. These include but are not limited to:

- I. Alcohol
  - a. Those under the age of 21 may not be in the presence of, distribute, transport, serve, possess or consume alcoholic beverages or alcohol containers anywhere on campus.
  - b. Those over the age of 21 may not be in the presence of, possess, or consume alcoholic beverages anywhere on campus except areas designated (i.e. specific functions or over 21 residence halls).
  - c. Those over the age of 21 may not distribute alcohol to minors.
  - d. Selling alcoholic beverages without a license is prohibited.
  - e. Intoxication is a violation of college policy.
  - f. Operating a motor vehicle while under the influence is prohibited.
  - g. Kegs/beer balls and other large quantity of alcoholic beverages is prohibited.
  - h. Attendance at an illegal party is prohibited.

- i. Possession of drinking paraphernalia (i.e. funnels, shot glasses, or beer pong tables) is prohibited.
- j. Drinking paraphernalia will be confiscated and not returned.
- k. Possession of empty alcohol containers is prohibited in residence halls by students who are under the age of 21 and may be viewed as evidence of possession and/or consumption of alcohol. Students are not allowed to use alcohol containers, whether full or empty, as decorations within their residence hall room.
- II. Controlled Substances
  - a. The possession of illegal or harmful drugs, hallucinogens or narcotics is prohibited.
  - b. The use of illegal or harmful drugs, hallucinogens or narcotics is prohibited.
  - c. The manufactures, distribution, transfer, possession with intent to sell, offer for sale or sale of illegal or harmful drugs, hallucinogens or narcotic is prohibited.
  - d. The possession of drug paraphernalia is prohibited. Drug paraphernalia will be permanently confiscated.
  - e. The use of drug paraphernalia is prohibited.
  - f. Odors, such as in the case of marijuana, are considered evidence of drug use and are prohibited.
- III. Privacy and Tranquility
  - a. Violation of courtesy hours.
  - b. Violation of quiet hours.
  - c. Excessive or harassing noise.
  - d. Deliberate disruption or interference with any class or other college function.
- IV. Property
  - a. Unauthorized use of another's property or Becker property is prohibited.
  - b. The attempted theft of another's property or Becker property or possession of another's property is prohibited.
  - c. Theft of another's property or Becker property is prohibited.
  - d. Destruction and vandalism to another's property or Becker property is prohibited.
  - e. Tampering with locks and duplication or unauthorized use of Becker keys is prohibited.
  - f. Propping or tampering with doors to prevent them from closing or locking is prohibited.
  - g. Creating messes and littering on campus or in a campus building is prohibited.
- V. Misuse of Documents/Property
  - a. Forgery or alteration of Becker College documents, records or instruments of identification is prohibited.
  - b. Unauthorized possession of Becker College documents, records or instruments of identification is prohibited.
  - c. Violation of computer and information resources policy is prohibited.
  - d. A person may not use or possess the driver's license or Becker College ID card of another person.
- VI. Fire Protection System
  - a. Tampering, damaging or removing fire extinguishers, fire alarms, smoke or heat detectors is prohibited.

- b. Causing a fire alarm or false fire alarm is prohibited.
- c. Failure to evacuate during a fire alarm or emergency is prohibited.
- d. Use of smoke and a fog machine is prohibited.
- e. Blocking or obstructing fire exits is prohibited.
- VII. Firearms/Explosives/Weapons
  - a. Personal possession or storage of firecrackers, fireworks, firebombs, smoke bombs and any other explosive device is prohibited.
  - b. Use of firecrackers, fireworks, firebombs, smoke bombs and any other explosive device is prohibited.
  - c. Personal possession, transportation and/or storage of operable firearms, air guns, BB guns, darts, paint guns, knives or any other dangerous weapons is prohibited.
  - d. Use and/or misuse of operable firearms, air guns, BB guns, darts, paint guns or any other dangerous weapon is prohibited.
  - e. The threat of a bomb scare is prohibited.
  - f. The setting of fires, arson or adding to unauthorized fires is prohibited.
  - g. False 911 calls both on and off campus is prohibited.
- VIII. Orders and Directions
  - a. Knowingly using or furnishing false information or identification to a Becker College official is prohibited.
  - b. Failure to provide Becker College personnel with adequate identification upon request is prohibited.
  - c. Failure to comply with reasonable directions of a Becker College official (including, but not limited to, campus police, and residence hall staff) is prohibited.
  - d. Harassment of a Becker College official acting within the scope of their duties is prohibited.
  - e. Non-compliance with a conduct hearing notification to appear at a disciplinary hearing or investigation meeting is in non-compliance and subject to further disciplinary proceedings.
  - f. Conduct on campus that interferes with the rights of others and/or demonstrates disregard for the College community and its members is prohibited.
  - g. Unauthorized entrance into or use of Becker College facilities or attempting to gain entrance to unauthorized premises is considered a violation, whether entrance is gained or not.
  - h. Participation in campus demonstrations that disrupt the normal operations of Becker College and infringe on the rights of the members of the campus community is prohibited.
  - i. Unauthorized use of Becker College name or logo or failure to use Becker College name or log in a manner that is consistent with its designated objectives is prohibited.
  - j. Fleeing the scene of an incident is prohibited.
  - k. Failure to vacate the residence halls by the designated time is prohibited.
  - l. Failure to comply with a no-contact order is prohibited.
  - m. Switching rooms without permission from the Director of Residence Life is prohibited.

- IX. Harassment and Abuse
  - Harassment and abuse is unacceptable behavior. This includes but is not limited to direct, indirect, phone, written, and Internet harassment.
  - a. Personal harassment
  - b. Verbal abuse
  - c. Threat of physical violence
  - d. Use of physical violence
  - e. Sexual abuse
  - f. Non-physical or physical coercion
  - g. Indecent exposure
  - h. Slander
  - i. Endangerment of the health and safety of self and/or others
  - j. Sexual harassment
  - k. Assault and/or battery
- X. Parking
  - Parking in non-designated or restricted areas, such as sidewalks, lawns, or in handicapped parking areas, is prohibited.
- XI. Embezzlement
  - Embezzlement or misuse of the funds of Becker College and/or a student organization is prohibited.
- XII. Contempt
  - Students who fail to attend student conduct hearings and who do not fulfill the terms and condition of sanctions imposed may be found in non-compliance.
- XIII. Perjury
  - Providing false testimony during disciplinary proceedings is prohibited.
- XIV. Gambling
  - The act of gambling or being part of a gambling ring, bookmaking or illegal transactions of money is prohibited.
- XV. Smoking
  - Smoking is prohibited in all college owned or leased buildings including residence halls.
  - The use of smokeless tobacco products is prohibited in all college owned or leased vehicles and/or buildings including residence halls.
- XVI. Windows and Rooftops
  - a. Use of windows as entrances or exits of a building is prohibited.
  - b. Sunbathing on rooftops is prohibited.
- XVII. Animals and Pets
  - Animals and pets are not permitted in any of the residence halls or buildings on campus except the Animal Clinic.
- XVIII. Playing Hall Sports
  - Playing ball (football, baseball, softball, basketball, floor hockey, etc.), frisbee, wrestling, or in-line skating in the residence halls is prohibited.
- XIX. Throwing Objects
  - Throwing objects from a window and/or balconies is prohibited.
- XX. Health and Safety
  - Any violation of the health and safety code is prohibited.
- XXI. Guest and Visitors

- Students are responsible for the behavior of their guest(s) at all times and are held accountable should the guests cause a disturbance or damages. Guests and visitors are required to follow the policies of the Becker College Community.
- XXII. Roommate Rights
  - Disruption or interference with roommate's rights to study, sleep, live in a clean, secure environment, and/or have full access to one's own room is prohibited.
- XXIII. Consolidation Policy
  - The Consolidation Policy was developed to make the best use of available residential space at Becker College. Therefore, due to the high demand for campus housing, it will be necessary to consolidate spaces to accommodate housing requests and student housing needs.
  - Consolidation will occur primarily at the end of the fall and winter terms, although as vacancies become available, some living spaces may be consolidated throughout the year. Information and specific dates will be announced by the Student Affairs Office. During the consolidation periods, no other student moves will be permitted. Residents who have vacancies should expect to be consolidated. When a vacancy occurs, the remaining roommates, at the discretion of the Student Affairs Office, have the following options:
    - Retain their current housing with a new roommate of their choice who is involved in the consolidation process;
    - Be assigned a new roommate by the Student Affairs Office;
    - Choose to move;
    - Be assigned to another living space by the Student Affairs Office;
  - If consolidation is necessary, Student Affairs will provide all students involved with consolidation the necessary information including the date of the move, the new location (if applicable), and the new roommate's name.
  - Once the consolidation period is over, students having a vacancy will be eligible to receive a roommate.
- XXIV. Appliances
  - Use of any unauthorized appliance is prohibited.
- XXV. Hazing
  - Massachusetts State Law prohibits the practice of hazing. In conjunction with the Commonwealth of Massachusetts, Becker College prohibits "hazing" in any form. Students will not only be disciplined by the College but will be held responsible under state law.
  - Chapter 665-The Commonwealth of Massachusetts, An Act Prohibiting the Practice of Hazing.
- XXVI. Solicitation
  - The sale or solicitation of goods and services in the residence halls of the College by individuals or firms outside The College excluding those contracted by the College and/or Board of Trustees is not permitted. The sale or solicitation of goods or services in the residence halls by individuals or groups within the College community must have prior approval of the Director of Residence Life. Raffles are not allowed. Residence halls or individuals within the residence halls, however, may make contributions to a recognized charitable organization (Girl Scouts, Boy Scouts, Heart Fund, etc.).

- XXVII. Good Neighbor Policy
  - Students who reside in or visit the College neighborhood are expected to demonstrate respect and concern for all of the local community. Becker College expects students to demonstrate responsible citizenship in the local neighborhood. All of the following behaviors will not be tolerated and any action related to these behaviors:
    - Excessive noise, hosting large parties, serving minors, harassment of neighbors, public drinking, public urination, damaging or stealing of property, disorderly conduct, and/or any other college policy violation that represents Becker College in a negative manner.
  - Any student found in violation of the good neighbor policy will be subject to disciplinary action, which could jeopardize his/her academic standing with the institution.
- XXVIII. College Rules and Regulations
  - Violation of any College policy, rule, or regulation published in hard copy, posted on campus, or available electronically on the College website, or violations of federal, state, or local law. This includes but is not limited to the Residence Life Housing Agreement, Fire and Safety Regulations, and Dining Hall Policies.

## Sexual Assault Policy

Becker College is committed to establishing a safe environment for academic and social growth. Relationships at all levels should reflect respect and concern for individuals. The college will not tolerate sexual assault, either by students or by members of the faculty, staff, or administration. Any person found to have engaged in such conduct will be subject to disciplinary action and/or criminal prosecution. A student charged with sexual assault can be prosecuted under Massachusetts's criminal statutes and may also be disciplined under the college conduct process. Under Massachusetts law rape is a felony offense, punishable by imprisonment. Even if public authorities choose not to prosecute an alleged assailant, college judicial action may be pursued if the college believes that sexual assault has occurred. For the purposes of this policy, sexual assault includes forcible rape, forcible sodomy, sexual assault with an object, forcible fondling, incest and statutory rape. If the college has reason to believe that a sexual assault or rape was committed by an enrolled Becker College student, the Assistant Director of Residence Life and Housing or designee, may immediately suspend the alleged perpetrator from the institution pending the outcome of a hearing. Any person found responsible will be disciplined with no less than expulsion or termination.

### **As a survivor you have the right to:**

- Determine whether or not you want to report the sexual assault to law enforcement authorities.
- Pursue disciplinary action against the perpetrator through the Becker College conduct policy.
- Receive confidential counseling services by a professional counselor – on or off campus.
- Confidential support and information regarding the choices available to you.
- Confidential medical treatment.
- Academic support from faculty and administrators.

- Request a change in your on-campus housing if you feel that you are not safe in your current residence.
- Determine whether or not your parents will be notified.
- Not be harassed by the perpetrator or the perpetrator's friends.

**If you are raped or sexually assaulted:**

- Go to a safe place.
- Do not wash, douche or change clothes before getting help.
- Do not touch any evidence of struggle or disarray. If you choose to report the incident to the police (then or later), this evidence is very important.
- Seek medical attention and try to engage the help of someone you trust to go with you.
- Seek professional counseling for support and to help prevent post-traumatic stress disorder.
- Do not isolate yourself.
- Be patient with yourself, as it takes time to recover and trust again.
- Do not blame yourself. The person who committed the assault is responsible.

Sexual penetration without your consent (even with a date) is RAPE.

**Where to get confidential help:**

**Rape Crisis Center** 800-870-5905

**Becker Health Services** 774-354-0464

**Becker Counseling Services** 508-373-9544

**Becker College Police Department** 508-373-9555

**UMASS Memorial Hospital Emergency Room** 508-334-6481

**Worcester Medical Center Emergency Room** 508-363-6025

**Worcester Police Department** 911

\*\*Please know that reporting an incident is different from prosecuting. When you report an incident to Campus Police or Becker College staff, you are not obligated to continue legal proceedings or Becker College disciplinary action. However, reporting an incident to Campus Police or Becker College staff may help to apprehend the assailant, keep your options open for future prosecution and protect you from future assaults.\*\*

## Sexual Harassment Policy

It is the goal of Becker College to promote an educational environment that is free of sexual harassment. Sexual harassment of employees or students occurring in the workplace or in other settings in which employees or students may find themselves in connection with their employment or education will not be tolerated by The College. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing an environment free from sexual harassment, the conduct that is described in this policy will not be tolerated, and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees or students.

Because Becker College takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment, and where it is determined that such inappropriate

conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment free of sexual harassment, the policy is not designed nor intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

In Massachusetts, the legal definition of sexual harassment includes the following:

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

(a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or, (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or academic performance by creating an intimidating, hostile, humiliating or sexually offensive environment.

Under these definitions, direct or implied requests by an individual for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, continued employment or academic success constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to male or female workers or students also constitutes sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

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

All employees and students should take note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the College.

If an employee or student believes he or she has been subjected to sexual harassment, the employee or student has the right to file a complaint with the College. This may be done verbally or in writing.

Individuals who would like to file a complaint against an employee may do so by contacting the Associate Vice President of Human Resources at 508-373-9455 or against a student by contacting the Vice President of Student Affairs at 774-354-0460. They are also available to discuss any concerns students or employees may have and to provide information about the College's policy on sexual harassment and our complaint process.

### **Sexual Harassment Investigation**

When a complaint is received,, the College will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practical under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The person alleged to have committed sexual harassment will also be interviewed. When the investigation has been completed, the College will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of the investigation.

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

## **State and Federal Remedies**

In addition to the above, individuals who believe they have been subjected to sexual harassment may file a formal complaint with either or both of the following government agencies set forth below. Using the College's complaint process does not prohibit individuals from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC: 180 days; MCAD: six months).

### **The United States Equal Employment Opportunity Commission (EEOC)**

John F. Kennedy Federal Building  
Government Center  
4th Floor, Room 475  
Boston, MA 02203  
Phone: 617-565-3200  
TTY: 617-565-3204

### **The Massachusetts Commission Against Discrimination (MCAD)**

Boston Office  
One Ashburn Place  
Rm. 601  
Boston, MA 02108-1518  
617-994-6000

**TTY (Deaf and Hearing Impaired) 617-994-6196**

## Policy on Bias Incidents and Hate Crimes

The essential nature of College requires an atmosphere of tolerance and understanding of diverse groups, ideas, and opinions. Acts of destruction or violence which are racially, ethnically, religiously, and/or otherwise motivated against the person or property of others and which infringe on the rights and freedom of others will not be tolerated at Becker College. It is the intent of Becker College to take an active role in promoting peace and harmony among diverse groups living, working, and studying within our campus community and to the extent possible to protect students, faculty, staff, and visitors against incidents or criminal acts that would constitute bias incidents or hate crimes.

Bias incidents and/or hate crimes involve behavior that is motivated by race, religion, sexual orientation, ethnicity, national origin, ancestry, gender, age, or disability. Bias incidents include those actions that are motivated by bias, but may not meet the necessary elements required to prove a crime. Hate crimes are also motivated by bias and they may include property damage, personal injury, or other illegal conduct. A hate crime is a bias incident that has risen to the level of a violation of criminal statute. All hate crimes are bias incidents, but not all bias incidents are hate crimes.

There are many factors that define a bias incident or hate crime, but a few are:

- Is there evidence the event was motivated by racial, religious, ethnic, disability or sexual orientation bias?
- Does the victim perceive the offenders' action to have been motivated by bias?
- Have there recently been any other incidents or crimes involving any person or properties which are known to represent a hate group?

The College will investigate all reported bias incidents or hate crimes. In those cases where a criminal law is violated, the person(s) responsible may be charged and recommended for prosecution to the fullest extent of the law. If the offender is an employee or student of Becker College, they may also face administrative disciplinary action in accordance with College policy and procedures. Bias incidents or hate crimes can be reported to Campus Police, Residence Life or the Vice President of Student Affairs.

Reasons for reporting an incident:

- So you or someone you know can receive support
- So any damage to property can be repaired
- So we can follow-up with any alleged perpetrators
- So we can track campus climate and work towards improving it
- So we can try to prevent further acts of bias or hate
- Because suffering in silence can be a suffocating experience

Other cases that may violate the student code of conduct or employment policies will be handled according to established procedures (refer to the Student Code of Conduct or Becker College Nondiscrimination Statement on the Basis of Race, Color, Religion, Age, National and Ethnic Origin, Sex, Disability and Sexual Orientation). Due to their unique nature, these incidents require a coordinated response from appropriate College administrators based on the nature of

the incident and the status of the individuals involved (e.g. Student, Faculty, Staff, Visitor, etc.). In addition to prompt and thorough criminal and/or administrative investigations there may, in some instances, there will be a need to communicate with the campus community to provide accurate and timely information, avoid rumors, and describe the College's response to the incident.

## Student Right to Know & Campus Security Act

Reports on crime statistics that are required by the Student Right To Know and Campus Security Act are available from the Campus Police Department.

## Search and Seizure

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

## Health and Safety Inspections

Health and Safety inspections are conducted during each Thanksgiving, winter and spring break. The Residence Life staff inspects each room to identify and address any health, safety, sanitation, and maintenance issues that may be present. There are several reasons for the health and safety room inspections:

- To encourage students to become engaged in maintaining the condition of their living environments, to assist students in learning how to maintain a clean and safe environment in their room, and promote a better understanding of the expectations the college has for students living on campus
- To assist in the prevention of rodent and pest infestations, damage problems and other issues that impact the health and safety, as well as the quality of life for all students living in the residence halls
- To assist the College in properly maintaining the condition of the residence halls

If a violation is visible upon entry (i.e. lounge furniture, alcohol, unauthorized items, etc.) it will be handled through the student conduct process. The residents of the room will receive a letter stating what the violation is and then staff will return to do a re-inspection. If violations are still not corrected after the re-inspection, further disciplinary action will be taken.

## Initiations

The College does not condone the initiation of students into secret societies on campus. Students who conduct such initiations will be subject to disciplinary action.

## Hazing

Massachusetts State Law prohibits the practice of hazing. In conjunction with the Commonwealth of Massachusetts Becker prohibits "hazing" in any form. Students will not only be disciplined by the College but will also be held responsible under state law.

Chapter 665—The Commonwealth of Massachusetts, An Act Prohibiting the Practice of Hazing

**SECTION 17:** Whoever is a principle 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 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping; beating; branding; forced calisthenics; exposure to the weather; forced consumption of any food, liquor, beverage, drug or other substance; or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

**SECTION 18:** Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

**SECTION 19:** Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections 17 and 18, provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections 17 and 18 to unaffiliated student groups, teams or organizations 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 17 and 18 to each of its members, pledges or applicant 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 section 17 and 18, that each of its members, plebes, pledges, or applicants has received a copy of sections 17 and 18, and that such group, team or organization understands and agrees to comply; comply with the provisions of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the Regents 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 and organizations and to notify

each full-time student enrolled by it of the provisions of this section and sections 17 and 18 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 Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney and any such institution which fails to make such report.

## Student Conduct Hearings

### **Student Conduct Process**

Becker College recognizes that its community is unique; it embraces faculty, staff, and students living together as an educational community where each member shares certain rights and responsibilities. The purpose of the student conduct process is to protect and enforce those rights and responsibilities of students through educational means. Becker College is charged with the responsibility of creating and maintaining a safe and orderly campus environment, building an awareness of the rationale for rules and regulations, promoting an understanding of the rights and responsibilities of students, and instilling a sense of accountability for individual behavior.

The student conduct process provides members of the community an opportunity to address actions which violate College policies, standards, and expectations. Becker College reserves the right to change policies, procedures, and sanctions of the student conduct process as deemed appropriate for the well being, growth, and continuous development of the Becker community.

### **Conduct Hearing**

This is an informal hearing conducted by a college administrator in meeting with a student to discuss the alleged violations of the Student Code of Conduct. This individual is called a conduct hearing officer and has been authorized by the College to determine whether a student has violated the Student Code of Conduct and can impose sanctions if a violation has been committed. These members included the Director of Student Affairs, Assistant Director of Residence Life and Housing, Area Coordinators, Residence Life Coordinators, and Resident Directors.

### **Appeal Procedures**

A student found to have violated the Student Code of Conduct has the right to appeal the original decision. An appeal is intended to provide an opportunity to consider any previously overlooked, exceptional, or unfair circumstances pertinent to the case. It is not intended to be a rehearing of the events presented at the original hearing.

An appeal of a conduct hearing decision must be submitted in writing by Becker College email to the appropriate appeal hearing officer, as provided below, within 48 hours after a decision is made. The appeal must specifically state the basis for the appeal and the information/evidence in support of the appeal. Each student shall be limited to one appeal. The decision of the appeal hearing officer is the final decision in the conduct process.

An appeal of a disciplinary decision must fall into one of the following categories:

- To determine whether the original hearing was conducted fairly in light of the charges

and evidence presented, and in conformity with prescribed procedures giving the College a reasonable opportunity to prepare and present evidence that the Student Code of Conduct was violated, and giving the accused student reasonable opportunity to prepare and to present a rebuttal of those allegations.

- To determine whether the decision reached regarding the accused student was based on actual evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code of Conduct occurred.
- To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct that the student was found to have committed, as well as, other substantiated considerations, which may have also had a bearing on sanctions such as, but not limited to, past Student Code of Conduct violations.
- To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because the person appealing at the time of the original hearing did not know such evidence and/or facts.

### Appeal Hearing Officers

<b>Original Hearing Officer or Body:</b>	<b>Appeal Hearing Officer:</b>
Resident Director	Area Coordinator
Residence Life Coordinator	Area Coordinator
Area Coordinator	Assistant Director of Residence Life and Housing
Assistant Director of Residence Life	Director of Student Affairs or Student Conduct Board

When a student appeals to the appeal hearing officer or body, the officer or body can modify or cancel the decision or action, uphold the original decision, or increase the severity of the sanctions, conditions, and/or restrictions.

### Student Conduct Board

The Student Conduct Board is part of the student conduct process, aiding in resolving cases of non-academic misconduct. The Student Conduct Board consists of one Faculty member, one Staff/Administrator and one student. Their function is to investigate the issues raised and to determine whether the student charged is responsible for the conduct alleged. The Vice President of Student Affairs selects the Student Conduct Board members each semester. The members are given training which outlines the College policies and what is expected of the students to be in good standing at Becker College.

When cases go before the Student Conduct Board, a conduct board hearing shall be convened to address the alleged violations. The conduct board hearing is a formal hearing where disciplinary cases of major violations that may result in dismissal or expulsion are heard. Hearing Board members play an active role in listening to all testimony and evidence presented, and they have an opportunity to question all witnesses to gain a better understanding of the issues related to the allegations. If the members of the Hearing Board decide, through deliberation, that the student is responsible for the allegation(s), they then deliberate once again to determine what appropriate sanction(s) should be assigned.

The student will be sent notification of the conduct board hearing which will have the details the alleged violations of the student code of conduct, a summary of the alleged misconduct, and the time, date and location of the conduct board hearing. This notification will be sent, when able, by

certified mail, as well as via e-mail to their Becker account. The student may also be reached by telephone to ensure effective communication with the student in providing information about the conduct board hearing.

### **Disciplinary Records**

A disciplinary record is established when a written report or information on a student is received and maintained by the Office of Student Affairs or the Office of Residence Life. Student discipline records are considered educational records and are governed by the Family Educational Rights and Privacy Act of 1974 (FERPA). Disciplinary records of all students are kept secured in the Office of Residence Life and used for internal statistical reporting and external reporting required by law and federal regulations.

All students' discipline files are maintained until they successfully complete their degree requirements. Exceptions include cases that are pending or open when the student leaves the College, and in the case of students who were suspended, expelled or dismissed from the college.

Under these circumstances, the files will be maintained for a period of seven years after the graduation date of the student. Such a record may also be reported on law and graduate school applications, transfer forms, and on job applications in some instances, particularly for federal or state positions.

## **Sanctions**

Any of the following sanctions may be enacted as a result of policy violations. Students are responsible to uphold all sanctions or the student will face further disciplinary sanctions.

### **AlcoholEdu for Sanctions**

AlcoholEdu for Sanctions is utilized as an online prevention course to help students who violate the Becker College alcohol policy. The course assists students to make safer and healthier choices as well as avoid experiencing concerns with alcohol. The course provides a strong educational foundation to support students as a campus student conduct alcohol prevention initiative. The course engages students by integrating prevention techniques with non-opinionated, science-based, interactive alcohol education. **AlcoholEdu for College is NOT a substitute for AlcoholEdu for Sanctions.**

### **Verbal Warning**

A student receives a verbal warning as a result of a violation. Documentation of warning is placed in the student conduct file to document a conversation has occurred with a conduct hearing officer.

### **Educational or Community Service Sanctions**

Additional sanctions such as community service hours, facilitating a workshop, writing a paper, attending a workshop/class, or other restrictions or activities may be a part of any disciplinary sanction.

### **Fines**

Students may be given a fine for policy violation as listed in this student handbook.

**Restitution**

Students are required to make payment to Becker College for damage of college property.

**Official Reprimand**

A student receives an official reprimand as a result of a violation and it is placed in the student's judicial file. Additional violations may result in more serious disciplinary action.

**Parental Notification**

A letter is sent or phone call is made notifying a parent or guardian of a student who is under 21 years of age (at the time the letter is sent) that he/she has committed a violation of College policy pertaining to drugs or alcohol.

**No Contact Order**

No-contact orders are designed so that students involved in the student conduct process do not have any communication with each other to help minimize further altercations between those involved. Students who have no-contact orders are not to contact each other by any means. This includes but is not limited to comments, words or gestures in person, through mail, email and/or social networking sites, or by having others (friends, acquaintances, family members etc.) act on their behalf.

**Restrictions/Loss of Privileges**

Restrictions or loss of privileges may be imposed upon a student for a specified amount of time, which include but are not limited to participation in or exclusion from student activities, college or student events, representation of the college on athletic teams, or in other leadership positions, as well as entrance into residence halls or other areas of campus.

**Housing Relocation**

The student is required to vacate his/her current room assignment, and is relocated to another residence hall determined by the Director of Residence Life or a designee. The student is responsible for all fees associated with this relocation.

**Disciplinary Probation**

This is a period of time, not to exceed one calendar year, determined by the conduct hearing officer during which the student's actions are subject to close examination. The hearing officer considers any proven offenses committed at this time with prejudice and more serious sanctioning will take place. A student may also be required to attend an appropriate educational program as part of his/her disciplinary probation. Further, students are prohibited from holding any office in any student group or organization, including the SAAC for Athletics.

**Deferred Suspension**

A deferred suspension is a removal from Becker College or Becker College facilities for a period of time. Any proven offense committed during this period causes the suspension to take effect immediately. The conduct hearing officer determines the length of time.

## **Suspension**

This is the exclusion from classes, residence halls, and/or other privileges as set forth in the notice of suspension. The suspension length is determined by the conduct hearing officer and is for a minimum of one day to a maximum of one semester.

## **Summary Suspension**

Summary suspension is an action which requires a student to immediately leave College property, not return during the suspension period, and/or comply with other stated conditions for a specified period. Summary suspension may be imposed upon a student by the Vice President of Student Affairs or a designee when there is reason to believe, based on available facts, that the student represents an immediate threat to the safety, health, or welfare of him/herself, other persons, or property. This summary action is warranted by potential or threatened danger or disruption, but is utilized only when the serious nature or immediacy of the threat makes it impractical to follow normal disciplinary procedures.

When a student is summarily suspended, she or he is given notification in writing explaining the reason(s) for, and duration of the suspension, as well as any conditions that may apply. Following the imposition of summary suspension, standard College disciplinary procedures shall be provided as expeditiously as possible. Unless circumstances render the implementation of standard disciplinary procedures impossible or unreasonably difficult, these procedures shall be initiated within ten (10) working days from the effective date of the summary action. Any student who is summarily suspended and returns to the campus or College property and/or violates other stated conditions during the specified period shall be subject to further separate action and may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g., to take an exam, to consult with the Vice President of Student Affairs or designee, or to participate in disciplinary procedures) must be requested and obtained in writing or by telephone prior to any conduct contrary to the suspension or conditions, and may be granted by the Vice President of Student Affairs or designee. If it becomes apparent that the external legal proceedings or other extenuating circumstances will prolong the period of the Summary Suspension beyond the 10 working days the Vice President of Student Affairs or designee will contact the registrar to place the student on official leave of absence and the student is not eligible for any refunds.

## **Dismissal**

This is the separation of the student from Becker College or Becker College facilities for an indefinite period of time. Readmission to Becker College may be possible in the future, but no specific time or date for a decision is established. Request for readmission must be in writing, to the Director of Residence Life, after a minimum of one semester.

## **Expulsion**

This is the permanent separation of the student from Becker College. The student cannot receive any current or past grades issued by the College, and is not allowed on or in any Becker College property or facilities.

## **List of Minimum Sanctions**

This list does not include all potential sanctions that pertain to the student handbook, but is a list of common policy violations and sanctions. All sanctions are at the discretion of the Office of Residence Life.

**Alcohol Offenses:**

- 1<sup>st</sup> Offense-\$50 fine, Official Reprimand, AlcoholEdu for Sanctions online course
- 2<sup>nd</sup> Offense-\$100 fine and/or Educational Sanctions, Disciplinary Probation, Parental Notification
- 3<sup>rd</sup> Offense-\$200 fine, Suspension, Assessment by Counseling Services , and Educational Sanctions
- 4<sup>th</sup> Offense-\$400 fine, Removal from residence halls or Becker College

**Drug and Substance Offenses:**

- 1<sup>st</sup> Offense-\$100 fine, Educational Sanction and/or Suspension
- 2<sup>nd</sup> Offense-\$200 fine, Substance Assessment by Counseling Services, and minimum suspension of two weeks
- 3<sup>rd</sup> Offense-\$400 fine, Removal from residence halls or Becker College

**Fire and Safety Offenses:**

- Minimum \$75 fine and Educational Sanction and/or possible removal from College or Residence Halls

**Health and Safety Offenses:**

- Pets-\$50 fine and removal of animal(s) and/or Educational Sanction
- Appliances-\$50 fine and removal of appliance
- Smoking-\$75 fine and Educational Sanction
- Cleanliness of Rooms-\$50 fine
- Candles/Incense or Flammable Objects-\$75 fine, removal of object, and Educational Sanctions
- Overload of Electric Outlets-Change setup and Educational Sanction

**Contempt:**

- \$50 fine missing a scheduled conduct hearing
- \$150 fine for non-completion of sanctions plus original sanction upheld

**Unauthorized Access to Residence Halls:**

- \$50 fine plus \$25 a night for rental fee and Disciplinary Probation

**Visitor and/or Guest Violation:**

- 1<sup>st</sup> Offense-Official Reprimand, 2 week restriction of guest privileges
- 2<sup>nd</sup> Offense-1 month loss of guest privileges and Disciplinary Probation and/or Educational Sanction
- 3<sup>rd</sup> Offense-3 months loss of guest privileges and Community Service
- 4<sup>th</sup> Offense-Loss of guest privileges for remainder of the academic year and/or possible suspension.

**Quiet and Courtesy Hours:**

- 1<sup>st</sup> Offense-Official Reprimand
- 2<sup>nd</sup> Offense-Educational Sanction and \$25 fine

- 3<sup>rd</sup> Offense-Disciplinary Probation and \$50 fine
- 4<sup>th</sup> Offense-\$75 fine, Suspension or possible removal from residence hall
- Examination Week Offense-\$25 fine and possible removal from hall

### **Off-Campus Conduct Violations:**

- 1<sup>st</sup> Offense – Official Verbal Reprimand
- 2<sup>nd</sup> Offense – Official Written Warning
- 3<sup>rd</sup> Offense – Probation and/or Suspension
- 4<sup>th</sup> Offense – Dismissal or Expulsion from Becker College

## Safety Recommendations

- Always lock your door.
- Never leave your key in the lock.
- Carry your hall keys when leaving your room for any reason.
- Do not prop your doors or doors to the hall for any reasons.
- Never leave valuables in plain view.
- Be familiar with the location of all exit doors and fire extinguishers.
- Report suspicious persons or activities to Campus Police at 508-373-9555.
- Report any verbal or physical harassment to Campus Police at 508-373-9555.
- When in doubt or need assistance, dial 508-373-9555.
- Stay alert.
- Walk with confidence. Show that you are aware and in control. Body language does work.
- Trust your instincts! Always walk with a friend or call Campus Police for an escort at 508-373-9555.
- Don't flaunt large amounts of cash or other valuables.
- Keep track of your belongings.
- Know the location of all emergency call boxes on campus.

## Residence Life

### **Residence Life Staff**

The Office of Residence Life has a strong commitment to creating an environment in the residence halls that will assist students in their growth and development. Effort is made to create an environment that encourages academic excellence, social competence, independence and a sense of community living. A well-trained staff including Area Coordinators, Residence Life Coordinators, Resident Directors, and Resident Assistants will provide programming, guidance and support to the residence hall community. When these activities are combined with the active participation of the residents, the halls become more than just places to sleep; they become living and learning environments.

The following is a list of people and groups who are available to assist students within the residence halls. Residents are encouraged to be actively involved in their residence hall and connect with the Residence Life Staff and take advantage of the knowledge, experience and

enthusiasm that they provide.

### **Assistant Director of Residence Life and Housing**

The Assistant Director is responsible for the leadership and management of the residence life and housing program. The Assistant Director supervises the Residence Life staff, oversees the housing assignment process for all returning and new incoming students, provides direction for departmental processes and administers the student conduct hearing process for violations of college policies. The Assistant Director's goal is to provide a positive and productive experience for students that will be filled with new friendships and opportunities for academic achievement and personal growth.

### **Area Coordinators**

Area Coordinators (AC) are full-time, live-in professionals who report to the Assistant Director of Residence Life and Housing. These individuals are assigned to administer over a residential area and supervise the Residence Life Coordinators, Residence Directors, and Resident Assistants. Each Area Coordinator serves as a campus hearing officer who adjudicates on-campus student discipline. They manage major departmental projects, including parental outreach, faculty and staff outreach, staff selection and training, publications, programming and staff recognition. It is the responsibility of each Area Coordinator to work actively with staff and students to promote a positive community environment.

### **Residence Life Coordinators**

Residence Life Coordinators (RLC) are graduate assistant live-in staff members who work to maintain a residence hall environment that is conducive to residents' academic success and personal development. They supervise Resident Assistants and oversee the daily operations of their assigned buildings, adjudicate disciplinary infractions, facilitate educational, social and safety programs, address student concerns, provide academic information and make appropriate referrals. Each Residence Life Coordinator has an office located in the residential area they supervise.

### **Resident Directors**

Residence Directors (RD) are part time, live-in professional staff members responsible for the daily functioning and management of one to three residence halls. Resident Directors encourage the development of community programs, educate students, supervise student staff, handle disciplinary matters, and perform administrative duties. Resident Directors report to the Area Coordinator and Assistant Director of Residence Life and Housing. Each Resident Director has an office located in the residential area they supervise.

### **Resident Assistants**

Resident Assistants (RAs) work in the residence halls to build communities that are inclusive of all students. RAs are selected for their leadership potential, interpersonal abilities, positive, caring attitudes, and sense of commitment. Trained in everything from responding to emergencies, mediating roommate conflicts, accurately referring students to campus support services, and planning social and academic programs, RAs are capable and knowledgeable staff members. They are also the most visible staff members from a student's perspective.

## **Hall Meetings**

Residence hall staff members conduct hall meetings on a regular basis. It is encouraged that all residents in a hall attend, as important information is discussed. Students may be excused from attending due to extraordinary circumstances by notifying the Area Coordinator or Resident Assistant in advance of all mandatory meetings.

## **Being Good Neighbors**

The Becker College campuses are part of their local communities. In some cases, residence halls are located next to private homes or apartment buildings. Consequently, the College has many neighbors. This situation makes Becker unique and provides an opportunity for every resident student to identify with and relate to surroundings that are personal, individual and familiar.

All Becker students are an integral part of the immediate community. As such, students are encouraged to be courteous and quiet as they travel to and from the residence hall, no matter what time it is. We ask that students take pride in the appearance of their halls and in other college buildings. Good relations with our neighbors will result in an understanding of each other that could be beneficial to all concerned. Becker's neighbors make a perception of the College based on the students who live nearby. As a resident of the community, students are expected to be good neighbors.

## **Guest and Visitation Policy**

### **Definitions**

The following definitions apply to the different rules for visitation in the residential living facilities for members of the Becker College community.

A guest is defined as any person who is not a resident of the college residence hall being entered, and a person is considered a guest of a specific host rather than a particular residence hall.

Host is defined as any Becker resident who plans to or has registered any guest (daytime or overnight).

Visitation hours in all campus residences are defined as:

- Sunday through Thursday: 8:00 a.m. to 12:00 a.m.
- Friday and Saturday: 8:00 a.m. – 1:00 a.m.

Overnight is defined as 12:01 a.m. and beyond to 8:00 a.m.

### **Regulations**

All guests must be registered (not just overnight guests). The safety of the Becker Community, including guests, is paramount. Accounting for guests in times of emergency is necessary to maintaining a safe community for Becker students and staff in addition to aiding emergency personnel in times of crisis. To register a guest, the host must complete a Guest Pass which can be found online on the Residence Life page of the Becker College website. Please be sure to click on the campus on which you live. All guests are only permitted with approval from roommate(s) and it is required that the host has discussed having a guest with their roommate(s) in advance of the Guest Pass. The host must indicate that they have this approval when they complete the Pass online. All information must be correct and complete; any missing or incorrect

information makes the Pass invalid. The Guest Pass must be completed prior to the arrival of one's guest. Guests are to be provided with a copy of the form by their host and are expected to keep it in their possession for the duration of their stay. Guests are required to present their guest pass to college personnel if requested.

Students are permitted to host/register a maximum of two guests at any one time (regardless of whether this is an overnight or shorter stay). Students hosting guests must ensure that doing so does not disrupt any roommate's right to be able to read, study and sleep in their room free from the interference of guests. Becker College students' primary purpose is to achieve academic success. We strive to create living and learning environments within the residence halls/areas that are conducive to study, sleep and healthy living. The right of any resident to sleep, study, or simply enjoy privacy will always take precedence over a roommate's privilege to host guests in the room. A student's right to have a guest is, in all cases, superseded by the roommate(s) right to the uninterrupted use of the room. The privacy of the roommate(s) will take priority over a guest. A roommate should not be compelled to leave the room in order to accommodate a guest, nor should he/she be placed in situations that might cause embarrassment or inconvenience.

No one under the age of 16 is permitted as an overnight guest, unless escorted by a parent or guardian.

Guests with vehicles must obtain a guest parking pass from Campus Police. Unregistered vehicles of guests are subject to be towed in accordance with college rules and regulations. To obtain a parking permit, guests must provide a copy of the guest pass registration form, a valid license and vehicle registration.

Residents must accompany their guests at all times. All Becker College students must have their student identification as well as their guests must have a government-issued photo identification (i.e. driver's license) with them when visiting in the residence halls. The resident student is responsible for their guest(s) and any damage or violation of college policy that may occur as a result of their guest(s). Any guest who violates College policy or state and federal laws may be required to leave the College immediately. The person will be given a verbal notification during that time and may be notified in writing that he or she is banned (*persona non grata*) from College property until further notice.

A student may host overnight guests on a limited basis. Conversely, any individual guest may only stay overnight in any of the residence halls on campus on a limited basis, regardless of host(s). A resident may have an overnight guest for two nights within a seven day period, whether it is the same or different guest(s) each night.

To ensure a safe campus supportive of the College's mission, the College reserves the right to restrict guests. Students may not be permitted to register/host guests during specified time periods which are determined at the discretion of the Office of Residence Life. Guests are not permitted during the first two weeks of the academic year or during final examination periods in order to support student academic success. Guests are also not permitted during Thanksgiving, Winter or Spring Break.

The Residence Life Staff have the authority to deny or revoke Guest Passes using their discretion

based on resident or guest behavior, attitude, and/or violations and/or abuse of college policy. The Director of Residence Life reserves the right to deny any and all guest passes at their discretion as well as to revoke guest privileges for violations of this Guest Policy.

Guests are not permitted to bring alcohol to campus regardless of their age or the age of their host.

Living rooms, common areas, lounges and lobbies may not be used as sleeping quarters. Laundry facilities in each hall are for the students only and guests may not use the equipment.

Cohabitation is defined as living together. Only assigned residents of a room may take up residence/live in the assigned room/apartment. The College does not permit anyone to live in a room/apartment except those assigned to that room by the College. Cohabitation is not permitted except by assigned roommates. Cohabitation in the residence halls is a violation of the Guest Policy and will result in disciplinary action.

### **Room Changes**

For the first two weeks of each semester, the Residence Life office imposes a room freeze and does not permit any student requested room changes. This is done so the office can ensure all students who require housing are housed, as well as allow time for students to get to know one another. Students contemplating room changes should start by discussing the situation with their roommates or their RA.

The first priority in all living situations, however, is to work with students to effect change in their current room and community. Room changes are time consuming for everyone and should be a last option. Any room change impacts many people, including the community of the hall from which the person is leaving and the community the person is joining. Room changes are strongly discouraged during the last month of each semester.

The Office of Residence Life and Housing reserves the right to change room assignments, assign roommates, and consolidate vacancies at any time. Students may change rooms or roommates only after proper authorization has been given by the by the Director of Residence Life and have completed a Room Change Request Form. An unauthorized change in occupancy or function of student rooms is prohibited and will carry a \$100.00 fine and disciplinary action.

### **Courtesy & Quiet Hours**

Time periods have been designated in the residence halls as courtesy hours and quiet hours to promote an environment conducive to living and learning. The college is committed to providing students with housing in which they may grow and develop both personally and academically. To achieve this environment, quiet hours must be established and maintained. The following guidelines have been established to promote an atmosphere conducive to studying.

- Students are required to consider the needs of others at all times and to govern the noise level from their room. Courtesy hours are in effect 24 hours a day, seven days a week. This means that any noise or behavior that distracts a resident from sleeping or studying must cease at the request of another resident or staff member.

- Quiet hours are from 11:00 p.m. to 8:00 a.m. on Sunday through Thursday and 1:00 a.m. to 8:00 a.m. on Friday and Saturday.
- During final examination periods, 24-hour quiet hours will be in effect. This provides residents with an atmosphere in which to prepare for their examinations if they desire to study in the Residence Halls. No guests are permitted during final examination periods.
- Radios, stereos, and musical instruments may be used by students as long as the use of the equipment does not disturb other residents, staff members or neighbors. Sound equipment or musical instruments may be restricted from a room or confiscated if they are the cause of continuous complaints or disruption.
- If students are bothered by noise in their hall during courtesy hours, it is their responsibility to ask the person making the noise to be quiet. If the person who has been asked to be quiet fails to reduce the noise to a reasonable level, the students should request assistance from a residence hall staff member. Respectful interactions are expected within the residence hall communities regarding Courtesy and Quiet Hours.

Violation of Courtesy or Quiet Hours will result in disciplinary action and/or a fine.

### **Roommate Rights**

- The right to read and study without interference, unreasonable noise, and other distractions.
- The right to sleep without undue disturbances.
- The right to privacy.
- The right to live in a clean environment.
- The right to host a guest, providing that the guest honors the other residents' rights.
- The right to be free from intimidation and/or physical and emotional harm.
- The right to expect respect for one's belongings and personal property.

## **Fire and Safety Regulations**

The Fire Department enforces strict fire regulations in all multi-person residences. The following rules must be followed to assist in the safety of all hall residents. These rules are also college policies.

### **Fire Drills**

Fire drills are conducted twice a semester by the Residence Life staff. Students must strictly follow the instruction of conduct during these drills. Students are expected to participate in fire drills and will face disciplinary action if they do not or fail to evacuate during a drill.

### **Health and Safety Code Requirements**

Health and Safety code requirements can be defined as anything that is detrimental to other students such as in the case of appliances, fire violations, candles, dangerous weapons and paraphernalia. All violations are at the discretion of the Director of Residence Life.

### **Appliances and Electrical Equipment**

Microwaves, sunlamps, popcorn poppers, hotplates, hot pots, toasters, toaster ovens, space heaters, air conditioning units, propane tanks, grills, George Forman Grills, halogen or sun

lamps, or any other open element appliance, and decorative lights which are not URL coded may not be used by students in their rooms or halls. Students who have such equipment in their rooms will be requested to remove it immediately.

Each room is equipped with a refrigerator and any additional refrigerator is prohibited. If refrigerator is lost/stolen/damaged, a replacement cost of \$200 will be charged.

### **Removal of College Furniture**

Due to fire and safety codes, the lack of storage space, and the possibility of a new student being able to move into a room at any time, the College does not allow students to remove any furniture from the living spaces. Also, no furniture from the living rooms or study areas may be removed. If found removing furniture a fine will be imposed and restitution will occur to replace the furniture that has been removed.

### **Smoking / Chewing Tobacco**

Smoking is prohibited in campus buildings and college-owned or leased vehicles. This policy also applies to all student residence facilities. For the purposes of this policy, smoking is defined as burning any type of tobacco product, including, but not limited to, cigarettes, cigars, cigarillos, pipes, and hookah or waterpipe smoking. Smokeless tobacco products (chew, snuff, etc.) are also prohibited in all circumstances where smoking is prohibited.

### **Candles/Incense**

Possession of unlit or lit candles and/or incense is not allowed in the residence halls. The burning of candles and/or incense is considered a college policy violation and will be referred through the student conduct process.

### **Culpability**

As it is often difficult to accurately determine degrees of culpability, ALL residents of the area/room in violation may be held responsible for said violation(s).

Students should encourage roommates and/or other community members to abide by the policies of the College that they have agreed by their enrollment. Students are encouraged to contact Counseling Services for assistance in working with roommates and other community members surrounding strategies for addressing concerns.

When responsible parties cannot be identified, entire groups, floors, rooms and/or residence halls may be held collectively responsible for certain infractions. This is generally done in an attempt to foster community responsibility.

## **Cursory Search**

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

behavior which is suspect, will generally be considered the basis for such a search.

## Legal Liability of the College

The College is not legally liable for damages or loss of personal property or failure or interruption of services due to weather or acts of God. The College does not assume responsibility for a student's lost, stolen, or damaged property. This policy covers not only a student's personal possessions, but also those items in the student's charge.

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

## Fire Safety Equipment

Blocking fire exits, tampering with, or misuse of, fire alarms, fire extinguishers, smoke detectors, fire doors or other fire safety equipment is prohibited. Those persons fined are also responsible for refill, repair, replacement and cleaning costs in addition to disciplinary action.

## Firearms and Fireworks

Under no circumstances are firearms and fireworks allowed in residence halls or on the College campus. Infractions will result in disciplinary action. Firecrackers and unlicensed firearms are illegal in Massachusetts under the provisions of Statute 148, Sections 35-39, and local ordinance.

## Dangerous Weapons

Dangerous weapons such as guns, knives, clubs, paintball guns and supplies, bows and arrows, darts, etc. are not allowed. Infractions will result in disciplinary action.

## Residence Hall Damage & Maintenance Policy

The Damage-Billing Program is based on the concept that charges related to vandalism are assessed to residents or resident groups living in close proximity to the location of the actual damages. The purpose of the Damage-Billing Program is to reduce residence hall fees rather than increase room rates by adding built-in charges for room or public area damages. Resident students are responsible to perform a room inventory on the day of arrival and day of departure from the residence halls with their hall staff member.

### **Individual Damage-Billing Charges**

Students are responsible for the cleaning of their individual rooms. Upon occupying or vacating, students are required to check the condition of the room and furnishings with a Residence Life staff member on Check-in/Check-Out.

### **Common Area-Billing Charges**

Common areas are defined as lobbies, hallways, lounges, bathrooms, kitchens, etc. Residents

may be liable for damages that occur to college property within a specific building. When common areas are vandalized, a group of students, a floor or a building where students live in close proximity to the damage will be billed for the damages.

### **Excessive Housekeeping Fines**

Excessive housekeeping is defined as any housekeeping situation that is not considered part of the custodial staff's normal daily routine. This includes items such as fire extinguisher powder, foodstuffs, bodily fluids in public areas, or rooms, and trash that have not been disposed of in the designated area. Excessive housekeeping fines are imposed in an effort to correct the behavior of a specific room/floor/building. These fines do not always reflect the time and material necessary to complete cleaning tasks, but act as a deterrent against future excessive housekeeping problems. Excessive housekeeping occurrences and fines are determined by the Director of Residence Life. These fines are imposed on rooms/floors/buildings on an escalating basis.

### **Appeals for Damage Charges**

Appeals for damage charges must be made in writing to the Director of Residence Life within 15 days from damage assessment. Students may only appeal room charges not common area damage charges. The grounds for appeal must be one of the following:

If a student claims that another person is responsible for the damage, generally the student must attach a letter signed by that person claiming full responsibility (the person or persons accepting responsibility will be billed in full for the damages in question).

Note: The damage billing amounts are pre-determined and are based on labor, materials and administrative costs. The specific cost of damage items cannot be appealed. Please be aware that although a student may have done a preliminary room review with and RA or AC, the Director does the assessing for billing.

### **Loss of Personal Property**

The College is not responsible for students' personal property that is damaged, stolen or lost. The College does not carry insurance to cover student property. Each student should check his/her family's home or renter's insurance plan for coverage information.

### **Keys**

Keys to the outside doors of residence halls and to individual rooms are issued to each resident student. They are issued as a security and safety device and should be used at all times. Students who lose their keys must report this fact immediately to the Student Affairs Office, as the safety of all hall residents may be in jeopardy. Replacement keys will be issued with a \$125 charged for lost keys. If an outside electronic key is lost its potential to open the door will be canceled. If an inside room door key is lost the core will be changed and a new key will be issued. All keys must be returned to the Office of Residence Life before leaving campus at the end of the school year to avoid key charges.

## **Residence Hall Closing for College Vacation**

All residence halls are closed during official college vacations (Thanksgiving break, Winter break, and Spring break). All residents must vacate their rooms by 5:00 p.m. on the last day of

classes before vacations or at times posted by the Director of Residence Life. Under special circumstances, the Office of Student Affairs will make arrangements for those resident students who will experience severe hardships by this closing. Students should note that the room fees cover the costs of housing only when the College is in session. A minimal additional fee of \$25 per night is charged on a per night basis to students in college housing over vacation periods. Student Affairs must be notified at least seven days in advance, in writing, of a student's request to stay on campus during a college break. The College reserves the right to assign students who need vacation housing to any room in any hall on campus. This room may not be the same one the student occupies while school is in session as an attempt will be made to move all students staying on campus to one residence hall. The College waives the room charge for students living over 200 miles from campus when the vacation breaks are under seven days long (Thanksgiving break).

Students are encouraged remove all of their valuable personal property when leaving for vacation. The College is not responsible for items lost or stolen from the halls during vacation periods. The College does not carry insurance to cover a student's property. Each student should check his/her family's home insurance plan for coverage information.

## Private Room Policy

Students who live in a private room will be charged an additional fee of \$300 per semester for the private room. This will be charged to the student's account when placed into room. Double occupancy rooms cannot be used as private rooms when there is a high demand for space in the residence halls; both spaces must be utilized regardless of the reason for the private room request. Students who harass their roommates in an attempt to obtain a private room will be subject to disciplinary action.

## Residence Halls Closing after Commencement

- Graduating students must vacate their halls by 5:00 p.m. on the day of Commencement.
- Returning students must vacate their hall rooms no later than 5:00 p.m. on the day of their last final exam.
- The College will not be responsible for personal articles remaining in the rooms at the end of the year.
- Special locations may be designated for storage over the summer for returning international students.

## Dining Hall

### Regulations

All resident students, with the exception of Willow and Cyprus, are required to take their meals in the college dining hall. The meal plan consists of three meals on Monday through Friday and two on Saturday and Sunday each week that classes are in session.

## **Guidelines for the Dining Hall**

Every student must show his/her college ID to the Dining Hall staff in order to enter the Dining Hall. Students who lose their IDs must obtain a new ID from Campus Police. No student will be allowed in the Dining Hall without proper identification.

- Guests of students will be admitted to the Dining Hall only if paying or using the Becker student's Becker Bonus Bucks.
- Students must be wearing shirts and shoes in order to enter the Dining Hall.
- Students will not be served meals at times other than regularly scheduled Dining Hall hours.
- No china or silverware is to leave the Dining Hall at anytime. A Dining Hall breakage and loss fee will be charged to all resident students at the end of each academic year.
- Other than a sick tray, food and beverage is not to be taken from the Dining Hall.
- Students needing a bag lunch (M-F) should make arrangements with the Dining Hall Manager.
- Students are permitted to eat their meals on either campus to accommodate the varied class/campus schedule.
- The Dining Hall Manager has the authority to enforce Dining Hall regulations and disciplinary action.

Students who repeatedly fail to abide by Dining Hall regulations are subject to a loss of Dining Hall privileges without refund.

## **Student Life**

### **Student Activities**

The activities program at Becker provides numerous opportunities for group programs and experiences, and contributes to the development of leaders and leadership skills. A variety of student activities provides students with an avenue to meet new people and develop friendships. Events change from year to year based on student interest. Events are chosen by the Student Activities Committee at weekly meetings.

Students may participate in activities on both Becker campuses. Transportation between campuses is provided before and after an event. Most of the organized activities are funded by the Student Activities Fee. Every attempt is made to run activities at no additional cost to Becker students. Activities include movie nights, comedy nights, coffee houses, over 21 events, game shows, dances, hypnotists, trips to the movies, bowling, psychic fairs, and more. Events are advertised on posters in the main buildings, in a weekly calendar distributed to residence halls and on the College website at [www.becker.edu/sac](http://www.becker.edu/sac). For more information or to get involved, please contact the Director of Student Activities.

### **Student Government Association (S.G.A.)**

The Student Government Association is the organization that serves as the official voice of all students within the College community. S.G.A. serves to protect the best interests of the student body and works to bring about positive changes in campus life. Membership comprises student representatives from resident and commuter populations. Officers and representatives are chosen each academic year through general elections. Meetings are held regularly and are open to all students. See the Director of Student Activities for more information.

### **Student Organizations (Clubs)**

Student organizations are created through the Student Government Association to accommodate special interests and provide extra- curricular opportunities for personal growth, interpersonal relations, leadership development and enjoyment. Early in the semester, a club fair is held to introduce students to the many student organizations available.

As a small college responsive to your needs, Becker makes every effort to support new clubs and student organizations. S.G.A. has a procedure for funding such groups. Because student interests vary from year to year, new ideas and suggestions are always welcome. A student who has a special interest that he or she would like to see developed into a student organization should contact the Student Government Association or Student Activities.

Student organizations in recent years have included: Alpha Chi Honor Society, A.L.A.N.A., Animal Health Club, SASSY Black Student Union, Drama Club, Fitness Club, Nursing Club, Photography Club, Ski & Snowboard Club, Student Activities Committee (S.A.C.), Student Government Association, Travel Club, and Yearbook. Student organizations strive to challenge the potential of each and every student.

### **Special Events**

Student Affairs, Student Government Association and student organizations promote a vast array of social, cultural, educational and service programs throughout the year for student benefit and enjoyment. Special events and activities have traditionally included: Awards Night, Homecoming/Family Weekend, Orientation, Semi Formals, Spring Carnival, intramural sports, Student Leadership Conference, multicultural programs and various campus and community service volunteer programs.

### **Intramurals**

Intramural teams are organized in sports which have adequate student interest and for which it is possible for the College to provide equipment and playing areas. The purpose of the intramural program is to give all interested parties the opportunity to participate regardless of skill level.

## **Varsity Athletics**

Becker College is a Division III member of the National Collegiate Athletic Association (NCAA), the Eastern Collegiate Athletic Conference (ECAC), the New England Collegiate Conference (NECC), the Eastern Collegiate Football Conference, the New England Women's Lacrosse Alliance (NEWLA) and the Intercollegiate Horse Show Association (IHSA) and the Great Northeast Athletic Conference (GNAC) for Men's Lacrosse. Becker College offers varsity competition for women in field hockey, soccer, volleyball, basketball, softball, tennis, equestrian and lacrosse; and men's competition in football, soccer, basketball, ice hockey, baseball, tennis, lacrosse and golf.

### **Intercollegiate Athletic Eligibility Requirements**

Students must maintain enrollment in 12 or more credit hours of college work as listed in the College catalog during each term of athletic participation. Students who drop below 12 credit

hours become immediately ineligible for athletic participation. All student/athletes must also be making progress toward a bachelor's degree. Student-athletes must be academically and athletically eligible in order to participate.

All student/athletes must sign the following forms prior to competition:

- HIPAA / FERPA form
- Consent to Treat form
- Insurance Information form
- ADD/ADHD Medical Exceptions Notification form
- Assumption of Risk form
- Student-Athlete Statement (NCAA)
- Drug Testing Consent (NCAA)
- Student-Athlete Compliance Questionnaire (Becker)

*The Sports Medicine forms can be found on our athletics web site.*

Students from both campuses are eligible to participate. An annual physical and record of up-to-date immunizations are needed by all athletes before they participate in a practice with a team. Physicals must be current and within six months of the start of the athlete's season. Proof of insurance along with a copy of the student-athlete's insurance card is mandatory for participation. *This is also required by Health Services for all incoming freshman and transfers.*

Academic eligibility is based on the College standard:

End of the first semester.....1.50 / 12 credits

End of the second semester.....1.80 / 24 credits

End of the third semester .....1.80 / 36 credits

Subsequent semesters.....2.00 / 12 credits X the number of semester completed

A student's eligibility is determined by their cumulative G.P.A. and progress toward a bachelor's degree.

Transfer students should see the Athletic Director. All transfer students will be asked for a copy of all college transcripts including summer sessions. Transfer students, who have competed as a member of a varsity team for other colleges, need to have been eligible at their last institution and have semesters and seasons remaining on their eligibility in order to participate immediately. Non-US citizens must complete the General Amateurism Form (NCAA) before competition to determine their eligibility.

The eligibility officer will make the final determination of each student's status.

### **NCAA Eligibility**

Participation in a practice after the first competition will count as a season of competition in the NCAA. Ineligible athletes may not participate in practices, scrimmages, games or travel with the team.

A student athlete shall complete his or her seasons of participation during the first ten semesters in which the student is enrolled in a collegiate institution as a full-time student. A student may only participate for four seasons unless a medical hardship waiver is approved by the NCAA.

### **NCAA Division III Philosophy/Mission Statement**

Colleges and universities in Division III place the highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. Becker College strives to establish and maintain an environment that will enrich the student athlete's experience. Becker places special importance on the impact of athletics on the participants rather than on the spectators and places greater emphasis on the internal constituency (students, alumni, institutional personnel) than on the general public and its entertainment needs. The institution will also apply all rules in good faith and comply with all operating and administrative bylaws set forth by the NCAA. To achieve this end the institution:

- a. Encourages the development of sportsmanship, fair play, and knowledge of ethics for all student athletes, coaches and administrators.
- b. Creates equal opportunities for men and women for participation in intercollegiate, club, and recreational programs and gives equal emphasis to men's and women's sports.
- c. Strives to enlighten the student athlete on issues pertaining to their well being.
- d. Provides adequate facilities, competent coaching, and competitive opportunities that are accessible for all students while encouraging the student athlete in his/her efforts to reach high levels of athletic performance.
- e. Ensures that all participants receive the same treatment as other students and have no unique privileges.
- f. Gives emphasis to regional, in-season competition and conference championships.
- g. Awards no athletically-related financial aid.
- h. Creates a means in which student athletes can voice concerns and problems to the administration.
- i. Encourages participation by maximizing the number and variety of athletic opportunities for students.
- j. Assures the athletic programs subscribe to the same guidelines as other departments in the areas of financing, staffing and control.
- k. Supports ethnic and gender diversity for all constituents.
- l. Extends opportunities for educational, professional and personal advancement through its continuing education activities and supports programs for academic success.
- m. Encourages students to grow intellectually, socially and personally by presenting the world of knowledge, ideas and imagination in a stimulating matter.
- n. To ensure that athletics recruitment complies with established institutional policies and procedures applicable to the admissions process.
- o. Assures that coaches play a significant role as educators.
- p. Requires that the academic performance of student-athletes is consistent with those applicable to the general student body.
- q. To administer the athletics program as an integrated part of the campus culture and educational mission.

The purpose of the NCAA is to assist its members to develop this approach as the basis for consistent, equitable competition and to do so in ways that minimize infringement on the freedom of individual institutions to determine their own special objectives and programs.

## Campus Police / Automobiles / Services

### **Automobiles**

All students (commuters and residents) who bring automobiles to campus must register their automobiles with the Campus Police. An automobile registration sticker will be issued upon payment of a small fee. These decals must be attached to automobiles which are parked on college property or adjacent city streets. The decals must be placed in the lower left corner of the rear window of the car. Parking is not guaranteed at or near residence halls. Lots are available on campus.

Students who violate the parking regulations posted by the college will be requested to permanently remove their cars from the campus. The college reserves the right to ticket and tow automobiles illegally parked on college property and to charge the student violator for the costs of towing.

It is extremely important that students be aware of fire lanes and that these lanes remain clear at all times. The college reserves the right to tow, at the owner's expense, vehicles parked in fire lanes. Students will be fined for driving or parking on lawns.

All cars must be registered. Temporary stickers for visitors and for guests are available through Campus Police. Registered resident cars are not to be driven to classes due to the limited parking available for commuting students.

### **Campus Police/Security**

The Campus Police/Security Department is a full-service department that patrols the campus daily in an effort to prevent criminal activity. The mission of the department is to provide a safe and secure environment for the college community. The college employs sworn officers who receive their police authority under Massachusetts General Law Chapter 22c section 63. Campus police maintains a high profile on college property. This encourages the college community to interact with members of the department and to report incidents of crime or suspicious activities on campus. Campus police officers have full police status with the authority to arrest, as necessary. They are also First Responder, C.P.R. and First Aid certified. The department provides an escort service for all students on the campus. They can be reached by phone and will accompany any student to his/her campus destination. Students and guests are obligated to properly identify themselves to the campus police when asked.

### **Student ID Card**

The basic Student ID Card is issued for the enrollment period a student will be at the college. The card is also used as a library card and a debit card for food services meal plans. Replacement fees for lost or mutilated cards:

1st card \$ 5.00  
2nd card \$15.00  
3rd card \$25.00

Consequently, students should take proper care of the ID card initially issued upon enrollment at the college. ID cards are issued by Campus Police.

## Libraries

### **Ruska Library Worcester Campus**

#### **Hours of Operation Academic Year**

M-TH 7:30 a.m. – 10:00 p.m.

Friday 7:30 a.m. – 6:00 p.m.

Sunday 2:00 p.m. – 10:00 p.m.

508 – 373 – 9710

### **Swan Library Leicester campus**

#### **Hours of Operation Academic Year**

M-TH 9:00 a.m. – 9:00 p.m.

Friday 9:00 a.m. – 2:00 p.m.

Sunday 2:00 p.m. – 5:00 p.m.

774 – 354 – 0655

### **Holidays and non-academic weeks as posted**

A professional academic librarian is available for assistance to students and faculty during all hours of operation at both campus libraries.

The Ruska and Swan Libraries provide on-campus and remote access to twenty proprietary databases relating to a wide range of disciplines, and over 75,000 books and periodicals. Librarians are available at both libraries for database and print research assistance via telephone or in person during all hours of operation.

Becker College is a fully participating member of the *Colleges of the Worcester Consortium*. Members share library resources and permit direct borrowing from participating institutions at no charge to the student. Users are subject to the rules and procedures set by each library. To take advantage of this service the student must be a currently registered student of Becker College and possess a valid ID. To borrow materials directly, students must also have a Cross Borrowing Card, obtained from the Becker College Library. Please see a librarian for assistance.

There are black and white photocopiers at both libraries. Copies may be made for 10 cents per single-sided page. The Swan Library also offers printing from library computers free of charge. A student's current Becker ID also serves as is his or her library card. Students must present their ID to borrow library materials or to use items on reserve.

Circulating materials may be borrowed for three weeks with the option of renewal for one week. Up to a total of eight books per person may be borrowed from either or both libraries. Books may be returned to either campus library regardless of where the loan originated. Interlibrary loans (ILL) are available to all students at no charge. Please see a librarian for assistance.

The fine for overdue materials is 10 cents per book per day. Patrons will be charged accumulated fines once late materials are returned. Lost items will result in charges for replacement cost and processing fees. Students with outstanding balances or loans may temporarily lose borrowing privileges.

Food is prohibited, but students are welcome to bring covered drinks into the libraries.

For additional information regarding services, resources, or policies, please refer to the current library brochure, log onto the Becker College Library website, or visit us in person.

## Career Services

Career Services' mission is to provide Becker students and alumni with effective career education, advising, resources, and programming. Becker members who engage in these services should feel more empowered to achieve their career goals, and to effectively position themselves in the job or internship market.

### **Career Education and Advising**

Career education and advising is achieved through individual appointments, workshops, or a combination, and includes skill development and planning in the following competency areas: career / industry research; job / internship search; resume, cover letter, interview, and employer follow up; graduate school research and applications; and networking / informational interviews.

### **Career Programming and Resources**

Programming and resources are designed to help Becker candidates establish connections with appropriate employers and internship sponsors, as well as to further enhance education and advising. Examples include, but are not limited to: job / internship listing web site, workshops, career fairs, and recruiters on campus.

Career planning is a lifelong process which requires time and thought. The Career Services Office is here to assist students as they explore, develop and implement successful career plans. It provides career counseling, self-assessment, occupational exploration and transfer advising.

The office schedules job success workshops, maintains files of potential employers, catalogs of four-year colleges/graduate programs and information on career decision making. It contains a 24/7 listing of job opportunities for full-time and part-time positions powered by College central Network (CCN).

All graduating students are advised to start career exploration at the Career Services Office beginning in September. Students should call or email Career Services for an appointment.

Career Services include:

### **Career Counseling**

To make a sound career decision, career counseling may include self-assessment, goal setting, developing effective job search strategies or participating in videotaped mock interviews.

### **Graduate School**

The Career Services Office has program information, materials/test booklets for the G.R.E., L.S.A.T., G.M.A.T. and Miller Analogies and application for graduate studies. The Graduate School assessment pre-testing is sponsored by Kaplan and is held in the fall on each campus.

### **Job Placement**

Our goal is to help students develop job hunting skills, provide employer information and assist with career direction. Individual counseling, occupational exploration, workshops, access to the Alumni/ae Network and to job fairs are offered. Lifetime career planning services are available free to all graduates.

### **Internship**

Students are encouraged to participate in an internship experience to gain valuable work experience while possibly earning money (many internships are unpaid) and college credit. Positions are available for fall, spring and summer. A 2.00 cumulative Grade Point Average and the availability of employment within the student's program must be determined as requirements. Some internships may have higher GPA requirements which will be stated in the course description. Becker College hosts representatives of the local business community for opportunities for all majors.

## **Counseling Services**

Students may seek counseling for many reasons, including stress, academic problems, depression, anxiety, or relationship problems. Counseling services are offered at the college to help students reach their academic and personal goals.

All services are free and confidential. Health insurance is not billed, and counseling records are never made a part of students' academic records or transcripts. Students may schedule appointments by calling 508-373-9544 (Worcester campus), 774-354-0466 (Leicester campus), by coming to the counseling office located in the Student Center on each campus, or by email. Staff email addresses are listed on the counseling web page at [www.becker.edu/counseling](http://www.becker.edu/counseling) where additional information is also available. After hours, emergency services may be accessed by calling campus police at 508-373-9555 or through residence life staff.

Counseling Services Include:

#### Individual Counseling

Frequency and duration based on individual need

#### Support Groups

Groups are offered in response to student needs

#### Consultation

Consultation provided to students, faculty and staff

#### Educational Programming

Workshops and programs on topics such as depression, stress management, nutrition and wellness.

#### Referral to off-campus resources

When appropriate, referrals may be made to more specialized services off-campus

#### Lending Library

Books and CDs on relaxation, stress reduction and mental health topics are available to borrow.

## **The Collaborative Learning Center**

The purpose of the *Collaborative Learning Center (CLC)* is to provide academic assistance to all of our students. The Center staff engages in a partnership with students to foster a positive and productive learning environment, enabling them to confidently build their skills and strive toward excelling in their field of study. Whether a student needs to brush up on math skills or could use some help writing and formatting research papers, the Center's dedicated and knowledgeable staff is here to support them.

The Collaborative Learning Center offices are dedicated to helping Becker students achieve their goal of academic success. The Worcester Center is located at 30 Roxbury Street and the Leicester Center is located in Marsh Hall. The Centers provide professional individual and group content tutoring, study skills instruction and workshops, and writing consultations. Students can benefit from both the expertise of the Learning Specialists as well as our knowledgeable and engaging Peer Tutors. This "learn how to learn" environment engages in partnerships with faculty and other academic services, creating a dynamic learning atmosphere that is conducive to active learning.

These benefits are available by appointment during normal operating hours (9am-5pm M-F during the Fall/Spring semesters), and are free of charge to all Becker students. Please call our main office at 508-373-9704, email [CLC@becker.edu](mailto:CLC@becker.edu), or search "CLC" on [www.becker.edu](http://www.becker.edu) to schedule a tutoring session.

### **Students with Disabilities**

If you are a student with a documented disability as determined under the ADA and as defined in Chapter 504 of the Rehabilitation Act of 1973, you may benefit from certain accommodations. In compliance with federal and state regulations, reasonable accommodations are provided to qualified students with disabilities.

If you believe you qualify and would benefit from appropriate and reasonable accommodations, the CLC Director is available to discuss those options with you. Please contact the Director via e-mail at [CLC@becker.edu](mailto:CLC@becker.edu) or call 508-373-9705 to schedule an appointment for a confidential conversation. It is strongly suggested that students make appointments and submit documentation as close as possible to the beginning of each semester.

### **Accommodations for Students with Disabilities**

Students with documented disabilities who require special accommodations must make an appointment with the Director of the Collaborative Learning Center at the beginning of each semester. In order to be approved for reasonable accommodations, students are required to submit proper documentation detailing the nature of the disability and its impact on academic progress and achievement.

Students must schedule an appointment with the Director of the Collaborative Learning Center as close as possible to the beginning of each semester to complete accommodations paperwork. Upon review and determination of appropriate accommodations, as authorized by the Director of the CLC, the student will be responsible for follow up with his or her individual faculty member(s). All personal information will remain confidential. Discussions with parents or legal guardians are encouraged when supported by FERPA documentation.

## Worcester Area Attractions

### **Museums**

Worcester Art Museum  
55 Salisbury Street  
[www.worcesterart.org](http://www.worcesterart.org)

Ecotarium  
222 Harrington Way  
[www.ecotarium.org](http://www.ecotarium.org)

John W. Higgins Armory Museum  
100 Barber Avenue  
[www.Higgins.org](http://www.Higgins.org)

Worcester Historical Museum  
30 Elm Street  
[www.worcesterHistory.org](http://www.worcesterHistory.org)

American Antiquarian Society  
185 Salisbury Street  
[www.americanantiquarian.org](http://www.americanantiquarian.org)

Sturbridge Village, Sturbridge, MA  
1 Old Sturbridge Village Road  
[www.osv.org](http://www.osv.org)

### **Places of Worship**

Following is a list of some of the churches and synagogues found within the vicinity of the College. A complete list may be found in the Worcester telephone directory or in the Saturday issues of the Worcester newspapers. See the Director of Residence Life for additional assistance.

#### ***Assembly of God***

First Assembly of God Church  
30 Tyler Prentice Road, Worcester

#### ***Baptist***

First Baptist Church  
595 Southbridge Street, Worcester

Greenville Baptist Church  
674 Pleasant Street, Leicester

### **Libraries**

Worcester Public Library  
3 Salem Square

Goddard Library, Clark University  
950 Main Street

Gordon Library, Worcester Polytechnic  
Institute  
100 Institute Road

Worcester State College Library  
486 Chandler Street

### **Theaters**

Fenwick Theater, Holy Cross College  
1 College Street

Foothills Theater, Worcester  
100 Front Street

Hanover Theater, Worcester  
2 Southbridge Street  
[www.thehanovertheatre.org](http://www.thehanovertheatre.org)

#### ***Jewish***

Beth Israel Congregation  
15 Jamesbury Drive, Worcester

Temple Sinai  
661 Salisbury Street, Worcester

Temple Emanuel  
280 May Street, Worcester

#### ***Lutheran***

***Christian Science***

Second Church of Christ Scientist  
255 Salisbury Street, Worcester

***Congregational***

Hadwen Park Congregational Church  
6 Clover Street, Worcester

First Congregational Church  
1 Washburn Square, Leicester

***Episcopal***

All Saints Episcopal Church  
10 Irving Street, Worcester

Christ Episcopal Church  
1089 Stafford Street, Leicester

St. Luke's Church  
921 Pleasant Street, Worcester

***Greek Orthodox***

St. Spyridon Greek Orthodox Church  
102 Russell Street, Worcester

Trinity Lutheran Church  
73 Lancaster Street, Worcester

***Methodist***

Epworth United Methodist Church  
64 Salisbury Street, Worcester

***Presbyterian***

First Presbyterian Church  
125 Holden Street, Worcester

***Roman Catholic***

Blessed Sacrament  
551 Pleasant Street, Worcester

St. Joseph's  
759 Main Street, Leicester

St. Paul's Cathedral  
19 Chatham Street, Worcester

***Unitarian***

First Unitarian Church  
90 Mann Street, Worcester