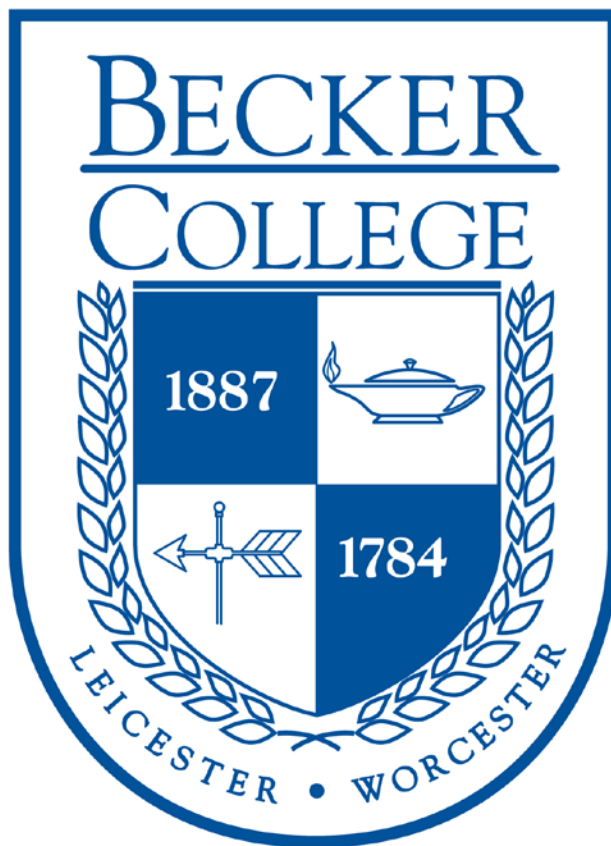


Student Handbook

2018-2019



Non Discrimination Statement

Becker College is an Equal Opportunity/Affirmative Action institution and prohibits discrimination on the basis of age, sex, race, color, religion, ancestry, national origin, disability, gender identification, genetic information, sexual orientation, marital status, veteran status or any other characteristic protected by federal, state or local law. This policy applies to all terms and conditions of employment, admission to and enrollment with the College, including, but not limited to, recruitment, selection, hiring, placement, transfer, promotion, training, compensation, benefits, discipline, termination, educational policies, admission policies, financial aid, scholarship and loan programs, housing, athletic and other College-administered programs and activities. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation of discrimination. Inquiries regarding non-discrimination policies may be directed to: Michelle Fatcheric, Title IX Coordinator, 44 West Street, Worcester, MA, 774.354.0462, michelle.fatcheric@becker.edu.

Contents

| | |
|---|----|
| Introduction..... | 10 |
| The College Mission | 10 |
| The College Vision | 10 |
| The College Core Values | 10 |
| Division of Student Affairs | 11 |
| Division of Student Affairs – Mission Statement | 11 |
| Division of Student Affairs – Vision | 11 |
| Sexual Misconduct..... | 12 |
| Discrimination, Harassment and Sexual Misconduct Policy | 12 |
| General Definitions:..... | 12 |
| Discrimination..... | 12 |
| Harassment..... | 13 |
| Non-Consensual Sexual Contact..... | 13 |
| Sexual Contact | 13 |
| Non-Consensual Sexual Intercourse | 13 |
| Intercourse..... | 13 |
| Sexual Exploitation..... | 14 |
| Relationship Violence..... | 14 |
| Stalking | 14 |
| Consent | 14 |
| Incapacitation..... | 15 |
| Retaliation..... | 15 |
| Reporting | 15 |
| The Conduct Code | 16 |
| Philosophy | 16 |
| Personal Conduct | 17 |
| Definitions: | 18 |
| Hearing Officer | 18 |
| Designee..... | 18 |
| Member of the College Community | 18 |
| Club, Organization, or Team..... | 18 |
| Student | 18 |
| Becker Official..... | 18 |

| | |
|--|----|
| Becker Premises..... | 18 |
| Grievant..... | 18 |
| Respondent..... | 18 |
| Student Code of Conduct Offenses..... | 18 |
| Offences Involving Alcohol and Related Paraphernalia..... | 18 |
| Definitions: | 19 |
| Locations Where Alcohol Is Approved On Campus: | 19 |
| Distributing Alcohol to Minors/Alcohol in the Presence of Minors..... | 20 |
| Possession of Drinking Paraphernalia and/or Possession or Participation in Drinking Games..... | 20 |
| Kegs, Home Brewing, Spiked Punch, and/or other Common Sources of Alcohol..... | 21 |
| Open Containers..... | 21 |
| Storing/Keeping Containers..... | 21 |
| Offences Involving Smoking/Tobacco/Related Substances | 22 |
| Misuse and/or Unauthorized Use of Property/Facilities/Services/Grounds..... | 23 |
| Misuse and/or Unauthorized Use of Technology/Computer Usage | 23 |
| Violent, Threatening or Endangering Behavior, Verbal Abuse, and Harassment | 23 |
| Civility Policy | 24 |
| Offences Involving Weapons..... | 24 |
| Hazing/Becker College Policy on Hazing | 24 |
| Purpose..... | 24 |
| Policy | 25 |
| Hazing Prohibited; Definition; Penalties. Section 17. | 25 |
| Failure to Report Hazing; Penalty. Section 18..... | 25 |
| Procedures under the Hazing Law | 26 |
| Gambling | 29 |
| Offences Involving the Guest Policy | 29 |
| Offences Involving Noise/Quiet Hours..... | 30 |
| Violations of Residence Life Policies..... | 30 |
| Offences Involving Violations of Health, Fire, and Safety Policies..... | 30 |
| Health and Safety Inspections..... | 30 |
| Fire Safety..... | 30 |
| False Alarms | 31 |
| Fire Safety Equipment | 31 |
| Violations of other College Rules. Policies, and Procedures..... | 32 |
| Violations of State, Federal, or Local Laws..... | 32 |

| | |
|---|----|
| Disruption of College Activities | 32 |
| Disruption to the Academic Environment Policy | 32 |
| Additional Conduct Policies and Definitions..... | 33 |
| Bullying..... | 33 |
| Amnesty Policy | 33 |
| Electronic Mail Policy | 34 |
| Good Neighbor Policy | 34 |
| Off-Campus Behavior | 34 |
| Jurisdiction..... | 34 |
| Personal Identification and Representation..... | 35 |
| Postings..... | 35 |
| Promotional Photographs for Becker College..... | 35 |
| Social Media | 36 |
| Vehicles and Parking | 36 |
| Registration and Permit..... | 36 |
| Student Conduct Grievance and Disciplinary Process..... | 36 |
| Notification | 36 |
| Failure to Comply | 37 |
| Student Conduct Meeting Procedures..... | 37 |
| Appeal Process..... | 38 |
| Preponderance of Evidence..... | 39 |
| Parental Notification | 39 |
| Records | 39 |
| Records Retention Policy..... | 40 |
| Alternative Resolution | 40 |
| Hearing Advisors | 40 |
| Sanctions | 40 |
| List of Minimum Disciplinary Sanctions..... | 41 |
| College Warning | 41 |
| Statement of Concern..... | 41 |
| Alcohol or Drug Education..... | 41 |
| Loss of Privileges..... | 41 |
| Fine | 41 |
| Restitution..... | 41 |
| Community Restitution..... | 41 |

| | |
|--|----|
| Educational Project | 42 |
| Administrative Relocation | 42 |
| No Contact Order | 42 |
| Residence Hall Probation..... | 42 |
| Residence Hall Suspension | 42 |
| Disciplinary Probation | 42 |
| Interim Action..... | 42 |
| Interim Restrictions..... | 43 |
| Deferred Suspension | 43 |
| Deferred Dismissal..... | 43 |
| Suspension | 43 |
| Dismissal..... | 43 |
| Expulsion from the College | 44 |
| Student Conduct Protocols and Procedures | 44 |
| Office of Residence Life and Student Conduct..... | 46 |
| Responsibility for Room or Apartment or Hall | 50 |
| Use of Common Area Lounges..... | 50 |
| Lounge and Bedroom Furniture..... | 50 |
| Common Area Damages | 50 |
| Room Damages/Individual Charges | 50 |
| Excessive Housekeeping Charges..... | 50 |
| Appeals for Damage Charges | 51 |
| Sanitation & Personal Hygiene | 51 |
| Additional Information and Policies | 51 |
| Cable TV and Telephones..... | 51 |
| Cooking..... | 52 |
| Disorderly Conduct..... | 52 |
| Doors..... | 52 |
| Bathroom Facilities Usage | 52 |
| Gender Neutral Bathrooms | 52 |
| Hall Sports | 53 |
| Laundry | 53 |
| Key, Locks, IDs and Card Access..... | 53 |
| Pets..... | 53 |
| Hoverboards & Like Devices..... | 53 |

| | |
|--|----|
| Roofs and Ledges..... | 54 |
| Solicitation in the Residence Halls | 54 |
| Vacating Residence Halls During Break Periods..... | 54 |
| Vending Machines | 54 |
| Walls and Ceilings | 54 |
| Bed Risers | 54 |
| Weights | 54 |
| Academic Affairs | 55 |
| Student Academic Rights and Responsibilities | 55 |
| Statement on Student Rights | 55 |
| Freedom to Learn..... | 55 |
| Freedom of Association | 55 |
| Freedom of Inquiry and Expression..... | 55 |
| Academic Information | 55 |
| Academic Advising (Center for Career Education & Advising) | 55 |
| Full-time Student Status..... | 56 |
| Part-time Students..... | 56 |
| Undecided Students | 56 |
| Attendance Policy | 56 |
| Extended Medical Absences | 57 |
| Registrar’s Office..... | 57 |
| Course Add/Drop/Withdrawal | 57 |
| Schedule of Classes..... | 58 |
| Class Cancellations/School Closings..... | 58 |
| Grading System..... | 59 |
| Grade Point Average..... | 60 |
| Dean’s List..... | 60 |
| Honors..... | 60 |
| Internships..... | 61 |
| Malpractice Insurance..... | 61 |
| Academic Honesty and Integrity..... | 61 |
| Violations..... | 62 |
| Sanctions | 62 |
| Appeal of Grades | 62 |

| | |
|--|----|
| Academic Progress..... | 63 |
| College Withdrawal | 64 |
| Tuition and Fee Refunds..... | 64 |
| Student Access to Educational Records: Notification of Rights, FERPA | 65 |
| Release of Records Form..... | 66 |
| Directory Information | 66 |
| Financial Aid Award Guide for 2016-2017 | 67 |
| Satisfactory Academic Progress (SAP)..... | 67 |
| Warning Status..... | 68 |
| Ineligible Status | 68 |
| Notification | 68 |
| Appeals | 69 |
| Appeal Decisions | 69 |
| The Higher Education Consortium of Central Massachusetts (HECCMA) | 69 |
| HECCMA Cross-registration..... | 70 |
| The Collaborative Learning Center (CLC) | 70 |
| Disability Services: Students with Disabilities | 71 |
| Accommodations for Students with Disabilities..... | 71 |
| Athletics | 71 |
| Libraries | 72 |
| Electronic Mail Policy | 73 |
| Campus Offices and Services | 73 |
| Campus Activities & Student Leadership..... | 73 |
| Fuller Campus Center | 73 |
| Campus Activities Board (CAB) | 74 |
| Student Governance Advisory Board | 74 |
| Student Organizations and Clubs..... | 74 |
| Fitness & Wellness at Becker College..... | 75 |
| Student Employment in the Fuller Campus Center | 75 |
| Campus Police | 75 |
| Identification Cards..... | 76 |
| Automobiles..... | 76 |
| The Counseling Center at Becker College..... | 77 |
| Meal Plan Information | 77 |

| | |
|--|----|
| Resident Students..... | 77 |
| Commuter Students..... | 78 |
| Becker Bonus Bucks..... | 78 |
| Guidelines for Dining Hall Usage..... | 78 |
| Health Services | 79 |
| Health Record Information Requirements | 79 |
| Physical Exam/Immunization requirements | 80 |
| Student Health Insurance Plan..... | 81 |
| Extended Medical Absences | 81 |
| Policy for Self-Administration of Injectable Medications in Residence Halls..... | 81 |
| APPENDIX I | 82 |
| Notification of Rights Under FERPA | 82 |
| APPENDIX II..... | 84 |
| Policy Regarding Students with Substance Abuse or Addiction Issues..... | 84 |
| APPENDIX III..... | 84 |
| Withdrawal Policy | 84 |
| APPENDIX IV..... | 85 |
| Computer/Electronic Media Policies | 85 |
| Student Acceptable Computer Use | 85 |
| Code for Ethical Use of Computing Resources | 86 |
| Individual Access..... | 87 |
| Hacking..... | 87 |
| Permission to Record..... | 88 |
| File Sharing Applications and Copyright Law | 88 |
| APPENDIX V..... | 88 |
| Policy Regarding Contractual Relationships | 88 |
| APPENDIX VI..... | 89 |
| Missing Student Notification Policy and Procedure..... | 89 |
| APPENDIX VII | 89 |
| Policy for Service Animals | 89 |
| APPENDIX VIII..... | 97 |
| NCAA Division III Philosophy and Mission Statement..... | 97 |
| APPENDIX IX..... | 98 |
| Important Laws | 98 |

Introduction

This handbook provides information for students about the procedures, policies, and activities at Becker College. In some instances more detailed information may be found on the College's web pages (www.becker.edu). The policies stated herein are subject to revision, notice of which is made through normal channels of communication. All students are encouraged to review the handbook at the start of each academic year and as necessary throughout the academic year.

The College Mission

The mission of Becker College is to deliver to each student a transformational learning experience—anchored by academic excellence, social responsibility, and creative expression—that prepares graduates to thrive, contribute to, and lead in a global society.

The College Vision

Becker College will become a nationally recognized institution of higher education, renowned for its values and for its focus on delivering to the world highly educated, responsible citizens, prepared to contribute to a global society and rise to the top of their chosen professions.

The College Core Values

At Becker College, we believe in the transformational power of a college education to impart knowledge and enlightenment in a global society. We believe higher education is a privilege, and that an educated person has a responsibility not only to seek personal and professional success but also to contribute to a greater good. The following core values support these beliefs. They are fundamental to the success of the College and its community, reflecting the Becker College educational experience and guiding the College in its mission and decision making at all levels.

EXCELLENCE:

- We are committed to providing the best educational experience possible to every student.
- We seek opportunities to identify and celebrate excellence as part of our culture.

ACCOUNTABILITY:

- We are committed to ensuring that all members of the Becker College community are accountable for their work in support of the College, its mission, and ideals.

COMMUNITY & DIVERSITY:

- We promote an open and diverse community that encourages an unfettered exchange of ideas, with civility and respect, and the empowerment of all individuals.
- We believe in a future interconnected with our neighbors, our nation, and our world.
- We believe that our diversity as a community is a strength that should be celebrated.

SOCIAL RESPONSIBILITY:

- We believe that by helping others, we enhance our own lives and the lives of others.

INTEGRITY:

- We uphold the highest ethical standards, striving for institutional and personal integrity in all that we do.

CREATIVE EXPRESSION:

- We believe that learning is rooted and grows in creative thought, inquiry, and self-discovery.

Division of Student Affairs

Student Affairs has two office locations: on the Worcester Campus, in Linden Hall, and on the Leicester Campus, in the lower level of Campus Center West. The departments within the division assist students in achieving a healthy balance between curricular and co-curricular life at Becker College. The division is responsible for most co-curricular aspects of campus life and includes the following departments: Athletics, Campus Activities and Student Leadership Development, Campus Police, Career Education, Collaborative Learning Center, Counseling Services, Food Service, International Student Services, Residence Life and Student Conduct, Student Health Services, and Title IX Compliance.

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

Division of Student Affairs – Mission Statement

The mission of the Division of Student Affairs is to successfully prepare our students to embrace, contribute to, and become leaders in a diverse and ever-changing global society. We are committed to providing a welcoming environment, with dynamic and engaging programs, services, and experiences. We cultivate and foster personal accountability in actions and creatively collaborate with all areas of the College to encourage academic excellence, creative expression, and social responsibility.

Division of Student Affairs – Vision

The Division of Student Affairs aspires to be nationally recognized for our commitment to providing transformative experiences for students that enhance learning and development, with the intended outcome of students achieving personal and professional success.

Sexual Misconduct

Discrimination, Harassment and Sexual Misconduct Policy

Members of the Becker College community, guests and visitors have the right to be free from discrimination, harassment, and sexual misconduct in the learning environment and work setting. We are dedicated to creating a climate that is preventative, safe, and supportive and provides due process for ALL students, employees, and visitors through education, meaningful discussion, and thorough response to reported incidents.

Regardless of the status of the parties involved, this policy applies to students, staff, faculty, administrators, trustees, volunteers, visitors, contractors, and vendors. This policy also extends to the College the right to act on incidents occurring on-campus, at College-sponsored events and programs, off-campus, and online conduct when the College determines that such conduct affects the College's educational or employment environment.

Students and employees continue to be subject to city, state, and federal laws while at Becker College, and violations of those laws may also constitute violations of College policies. In such instances, the College may proceed with an investigation under these policies independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of these policies even if such criminal proceeding is not yet resolved or is resolved in the Respondent's favor.

The College reserves the right to proceed with a hearing process even if the Respondent withdraws from the College, is no longer enrolled in classes or employed, or subsequently fails to meet the definition of a student or employee while a disciplinary matter is pending.

If the responding party (Respondent) is unknown or is not a member of the College community, the Title IX Coordinator (or designee) will assist individuals in identifying appropriate campus resources or local authorities if the Complainant would like to file a report. In addition, Becker College may take other actions to protect the individual and the campus community. The College will assist students, faculty, and staff who report sexual violence, sexual harassment, stalking, dating violence and/or domestic violence in obtaining medical support and information regarding available legal and student/employee resources, as well as counseling and support services. The College will also assist students, faculty and staff in notifying local police if the assistance of law enforcement is requested.

This policy supersedes all current College policies pertaining to discrimination, harassment, and sexual misconduct.

General Definitions:

Discrimination

Defined as unequal, adverse treatment of an individual because of his/her protected legal status, such as race, age, or gender that unreasonably interferes with denies, or limits someone's employment access, benefits or opportunities, and/or the ability to participate in or benefit from

the College's educational program and/or activities. Discrimination can take many forms, including the following prohibited conduct:

Harassment

Any unwelcome sex-based and/or gender-based verbal, written, or physical conduct that is

- Sufficiently severe, pervasive or persistent that it
- Creates an intimidating, hostile, degrading, humiliating, or offensive environment and
- Interferes with, denies, or limits one's access to or benefits of the employment and/or educational environment.

Examples of harassment include: bullying; hazing; verbal, written (including via electronic communication), or physical intimidation; persistent unjustified criticism; public humiliation; insults, jokes, and inappropriate comments; threats; displays of objectively offensive materials; and exclusion.

Examples of sexual harassment include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; and gender-based bullying.

Non-Consensual Sexual Contact

- Any intentional sexual touching
- However slight
- With any object
- By a person upon another person
- That is without consent and/or by force.

Sexual Contact

Includes: contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

Non-Consensual Sexual Intercourse

- Any sexual intercourse
- However slight
- By a person upon another person
- With any object
- That is without consent and/or by force.

Intercourse

Includes: vaginal or anal penetration by a penis, object, tongue or finger and oral copulation (mouth to genital contact or genital to mouth contact) no matter how slight the penetration.

Sexual Exploitation

Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include: invasion of sexual privacy; prostituting another person; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting someone hide in a closet to watch consensual sex); engaging in voyeurism; knowingly transmitting an STI or HIV; exposing one's genitals in non-consensual circumstances or inducing another to expose their genitals; sexually based stalking and/or bullying may also be forms of sexual exploitation.

Relationship Violence

Is violence between those in an intimate relationship (this includes romantic, dating, or domestic relationships). Examples include, but are not limited to:

- Physical assault between two people in a current or prior intimate relationship who do not live together (Dating Violence)
- Physical assault between two people in an intimate relationship who live together (Domestic Violence)

Stalking

Refers to an unwelcome course of conduct, directed at a specific person, on the basis of an actual or perceived membership to a protected class that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress. Becker College also prohibits cyber stalking which occurs when a person, through a pattern of conduct which includes the use of electronic communication, causes another person physical or mental distress.

Consent

Is clear, informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in and the conditions of sexual activity. Email: michelle.fatcheric@becker.edu

Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent to future sexual acts. Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.

Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that he or she does not want sex, that they want to stop, or

that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

In order to give effective consent, one must be of legal age (in Massachusetts, age 16).

Incapacitation

Is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, where, why or how” of their sexual interaction). If you have sexual activity with someone you know to be—or should know to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy.

This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug.

Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

Retaliation

Is any action, statement, or behavior that is designed to punish an individual for filing a report, cooperating with an investigation, seeking guidance regarding a concern or to deter someone from taking such action. Retaliation in any form will not be tolerated by any participant or third-party to a discrimination, harassment or sexual misconduct policy violation or suspected violation. Acts of retaliation will be investigated and addressed according to this policy.

Reporting

Becker College encourages any students, faculty, staff and visitors who believes that he or she has been subjected to sexual harassment, sexual misconduct, or any prohibited discrimination or who witness or are aware of suspected incidents of sexual harassment, sexual misconduct, or any prohibited discrimination person to immediately file a complaint report the incident to:

Michelle Fatcheric

Title IX Coordinator

44 West St. Worcester, MA 01609

774.354.0462 – direct

michelle.fatcheric@becker.edu

Upon receiving a report of alleged or possible sexual harassment, sexual misconduct, or discrimination the Title IX Coordinator will evaluate the information and determine what further action should be taken, following the procedures described in the Discrimination, Harassment, and Sexual Misconduct Policy found here: http://www.becker.edu/wp-content/uploads/2011/11/Becker-College-Student-Handbook-2014-15_8-22-14a.pdf

The Title IX Coordinator will take steps, either directly or through a reporting employee, to provide information about the Sexual Misconduct Policy as well as available health and advocacy resources, and options for criminal reporting.

If you are a student and filed a complaint with the Title IX Coordinator and believe the College's response was inadequate, or as a student, you otherwise believe you have been discriminated against by the College on the basis of race, color, national origin, sex, including sexual harassment, disability, age, or retaliation, you may file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education. Contact information for the Office for Civil Rights is as follows:

U.S. Department of Education, Office for Civil Rights (OCR)

8th Floor, 5 Post Office Square, Boston, MA 02109-3921

Phone: 617.289.0111 • Fax: 617.289.0150 • Email: OCR.Boston@ed.gov

Becker College Policy on Hazing

The Conduct Code

Philosophy

Becker College's philosophy of conduct is rooted in its core values, with a firm belief that accountability and integrity are fundamental characteristics in maturity and necessary for communal living and academic pursuits. The rules, policies, and regulations of the College, collectively known as the Conduct Code, help foster a community which values individual growth and development socially, academically, and developmentally, and where students can learn in a positive and vibrant educational community.

The College reserves the right to deny the privilege of continued enrollment or residency to any student whose conduct is determined to be under the code of conduct detrimental to the welfare of the College. Student Affairs has responsibility for student discipline, for the benefit and welfare of individual students as well as the entire College community. The College reserves the right to dismiss a student at any time without any definite public charge.

Good conduct, civility, and accountability are important tenets of any community—and especially a college community such as Becker College. Behavior of students in and out of the classroom is expected to reflect the values of the institution and respect the rights of others, including the right to study and live in a civil and respectful environment. Students who infringe on the rights of others may be asked to leave the community in accordance with the Student Conduct Disciplinary Procedures. The College views the education of students to be a partnership with students and their parents/guardians, and asks that all understand and agree to this basic premise: Students are expected to respect and abide by all College policies as well as local, state, and federal laws. Failure to do so will result in a range of disciplinary sanctions. The Conduct Code applies to any conduct that occurs on College premises and at sponsored activities and events, and includes off-campus conduct and on-line activity that adversely affects the College and or the community.

Becker College believes that the relationship between the College, the student, and the student's family is vitally important. The College reserves the right to contact parents/guardians regarding the health and welfare of their student when there is concern about a student's behavior and/or if a student has violated College policy regarding alcohol and or other drugs.

The official form of communication and correspondence at Becker College is through the Becker College e-mail system. Therefore, any disciplinary notifications and information will be sent to a student's Becker assigned e-mail address. It is every student's responsibility to monitor and

manage their email daily. Failing to read an email is not an excuse for missing a deadline or appointment.

Student Code of Conduct Offenses

Students assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution and suitable to members of the college community. The college may at any time exclude a student or impose disciplinary sanctions on a student for violations of the student code of conduct. The following behaviors and actions are prohibited: students engaging, attempting to engage, or assisting in the following are subject to disciplinary sanctions.

Personal Conduct

All members of the Becker community share the responsibility for protecting and maintaining community health and safety and the rights of other persons. The College expects all students to comply with all federal, state, and local laws, regulations, and ordinances, but also expects more of its students. Students who anticipate or observe a violation of the Conduct Code are expected to remove themselves from association or participation and are encouraged to report the incident. Violations of personal conduct also include, but are not limited to:

1. Conduct that adversely affects the College, its community, and/or the pursuit of its mission, goals, and objectives
2. Physical abuse: contact that harms or attempts to harm the emotional or physical health or safety of any person
3. Verbal abuse: verbal conduct that harms or attempts to harm the emotional or physical health or safety of any person
4. Bias-motivated physical or verbal conduct that specifically targets an individual based upon a protected classification (age, color, disability, ethnic or national origin, gender identity, sex, sexual orientation, race, religion, and veteran status)
5. Violent, abusive, indecent, profane, or otherwise disorderly conduct
6. Failure to comply with requests from College officials acting in performance of their duties (e.g., health and safety inspections, requests for entry or search, requests for ID, requests for discontinuance of conduct, etc.)
7. Unauthorized access to restricted areas including, but not limited to, classroom, labs, offices, living spaces, roofs, or ledges
8. Possession of firearms, explosives, knives, ammunition, other weapons, or dangerous chemicals on College premises including in vehicles coming on or parked on College property. Use of any item, even if legally possessed, in a manner that harms or threatens another.
9. Creating a safety hazard, including tampering with or removing fire safety equipment, false reporting of fire or bombs, or throwing objects out of windows
10. Failure to exit a building or area during an emergency, fire alarm, or at the request of a Becker official and/or return to a building or area prior to authorization by a Becker official
11. Any intentional or unintentional/actual or attempted theft, damage, or destruction of property

12. Presence or participation in the planning of or violation of the Conduct Code in a way that condones, supports, or encourages the incident.

Definitions:

Hearing Officer

Any person or persons authorized by the Senior Vice President to determine whether a student has violated the Conduct Code and to recommend imposition of sanctions.

Designee

Refers to a staff member who is responsible for implementing the student conduct process at the request of the Director of Residence Life and Student Conduct.

Member of the College Community

Any person who is a student, faculty member, staff, official, or any other person employed by the College.

Club, Organization, or Team

A group of students who are recognized by the College in a recognized student activity. If charges are alleged against a club, organization, or team, the executive boards, captains, or otherwise titled students responsible will be required to respond to the charges and may be asked to represent the group in the disciplinary process.

Student

All individuals taking courses at Becker, both full and part-time, enrolled in undergraduate or professional studies programs, are considered students. Those who have a continuing relationship with the College, even if they are on leave, are also considered students.

Becker Official

Any employee who performs assigned administrative or professional responsibilities, including, but not limited to: campus police officers, area coordinators, resident assistants, deans, directors, faculty, and staff.

Becker Premises

All land, buildings, facilities, and other property in the possession of or owned, used, leased, or controlled by Becker (including adjacent streets and sidewalks).

Grievant

Is a person filing a complaint of a violation of the Conduct Code

Respondent

Is the name of the person(s) alleged to be responsible for the violation of the Conduct Code

Student Code of Conduct Offenses

Offences Involving Alcohol and Related Paraphernalia

The College's alcohol policy is guided by and abides by laws outlined by the Commonwealth of Massachusetts and the Massachusetts municipalities where the College's campuses are located (City of Worcester and Town of Leicester). The acquisition, possession, transportation, consumption, and distribution of alcoholic beverages is governed by statute and regulation and is further governed by the College's policies in this Handbook. The College requires that its students abide by Massachusetts law and the increased standards of set forth in this Alcohol Policy.

Under Massachusetts law, a person must be 21 years of age or older to purchase, possess, serve, consume and transport alcoholic beverages. The sale, service to, consumption, use or possession of alcoholic beverages by any persons under the age of 21 years of age is prohibited.

Definitions:

1. Alcohol: any beverage containing not less than 0.5% alcohol by weight
2. Reasonable Limits/Common Source of Alcohol: greater than 6-pack beer/cider/etc. or 750ml wine or hard liquor
3. Common Source of Marijuana: any amount consisting more than one-time use
4. Possession: having control over a substance or object, without regard to ownership
5. Legal Drinking Age: any person 21 years of age or older, consistent with United States federal law.

Locations Where Alcohol Is Approved On Campus:

The following policies apply to only those students and guests who are of legal drinking age:

1. Alcohol may be served at events sponsored by departments within Becker College.
2. On the Worcester main campus, where all residents and guests are of legal drinking age, students may possess alcohol in Spruce Hall and Willow Hall.
3. On the downtown Worcester campus, where all residents and guests are of legal drinking age, students may possess in Houghton & Bancroft halls.
4. On the Leicester campus, where all residents and guests are of legal drinking age, students may possess alcohol in Lane, Hitchcock and Winslow Halls.
5. To ensure the safety of all residents and guests where alcohol is permitted, each resident of a room is allowed two guests of legal drinking age if guests are Becker College students. Where alcohol is present, residents of a room may have one guest if the guest is a non-Becker College student.
6. In instances where all residents of a room are of legal drinking age, and all roommates are requesting permission to possess/consume alcohol in residence, residents must register their room through a form under Residence Life.

The College expects students to abide by Massachusetts law and the increased standards set forth by the College:

1. Becker College reserves the right to inspect any College property for alcohol.
2. Becker College reserves the right to inspect any personal property or other belongings for alcohol.
3. The sale, purchase, or serving of alcoholic beverages to persons under the age of 21 is not permitted.
4. Those under the age of 21 may not be in the presence of, distribute, transport, serve, possess, or consume alcoholic beverages anywhere on campus.
5. No open containers of alcoholic beverages or consumption of alcohol in any public area, such as a hall common room, grass area, or academic building, is permitted
6. Alcohol is permitted in students' rooms only in the designated halls where all residents/guests are over 21 years of age.
7. No hard alcohol, kegs, home brewing kits, or any other type of common source alcohol is permitted at any time.
8. Recognizing the serious health risks posed by excessive drinking, no drinking games or possession of drinking paraphernalia used or associated with drinking games (e.g. funnels, beer pong tables, and taps) are permitted.
9. No alcoholic containers, whether empty or full, may be used as decorations.
10. There is no storing of empty bottles or cans. All containers must be disposed of properly and immediately.
11. No inappropriate behavior consistent with intoxication will be tolerated.
12. Guests are not allowed to bring alcohol onto the Becker College campuses. Alcohol may only be transported into 21+ residences/rooms by residents assigned to that room. Guests and others of legal age may not transport alcohol into 21+ residences/rooms. Under no circumstance may any alcohol in the possession of residents in 21+ residences/rooms be shared with minors. Residents of 21+ residence/rooms who are found to be in violation of any of the above policies or procedures will face disciplinary action and possible loss of 21+ room status.
13. Guests are subject to all of the above rules and restrictions. Host students are responsible for their guest's actions.
14. Selling alcoholic beverages without a license is prohibited.
15. Operating under the influence is prohibited

Distributing Alcohol to Minors/Alcohol in the Presence of Minors

Students 21 years or older are allowed to have alcohol in designated residence areas. However, alcohol in the presence of minors is unauthorized. It is the hosts' responsibility to ensure that all guests are of age when alcohol is present. Students found hosting minors when alcohol is present will be documented. Persons under the age of 21 are prohibited from: (a) possessing, transporting, serving or consuming alcohol on campus; (b) being present in a campus housing space (room, suite, apartment, common area) where alcohol is being consumed; and. (c) possessing empty alcoholic beverage containers.

Possession of Drinking Paraphernalia and/or Possession or Participation in Drinking Games

Recognizing the serious health risks posed by excessive drinking, the College prohibits drinking paraphernalia, including drinking funnels, ice luges, and all manner of “drinking games.”

Kegs, Home Brewing, Spiked Punch, and/or other Common Sources of Alcohol

Kegs and beer balls, whether empty or full, tapped or untapped, and will be confiscated by the College. Possession of a tap will be regarded as evidence of a violation of the keg policy. Spiked punch presents an additional problem in that it is impossible for an individual to know the alcohol content of each drink. Should a keg, beer ball, spiked punch, and/or other common sources of alcohol be found in a room or apartment, all residents of that room or apartment will be subject to disciplinary action, even if they were not present at the time of the incident.

Open Containers

No open containers of alcoholic beverages or consumption of alcohol in any public area is permitted. The College reserves the right to confront students with squeeze bottles, cups, and other such containers. If it appears that alcohol is in said containers, students will be subject to sanctions outlined in the alcohol policy. To prevent the need for confrontation of this nature, students are strongly discouraged from carrying squeeze bottles, cups, and other containers in areas restricted from alcohol possession, particularly outdoors.

Storing/Keeping Containers

No alcohol containers (whether full or empty) may be used as decorations within the Residence Halls. Additionally, there is to be no storing of alcohol containers. All containers must be disposed of properly and immediately.

Offences Involving Drugs/Illegal Substances

Becker strives for a drug-free environment and takes seriously the negative effects illegal drugs and controlled substances have on its students and community. Becker College must comply with state and federal laws regarding the use of nonprescription drugs. The College cannot and will not be a haven from federal and state jurisdiction. Each student who resides on the Becker campus is responsible for the contents of their room/apartment or automobile and the actions of those present in the room or suite. The use, possession, sale, or distribution of drugs and/or drug paraphernalia is strictly prohibited and could result in removal from housing, separation from the College, other sanctions as deemed appropriate, and referral for criminal prosecution.

Please note that while possession of under one ounce of marijuana has been decriminalized in Massachusetts, it is nonetheless a violation of Becker College policy to be in possession of any amount of marijuana on campus. In addition, the possession, use, or distribution of prescription drugs by a student for whom the medication was not prescribed is prohibited and will result in disciplinary action. **Finally, although Massachusetts state law permits the use of**

prescribed medical marijuana for certain medical conditions, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Drug-Free Schools and Communities Act of 1989, the use and/or possession of marijuana continues to be prohibited by Becker College. Thus, use and/or possession of marijuana, even for medical use, is considered to be a violation of Becker College policy.

Any violation by the College of the Drug Free Schools and Communities Act, or facilitation of or acquiescence to a violation of the Controlled Substances Act, could jeopardize the College's eligibility to participate in financial aid programs administered by the U.S. Department of Education. Further, a student convicted of an offense involving the possession of a controlled substance prior to or during a period of school enrollment in which federal financial aid was received may be ineligible to receive federal student aid for specified periods of time, depending on the egregiousness of the offense. As such, the College's position remains that the possession or use of marijuana on its campus, for any reason, is a violation of College policy and Conduct Code and is subject to disciplinary action.

Students who obtain a registration card from the Massachusetts Department of Public Health for medical marijuana use should contact the Assistant Dean/Director of Residence Life and Student Conduct for more information regarding College policies and resources. Any student who sells or distributes illegal drugs may be expelled from the College.

The College expects students to abide by Massachusetts law and the increased standards set forth by the College:

1. The possession, sale, distribution, or use of illegal or controlled substances is prohibited.
2. The presence of residue or paraphernalia, including but not limited to bongs, scales, and pipes, is prohibited. Drug paraphernalia will be permanently confiscated.
3. The use of prescription drugs for non-medical reasons is prohibited. Prescription drugs may only be used by the student to whom they are prescribed.
4. Odors, such as in the case of marijuana, are considered evidence of drug use; students may be held accountable for violations based on smell alone.
5. Operating under the influence is prohibited.

Amnesty Policy

Amnesty Policy Becker College considers the safety and personal well-being of the student body a priority. The College recognizes that there may be alcohol or other drug-related medical or safety emergencies in which the potential for disciplinary action could act as a deterrent to students who want to seek assistance for themselves or others. The Call for Help policy is designed to enable dangerously intoxicated or impaired students, or their guests, to receive the professional medical treatment they need.

Offences Involving Smoking/Tobacco/Related Substances

Smoking is prohibited in all College-owned or leased buildings or vehicles, including residence halls. Due to the well-documented health risks associated with second-hand smoke, all students, faculty, administrators, and staff are asked to move beyond windows and doors of all campus buildings.

The use of smokeless tobacco (including e-cigarettes) products is prohibited in all College-owned or leased vehicles and/or buildings, including residence halls. Consideration by users and non-users is expected. All students will comply with the following rules:

1. The sale, sampling, or advertisement of all tobacco products or their use shall be prohibited on the Becker campus and in all Becker publications, both print and electronic.
2. Enforcement of the policy is the responsibility of each member of the Becker community. Faculty, staff, and students are expected to enforce the policy for their facilities and/or sponsored events.

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

The following actions and behaviors are prohibited.

1. Damage to College property or another person's property
2. Theft or possession, sale, or distribution of stolen property
3. Misuse or unauthorized use of College property or services or another person's property
4. Littering, graffiti, or vandalism
5. Unauthorized entry into or use of College premises
6. Unauthorized possession or use of keys, fobs, or College ID

Misuse and/or Unauthorized Use of Technology/Computer Usage

Those who violate Becker College policies and/or laws governing computer usage may incur temporary or permanent loss of technology-related privileges, fines, assignment of financial responsibility, discipline up to and including expulsion as a student, and/or legal action. The College's Computer/Electronic Media Policies including the Student Acceptable Computer Use Policy and Code for Ethical Use of Computing Resources are incorporated into this Handbook at Appendix IV.

Violent, Threatening or Endangering Behavior, Verbal Abuse, and Harassment

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

The following actions and behaviors are prohibited.

1. Conduct that threatens or endangers the health or safety of any person

2. Violent behavior including but not limited to fighting, verbal or physical abuse, or contributing to the violence of others
3. Sexual misconduct, sexual exploitation, or sexual harassment
4. Verbal abuse and harassment
5. Verbal abuse or willful damage to the reputation or psychological well-being of another
6. Bullying by any means, including electronic media (e.g., cyber bullying)
7. Harassment or annoyance of another person in any manner, including written correspondence, electronic mail/media, phone, or by proxy
8. Expression that is lewd, indecent, obscene, or degrading or demeaning to others, including on the basis of gender, race, religion, cultural background, ability, or sexual orientation

Civility Policy

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

The following actions and behaviors are prohibited.

1. Disorderly or disruptive conduct
2. Failure to comply with the directions of College officials or individuals working in conjunction with the College who are acting in performance of their duties
3. Use of electronic devices to violate the privacy of another person
4. Failure to adhere to, or complete, any disciplinary sanction imposed in accordance with the conduct code
5. Any form of dishonesty or withholding information, including but not limited to theft, falsification of information, fraud, and willful deception, falsification of identification, and/or improper use or disclosure of information.

Offences Involving Weapons

The following actions and behaviors are prohibited.

1. Possession of explosives, dangerous chemicals, and weapons including, but not limited to, firearms, bows and arrows, sling shots, hunting and other knives, blowguns, BB guns, pellet guns, air soft guns, etc.

Hazing/Becker College Policy on Hazing

Purpose

The purpose of this policy is to define the acts that constitute hazing under Massachusetts General Laws chapter 269, sections 17-19 (the Hazing Law) and to outline the protocol for reporting such actions in compliance with Massachusetts Hazing Reporting Regulations 601 CMR 5.00 (Hazing Regulations).

Policy

All forms of hazing by any individual, group, or organization are strictly prohibited by the college. Any infractions of the hazing policy by students, groups of students, or student organizations shall be processed through established campus disciplinary procedures.

1. Individual students found responsible for violating the hazing policy will be subject to disciplinary sanctions in the form of probation, suspension, or expulsion from the college.
2. Any student organization found responsible for violating the hazing policy will be subject to immediate loss of recognition for a specified period of time and possible revocation of its campus charter (if applicable). An organization desiring recognition after the specified time period shall reapply for recognition through the established campus procedures.
3. If a student affiliated with an organization acts individually or on the part of the organization to commit an act of hazing, both the student and the organization shall be held responsible for the action and appropriate sanctions shall be imposed.
4. Incidents of hazing should be reported promptly to the Colleges Title IX Coordinator. Failure to report hazing by someone who knows of and was at the scene when another person was a victim of hazing is a violation of the Hazing Law.

The following is the text of the Hazing Law:

Hazing Prohibited; Definition; Penalties. Section 17.

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

Failure to Report Hazing; Penalty. 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.

Notification by Schools of Hazing Law; Report by Schools; Disciplinary Policy. 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 shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections 17 and 18, that each of its members, plebes, pledges, or applicants received a copy of section 17 and 18 and that such group, team or organization understands and agrees to 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, at least annually, before or at the start of enrollment deliver to each person who enrolls as a full time student in such institution a copy of this section and sections 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 or 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 higher education and, in the case of secondary institutions the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Procedures under the Hazing Law

Compliance Report

The College will annually file its compliance report with the Massachusetts Department of Higher Education on or before July 31 of each year. Report shall cover the academic period July 1 through June 30.

Reports required by the Hazing Law will include the following certification:

- a. That the College complied with the responsibility to inform student groups, teams, or organizations of the provisions of the Hazing Law.

- b. That the College has notified each full-time student enrolled by the post-secondary education institution of the provisions of the Hazing Law.
- c. That the College has adopted a disciplinary policy with regard to the organizers and participants of hazing.
- d. That the College has set forth a disciplinary policy with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students.

The compliance report records under the Hazing Law are maintained with the Title IX Coordinator.

Hazing/Becker College Policy on Hazing

Purpose

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1. Individual students found responsible for violating the hazing policy will be subject to disciplinary sanctions in the form of probation, suspension, or expulsion from the college.
2. Any student organization found responsible for violating the hazing policy will be subject to immediate loss of recognition for a specified period of time and possible revocation of its campus charter (if applicable). An organization desiring recognition after the specified time period shall reapply for recognition through the established campus procedures.
3. If a student affiliated with an organization acts individually or on the part of the organization to commit an act of hazing, both the student and the organization shall be held responsible for the action and appropriate sanctions shall be imposed.
4. Incidents of hazing should be reported promptly to the Colleges Title IX Coordinator. Failure to report hazing by someone who knows of and was at the scene when another person was a victim of hazing is a violation of the Hazing Law.

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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.

Failure to Report Hazing; Penalty. 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.

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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 shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections 17 and 18, that each of its members, plebes, pledges, or applicants received a copy of section 17 and 18 and that such group, team or organization understands and agrees to 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, at least annually, before or at the start of enrollment deliver to each person who enrolls as a full time student in such institution a copy of this section and sections 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 or 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 higher education and, in the case of secondary institutions the board of education shall promulgate regulations

governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Procedures under the Hazing Law

Compliance Report

The College will annually file its compliance report with the Massachusetts Department of Higher Education on or before July 31 of each year. Report shall cover the academic period July 1 through June 30.

Reports required by the Hazing Law will include the following certification:

- a. That the College complied with the responsibility to inform student groups, teams, or organizations of the provisions of the Hazing Law.
- b. That the College has notified each full-time student enrolled by the post-secondary education institution of the provisions of the Hazing Law.
- c. That the College has adopted a disciplinary policy with regard to the organizers and participants of hazing.
- d. That the College has set forth a disciplinary policy with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students.

The compliance report records under the Hazing Law are maintained with the Title IX Coordinator.

Gambling

Students involved in any form of gambling may be subject to disciplinary action and/or any appropriate local, state, or federal actions. Students are expected to abide by all federal and state laws prohibiting illegal gambling. Recognizing the seriously detrimental effect that gambling has on a community, as well as on the individual, the College fully supports the prohibition of gaming as defined under Massachusetts General Laws. Students who are experiencing serious difficulties with gambling are urged to call the Counseling Center or contact Gambler's Anonymous.

Offences Involving the Guest Policy

Becker affords its students the opportunity to have guests on campus and the privilege to entertain guests in a room or suite, as long as the room/suitemate's rights to access, privacy, and the freedom to study and sleep free from disturbance are respected. Becker defines guests as non-students and, in the residential setting, any persons who are not current residents of the room/suite/apartment they are visiting. At all times, guests must be in the presence of their student host. **Each host student is responsible for the conduct of the guest and the consequences of that conduct.** Guests are expected to comply with all Becker policies. Expectations include, but are not limited to, the following:

- a. The hosting student must accompany the guest at all times.
- b. All guests must register through the online guest pass system.

- c. Students bringing guests to College-sponsored events will be held responsible for the actions of any guest.
- d. Guests should not be in possession of their host's key(s), fob, or College ID at any time.
- e. Students are responsible for their guests' behavior in academic, administrative, and non-residential buildings.
- f. Guests must be 18 years of age or older (unless participating in a College-sponsored event).
- g. Guests must comply with all rules and restrictions in the Conduct Code.
- h. No guest may stay overnight in the public areas of any of the residence halls or in academic or administrative buildings.
- i. Resident students must have the approval of all roommates/suitemates in order to host a guest.
- j. A resident student may have two guests in the residence area. Resident students may only host an overnight guest 3 nights per week with the permission of their roommate(s).
- k. Guests shall not bring alcohol or drugs onto campus.

Offences Involving Noise/Quiet Hours

Quiet hours are considered important for study in all residential areas. Residents should refrain from noise that interferes with the College community. It is an individual's responsibility to inform others when noise becomes disruptive; however, should the disruptive conduct continue, a member of the Residence Life and Student Conduct staff should be contacted for appropriate action.

Residence halls shall be reasonably quiet at all times. Quiet hours are 11:00 p.m. to 8:00 a.m., Sunday through Thursday; and 1:00 a.m. to 8:00 a.m., Friday and Saturday. Quiet hours are in effect 24 hours a day during final exam periods.

Violations of Residence Life Policies

Please refer to pages 40-46 for Residence Life policies/violations.

Offences Involving Violations of Health, Fire, and Safety Policies

Health and Safety Inspections

Resident Assistants and Area Coordinators conduct room inspections in the residence halls on a monthly basis to ensure that there are no hazardous materials and/or prohibited appliances in the rooms. Generally students will receive 24-hour notice before the inspection. However, notification of inspection time and date need not be posted. Students do not have to be present for the Resident Life and Student Conduct staff to enter their rooms. If a violation has been identified, the student will be notified and/or the item removed. The College's interest is to provide a safe and healthy community to all resident students, and it requires each student's full cooperation. It is important to remember that the actions or decisions students make in their rooms can have an impact on the other members of the community in which they are living.

Fire Safety

Residents are cautioned against creating a fire hazard or situation that endangers others. Non-approved electrical equipment will be confiscated and may result in disciplinary action. Candles, incense, halogen lamps, gasoline/kerosene tanks, or any flame- or heat-producing items are strictly prohibited and will be confiscated. Please refer to the Office of Residence Life and Student Conduct website for a list of items that are not allowed in Becker College residence halls. Excessive wall hanging and overloaded electrical sockets are also considered fire hazards. All electrical appliances and equipment authorized for use within the residence halls must bear the mark of an approved testing laboratory (e.g., UL, FM, etc.). If a student has an electrical concern in his/her room, the student must submit a work order. Use of firefighting equipment for any purpose, except for which it is intended, is prohibited and is a violation of state law. Impairment of the firefighting system could cause loss of life and significant damage to personal belongings and College property. Students who participate in such activity will be subject to disciplinary action. To ensure fire safety, evacuation drills are held at least once per semester in all residences. It is important for residents to familiarize themselves with the evacuation procedures to avoid panic in the event of an emergency. Participation in drills is mandatory. Violation of any aspect of these regulations will result in disciplinary action. In case of an alarm, students should first touch their door to feel if it is hot, and also look under their door for any smoke seeping in. If it is safe to evacuate, students must leave immediately by way of the nearest exit. Students should not use elevators (if available) during a fire alarm. Residents should assemble outside at least 50 feet away from the building, not in the fire lanes, since these must be kept clear for fire equipment. Residents should not re-enter the building until Campus Police allows them to do so. To the extent that personal safety permits, Residence Life staff will assist students with evacuation; however, it is the sole responsibility of each student to evacuate whenever an alarm sounds. Students should NOT wait for a Residence Life and Student Conduct staff member to tell them to evacuate. Any student who does not leave a building when an alarm sounds will be subject to disciplinary action.

False Alarms

A false alarm is extremely dangerous. Repeated false alarms often cause students to treat an actual fire lightly. Anyone found to have intentionally set off a false alarm may lose their privilege to reside in and may be removed from Becker College housing and may also be subject to suspension or expulsion from the College and prosecution to the fullest extent of the law.

Fire Safety Equipment

Due to the risk posed to the safety of the community by tampering with fire safety systems and equipment, the College will impose serious sanctions, that may include temporary or permanent removal from college residence, and/or suspension/expulsion from the College, for any of the following actions, regardless of whether the action was intentional or accidental.

The following actions and behaviors are prohibited.

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

- Tampering with or damaging smoke detectors, sprinklers (including hanging anything on sprinkler heads), or stand pipes
- Intentionally or negligently causing or contributing to a fire or flood

Violations of other College Rules, Policies, and Procedures

Violation of any college policy, rule, or regulation including, but not limited to, Residence Life policies, student housing contract, and policies regarding sexual misconduct, smoking and parking.

Violations of State, Federal, or Local Laws

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

Disruption of College Activities

Participating in an on-campus or off-campus demonstration, civil disturbance, or conduct that prevents, limits, creates hazards for or impairs the teaching, research, or public service, community, professional, athletic, organizational, administrative, clinical academic, and/or ordinary business of the students, staff, and faculty is a violation of the Conduct Code.

Disruptions include, but are not limited to:

disruption of building services; noise disruptions; interference with or obstruction of college activities or proceedings; prevention of access to classes and college facilities, or college events, including conduct in residence halls, hospitals, clinics, practicum, or any off campus activities, and training programs. All members of the Becker community may participate in peaceful demonstrations where such gatherings will not interfere with the legitimate educational or institutional processes of the College or obstruct physical movement to, from, or within any place on the campuses. While the campus is open to the free exchange of ideas, the College may limit the time, place, and manner of demonstrations. Accordingly, all demonstrations must be registered twenty-four hours in advance with the Director of Campus Activities and Student Leadership and may be organized and led only by members of the Becker community. All members of the community are expected to conduct dialogues with dignity and courtesy. Specifically, demonstrations and expression of dissent on Becker property shall not:

- a. Deny or infringe upon the rights or result in harassment of other students, faculty, staff, or guests of the Becker community;
- b. Disrupt or interfere (by volume, number of participants or banners, placards, leaflets, or other types of written message) with the educational or institutional mission or goals or other activities of the Becker community;
- c. Obstruct pedestrian movement or vehicular traffic on the campuses or Becker property owned or leased off campus.
- d. Deny or obstruct use of offices or any facilities used by students, faculty, staff, or guests.
- e. Endanger the safety of any person on the Becker campuses.
- f. Result in the defacement or destruction of property owned or leased by Becker.

Disruption to the Academic Environment Policy

Disruption of the academic environment means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach and/or a student's ability to learn. Disruptive student conduct is student behavior in a classroom or other learning environment (including both on and off campus locations), which disrupts the educational process. Disruptive class behavior for this purpose is defined by the instructor. Such behavior includes, but is not limited to:

- a. verbal or physical threats
- b. repeated obscenities
- c. unreasonable interference with class discussion
- d. making or receiving personal phone calls, text messages or pages during class
- e. excessive tardiness
- f. leaving and entering class frequently without notice to the instructor of illness or other extenuating circumstances
- g. persisting in disruptive personal conversations with other class members

For purposes of this policy, it may also be considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class. Disruptive classroom behavior may be referred to the College's conduct system for adjudication and can have serious consequences.

Additional Conduct Policies and Definitions

Bullying

Becker College prohibits any form of bullying. The Commonwealth of Massachusetts defines bullying as, "The repeated use by one or more students [aggressor(s)] of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to him/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of requirements related to this law, bullying shall include cyber-bullying."

Amnesty Policy

Becker College considers the safety and personal well-being of the student body a priority. The College recognizes that there may be alcohol or other drug-related medical or safety emergencies in which the potential for disciplinary action could act as a deterrent to students who want to seek assistance for themselves or others. The Call for Help policy is designed to enable dangerously intoxicated or impaired students, or their guests, to receive the professional medical treatment they need.

When a student aids an intoxicated or impaired individual by contacting Campus Police or Residence Life staff, neither the intoxicated individual nor the individual reporting the emergency will be subject to disciplinary action. In rare circumstances, such as cases where other violations occur, students may be referred for disciplinary action. Examples include, but

are not limited to fights, verbal or physical harassment, disorderly conduct, property damage, or vandalism.

The Call for Help policy **does not** apply to individuals experiencing an alcohol- or drug-related medical emergency who are **found** by College officials.

Intoxicated or impaired students who are medically evaluated or hospitalized for alcohol or other drug use will be required to have a follow-up meeting with the Director of Residence Life and Student Conduct or designee. Parental notification will be reviewed during this meeting. The student will be required to complete an alcohol or drug education program and may also be referred to an outside program or counselor for substance abuse evaluation and/or appropriate treatment.

Formal disciplinary action will be taken in instances when a student has a subsequent or repeat alcohol- or drug-related incident requiring medical assessment.

The College strongly encourages students to seek help by reaching out to College officials when medical assistance may be necessary. This protocol is not intended to address possible violations of criminal laws or their consequences outside the College.

Electronic Mail Policy

Email is the communication medium of choice for the Becker community and the official means by which the members of the College communicate with each other. Students are required and expected to read email regularly to access critical information that is routinely conveyed.

Good Neighbor Policy

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. 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 halls and academic buildings, no matter what time it is. We expect students to take pride in the appearance of their halls and in other College buildings. Maintaining good relations with our neighbors reflects positively upon the College and the members of its community.

Off-Campus Behavior

Becker College expects all of its students (commuter and resident) to uphold the student Conduct Code both on and off campus, and reserves the right to hold students accountable for their actions off campus.

Jurisdiction

The Becker College Student Code of Conduct shall apply to conduct that occurs on the college premises or at college sponsored activities. It also applies to off campus conduct that adversely affects the college's community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of enrollment through the actual awarding of a degree.

Students are also responsible for their conduct at all times, including but not limited to actions that may occur before classes begin or after classes end, during the academic year and during periods between terms of actual enrollment (i.e. semester breaks, etc.). Students living on campus are also governed by the Residence Life policies. This Student Code of Conduct shall apply at all locations of the college, including off site programs, study abroad locations, and other instructional sites.

The Student Code of Conduct and conduct procedures apply to a student even if the student withdraws from the college while a complaint is pending. In the event a student voluntarily withdraws or takes a leave of absence from the college while an investigation, hearing, or sanction is pending, the student shall not be allowed to reenroll until the matter has been satisfactorily resolved. However, the student may be conditionally readmitted with reenrollment while awaiting the outcome of the investigation, hearing, or sanctioning process.

Personal Identification and Representation

The climate of life in the Becker College academic community must be one of honesty, integrity, and accountability, as well as a willingness to represent oneself and one's activities clearly and accurately. Violations of personal identification and representation include, but are not limited to:

1. Failure to show proper identification: Student IDs are owned by Becker and must be carried with students at all times. Failure of students to show student identification upon request or falsifying one's identity or that of another is prohibited. Creating, possessing, using, and distributing fabricated IDs is prohibited.
2. Representing the College or any recognized student organization without the specific prior consent of an official of that group
3. Falsifying any College record or document or knowingly submitting false information for a College record or document
4. Use of a device to make an audio or video recording of any person without his/her prior knowledge or consent

Postings

Individuals are not allowed to post notices of any kind without the prior approval of the Campus Activities and Leadership Development Office or the Office of Residence Life. The approval shall include the duration of posting period (usually for 1 to 2 weeks). Notices are to be placed on approved bulletin boards only. Unauthorized or inappropriately placed materials, including postings on doors and windows, will be subject to removal. Becker reserves the right to deny approval of any postings deemed inappropriate for an educational community. The entire posting policy is available through the Campus Activities and Leadership Development office. Permission from Academic Affairs is required for any postings in academic buildings.

Promotional Photographs for Becker College

Becker reserves the right to take photos and videos on both the Leicester and Worcester campuses, at the Equestrian Center, and at the college's public events, and to use those photos and videos on the College's website and in print and other forms of media.

Social Media

Students who choose to engage in blogs, chat rooms, discussion groups, Facebook, Twitter, bulletin boards, or other forms of social media should do so with the understanding that they may inadvertently pose a threat to their own or others' personal safety and personal privacy.

Publishing personally identifiable content (i.e., photos, addresses, phone numbers, banking information, health information, etc.) can lead to identity theft, stalking, and other potentially dangerous outcomes. Students who engage in activities that compromise the privacy of others or disclose or discuss confidential or proprietary information are in violation of institutional policy and will be subject to appropriate sanctions. Becker reminds students who are acting in their individual capacity of their obligation to clearly state that opinions expressed are their own and not those of Becker College. Any student who uses electronic media to convey messages that can be interpreted as a threat of any kind towards the College, its employees, or its students will be subject to law enforcement investigation and may also risk expulsion from the College.

It is a violation to use official College logos or seals – including the College seal and the athletics logo - and/or College-owned photography, graphics, or other images on social networking sites without prior authorization from the Office of Marketing & Strategic Communications.

Vehicles and Parking

To ensure the safe and efficient use of available limited parking at the College for all community members, the College has established the following regulations and rules concerning vehicle use and parking.

Registration and Permit

All students who intend to park a motor vehicle on campus must obtain and display an appropriate and valid parking permit. Parking in non-designated or restricted areas, such as sidewalks, lawns, or in handicapped parking areas, is prohibited, and cars may be ticketed and/or towed at the owner's expense. Repeated and/or serious parking or traffic violations, or failure to pay ticket fines, will be referred to Student Affairs for disciplinary action.

Student Conduct Grievance and Disciplinary Process

When College policy and the Conduct Code is not observed, the College reserves the right to take disciplinary action through the conduct process. Student Affairs, through the Office of Residence Life and Student Conduct oversees and administers this process.

The conduct process is initiated when an alleged incident of misconduct is reported by a Grievant or other party to the Director of Residence Life and Student Conduct (DRLSC) or designee, or may be initiated independently by the DRLSC. The DRLSC or designee may charge students involved for violating the Conduct Code including College policy with a determination of a violation following an administrative conduct review meeting.

Notification

A student accused of violating the Conduct Code (the Respondent) will be notified (ordinarily within two working days) and provided with the following information:

- Alleged Conduct Code violation(s) or incident(s)
- Location and date of incident, if known
- Date/time/place of the conduct review meeting
- The person designated by the DRLSC to investigate the alleged conduct review meeting (the hearing officer) who ordinarily is a member of the Residence Life and Student Conduct staff.

The Respondent will be notified through their Becker College email of the alleged violation, as well as the time, place, and location of the conduct meeting. The meeting is closed to the public.

The hearing officer will determine who may be present throughout the hearing and the order in which the Respondent and/or witnesses, victim, administrator, and/or investigator will appear.

Failure to Comply

When notified, a Respondent is required to attend the scheduled conduct review meeting. If a Respondent fails to attend a meeting without having requested and obtained a rescheduled meeting date (not to be more than 5 days after the initially scheduled meeting), the hearing officer will proceed with the investigation and review of the alleged violation and may make a determination in the Respondent's absence. The role of the hearing officer is to consider information provided from the investigation, from the Respondent and, to the extent necessary, from the Grievant or witnesses, in order to make a finding of "responsible" or "not responsible."

Student Conduct Meeting Procedures

If a Respondent acknowledges responsibility for an incident, there is no formal conduct review meeting. Before the meeting begins, the Respondent may choose to advise the hearing officer in writing that the Respondent acknowledges responsibility for the incident and the possibility for sanctions to be imposed.

If the conduct review meeting is convened, the meeting will proceed and the hearing officer will:

- Outline the process
- Review the incident report and/or allegations.
- Hear any statements the Respondent may wish to make relating to the incident.
- Hear or review the statements or written testimony of witnesses the student may have brought who have relevant and personal knowledge of the incident.
- Hear or review statements or testimony of the Grievant(s), Becker Officials, and/or investigators and other information from the investigation.

The hearing office may render a decision the Respondent is responsible or not responsible and defines the appropriate sanctions at the conduct review meeting or defer the decision and/or determination of sanctions in order to obtain additional information or to consider the information presented. The hearing officer's decision shall be made within a reasonable time after the investigation is completed, generally not to exceed 10 days or not later than 60 days after the initial complaint was made.

The recording of student conduct meetings or appeal meetings is not permitted. The student is not entitled to be present while any other witnesses are heard or information reviewed, but he/she will be given an opportunity to respond if determined necessary or advisable by the hearing officer. The purpose of the process is to gather and consider relevant information in a non-confrontational manner.

In general, hearing decisions will be stored electronically and a copy will be sent to the Respondent via their Becker College email.

Appropriate parties, such as parents/guardians, Athletics coaches and Grievant, may also be informed of the outcome of the hearing.

The College may impose interim sanctions after a complaint is received if the hearing officer determines that interim sanctions are required for the protection of the Grievant or the College community. These sanctions are put in place prior to a hearing and remain in effect until a decision is rendered in the conduct process. Interim sanctions may include, and are not limited to, suspension from residence and suspension from the College until the matter is resolved.

Appeal Process

Discussions about behavior and decision-making are an important part of the educational process. We value those interactions and encourage any student with questions about the process or their particular case to speak with the Director of Residence Life and Student Conduct. Formal appeals are reserved for cases when the consequences are quite severe and can impact the student's future at Becker College.

Students wishing to appeal a suspension of one year or more, or dismissal from the College may do so by submitting an appeals form through the following link <http://www.becker.edu/student-life/residence-life/student-conduct/processes-procedures/formal-hearing-process> to the party of the decision. In cases involving assault (sexual or physical), both the complainant and responding party may file an appeal. The appeal request must be received within two (2) business days of the receipt by the party of the decision.

In all instances an appeal must demonstrate one or more of the following and explain in detail the support for each basis:

1. New and material information not available at the time of the hearing which might have affected the outcome of the hearing.
2. The decision was inconsistent with existing College policy.
3. The information was insufficient to warrant the action.

If the appeal does not meet one of the criteria above or is not filed on time, the right to an appeal will not be granted.

The recording of student conduct meetings is not permitted. The Respondent is not entitled to be present while any other witnesses are heard or information reviewed, but he/she will be given an opportunity to respond if determined necessary or advisable by the hearing officer. The purpose of the process is to gather and consider relevant information in a non-confrontational manner.

Preponderance of Evidence

Becker College strives to assure fairness to all parties in the adjudication of all student conduct cases. However, College conduct procedures are not identical to the rights afforded the respondent in a civil or criminal proceeding. Further, a lower standard of proof is required to reach a conclusion than in a criminal proceeding. This means that the greater weight of information which the hearing officer finds credible and convincing warrants a finding of “responsible.” Thus a finding of “responsible” shall be made only if a violation is proven by the preponderance or weight of evidence; i.e., it is more likely than not the violation occurred in the judgment of the hearing officer.

Conduct procedure will be adhered to as faithfully as possible, but variation dictated by circumstances may occur and will not invalidate the process. Upon determining that a student has violated the Conduct Code, the hearing officer may review the responding student’s history and impose one or more of the sanctions as defined under “Sanctions,” or may devise sanctions or actions seemingly more appropriate to the violation(s). Information and evidence which is redundant or immaterial may be excluded from student conduct proceedings. The decision at any conduct meeting shall be based upon information and testimony obtained by the hearing officer or presented at the conduct meeting.

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

Parental Notification

The College believes that clear, effective lines of communication between the College, parents, and students will assist in resolving issues of inappropriate activity. In compliance with the Family Educational Rights and Privacy Act (FERPA), the College may choose to inform parents or guardians of violations or incidents that may be life threatening, harmful to the student’s (or other’s) health and/or if a student’s residency or student status is in jeopardy. The College also reserves the right to notify parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations, as well as crimes of violence. The College may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student. Parental notification will take the form of a written letter and/or phone call, predicated on the seriousness of the violation and/or the urgency of the situation. Parents and students are encouraged to openly discuss these issues with one another to ensure a better understanding of expectations and behavioral boundaries.

Records

Centralized records of formal actions undertaken during the conduct process will be kept in the Office of Residence Life and Student Conduct. Confidentiality of the records will be maintained to the extent required by law, including FERPA. The Director of Residence Life and Student Conduct will periodically compile and release statistical data on the administration and

enforcement of rules and regulations. However, data released will not reveal the identity of individuals involved.

Records Retention Policy

All conduct records are maintained by the Office of Residence Life and Student Conduct for at least 5 years from the time of creation (or time of final decision or resolution) and then are generally destroyed in accordance with College policy, except for those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely. These records include but are not limited to notices, reports, communications, decisions, investigative report, and/or notes, paper files and electronic records that are related to the discipline process.

Alternative Resolution

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

Hearing Advisors

Students involved in a discipline hearing have the opportunity to have an advisor present at a conduct meeting. A faculty or staff member is not required to accept a request from a student to serve as an advisor. The advisor may assist the student before the conduct meeting in preparing a statement, reviewing the process, and seeking answers to any questions that the student may have, but may not speak during the hearing. The College does not warrant the competency or ability of any volunteer advisor. Attorneys and family members are not permitted to be advisors.

Sanctions

When a Respondent is found responsible for violating the Conduct Code, a sanction will be imposed. This sanction is expected to serve as a deterrent to future violations of the Conduct Code. It is the goal of Becker College to impose sanctions that are educational and purposeful for both the party and the community. Students who do not complete the sanction(s) on time are subject to further disciplinary action. Registration holds may be placed on the accounts of students who do not complete their sanctions, prohibiting them from registering for future classes. To avoid additional disciplinary charges, students are encouraged to take their sanctions seriously and complete them in a timely manner.

The following sanctions are meant to serve as a guide for the disciplinary sanctions that may be taken against a party found in violation of the Conduct Code. This is by no means an exclusive or exhaustive list. The severity of the violation and other factors, including but not limited to prior disciplinary history, are considered when a determination of the sanction is made. Because each violation of the College's community standards is different, involving different factors and individuals, it is difficult to prescribe standardized sanctions for

all violations. Sanctions for violations of community standards may range from a statement of concern to dismissal from the College, depending on the magnitude and specifics of the incident.

List of Minimum Disciplinary Sanctions

College Warning

A college warning is written notification to the student that his or her behavior has been a violation of community standards. It is typically given for a first-time offense that does not undermine community living standards or jeopardize one's health or safety (i.e., possession of drugs of alcohol). This warning will remain in the student's file and will be referenced if further violations occur, and thus may be used in the rendition of stronger sanctions. Written warnings may be issued at the sole discretion of the hearing officer. Any additional misconduct may result in further disciplinary action. Students only receive one College Warning during their time at Becker College and the record of this warning stays in the student's file for future reference.

Statement of Concern

A hearing officer may issue a statement of concern to a student for a minor violation of community standards. Such statements are placed in the student's discipline file and may be the basis for further disciplinary action if a similar violation occurs in the future.

Alcohol or Drug Education

Students found responsible for violating the alcohol or drug policies may be sanctioned to complete an educational assignment related to substance use/abuse.

Loss of Privileges

Denial of specified privileges for a defined period of time (e.g., guests, computer, housing lottery, residence hall visitation, dining services, representing the College at an athletic event, co-curricular activity, work study job, etc.). This also includes restricting participation in events such as senior events.

Fine

A monetary fee may be imposed.^[1]_[SEP]

Restitution

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

Community Restitution

Community restitution is uncompensated work/service on campus or off, at a non-profit community services agency. Students assigned community restitution may also be assigned to write a reflection paper about their experience.

Educational Project

Completion of a project or research/reflection paper specifically designed to help the student reflect on the incident.

Administrative Relocation

Requirement to relocate to another room within the residence hall system.

No Contact Order

A No Contact Order may be imposed in instances where it is determined that a student poses a potential threat to another. This order, specific to a person and/or location, would prohibit the subject from having direct or indirect contact with the person, including email, postal mail, social networking sites, telephone, instant message, face to face, by proxy, or any contact through a third party with the offended individual. A No Contact Order may be imposed prior to a hearing, or as a result of a hearing. Violation of a No Contact Order could result in either further adjudication or possible residence hall or College suspension.

Residence Hall Probation

A written reprimand for violation of community standards. Residence Hall Probation is for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found responsible for any additional community standards violation during the probationary period.

Residence Hall Suspension

Revocation of residence hall privileges for a defined limited period of time. A student may be eligible to reapply for on-campus housing after a defined period of time, and or other specified requirements are met.

Disciplinary Probation

Probation indicates to a student that his or her behavior has resulted in a sanction that is close to suspension. It is imposed for a specified period of time. Any further misconduct while on probation may result in suspension from the College. Disciplinary probation may also place specific restrictions and extra requirements on the student. These conditions will vary with each case and may result in restriction from participating in intercollegiate athletics, extracurricular and residence life activities, and student leadership positions, and/or involve other requirements.

Interim Action

In certain situations, the Senior Vice President, Director of Residence Life and Student Conduct or designee, may take interim action against a student. This interim action may include but is not limited to: removal or ban from a residence hall (s) or College suspension, pending a hearing. Such actions will only occur if, in the Senior Vice President, Director of Residence Life and Student Conduct or designee's judgement, the student is a danger to him/herself or other members or parts of the College community, or if the student is a disruptive/disorderly

community member who is infringing on the rights of others. In such instances, the hearing officer will meet with the student as soon as practical to hear the case. As soon as practical after the interim action, the hearing officer shall prepare and deliver to the removed student a notice of charges and other information in conformance with the student conduct hearing process.

Interim Restrictions

In cases where the Director of Residence Life and Student Conduct, or designee, believes, based upon the information available, that a student has engaged in a violation of the Conduct Code and/or federal, state, or local law, an interim restriction may be imposed. Interim restrictions become effective immediately, without prior notice, and remain in effect until after a hearing is held. Interim restrictions may include: separation from the College or residence area, relocation of residence, restriction to designated campus areas or other campus facilities by time or location, restriction of communication with named individuals or groups with the College community, or the requirement to obtain advance authorization to engage in a specified activity. A campus department, separate from the Office of Residence Life and Student Conduct, may place a restriction on a student found responsible for violating the Student Code of Conduct, such as restrictions for athletes, denial of access to Study Abroad Programs, on-campus parking, or other privileges. Violations of interim restrictions may result in separation or dismissal from the College.

Deferred Suspension

A period of time when a student is placed on notice that any subsequent violations of the Code of Conduct will generally result in immediate suspension or dismissal from the College.

Deferred Dismissal

A period of time when a student is placed on notice that any subsequent violations of the Code of Conduct will generally result in immediate dismissal from the College.

Suspension

Requires that the student no longer be present on any Becker College owned or leased property for a specified period of time. Violating this sanction may result in more severe sanctions and/or arrest for trespassing. While on suspension, a student may not take courses to advance his or her Becker College degree. Students cannot be readmitted until after the date their suspension ends, nor may they register or pre-register for the following semester's courses. In addition, students who have been suspended from the College may have lost certain privileges upon their return to the College at the discretion of the hearing officer. Students returning from College Suspension will generally have a sanction of probation for one full year upon their return to campus. A suspension for conduct reasons will be indicated on the student's transcript.

Dismissal

Requires that the student completely and permanently sever any and all connection with Becker College; this includes all Becker College activities, services, facilities, grounds, and undergraduate, graduate and professional schools. A dismissal for conduct reasons will be indicated on the student's transcript.

Expulsion from the College

This is the permanent separation of the student from Becker College, without the option of return.

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

In certain cases where a student is suspended from residence or the College, the student may be required to submit to a substance use assessment and agree to follow any and all recommendations in order to be eligible to live on campus or return to the College. Should a student reapply for housing and/or seek readmission to the College, a statement of physical and emotional fitness, acceptable to the Office of Residence Life and Student Conduct, by a physician, psychologist, or treatment facility as appropriate may be required.

Student Conduct Protocols and Procedures

Off-campus Violations

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

Criminal Charges

When the College is aware that criminal charges have been brought against a Becker College student by local, state, or federal authorities, the College reserves the right to suspend/expel that student from the College, and/or from residence, and/or take any other action which is deemed appropriate, pending the outcome of the conduct process.

Double Jeopardy

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

Search and Seizure

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

Cursory Search

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

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

Routine Entry and Inspection of Premises

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

Search

When College authorities have reasonable suspicion that serious violations of local, state, or federal laws, or College policy are occurring, they may, with a document of approval from the President of the College and the Senior Vice President or their designee, or a lawfully issued search warrant, thoroughly search a student's person, room, motor vehicle, and belongings. Evidence obtained will be confiscated and used in criminal or College disciplinary procedures.

Federal, State, and Local Authority

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

Bystander Information

Students, faculty, or staff who witness verbal or physical harassment, conflicts that may escalate into assault or battery, or who have information about individuals in trouble or potential volatile situations and can help prevent violence by acting on that information should contact Campus Police or a residence life staff member. Designated campus authorities will keep the bystander's name confidential when possible. Since a suspected person's rights are a fundamental and legitimate concern, campus authorities will act in a way that takes bystander reports seriously, while respecting a suspected person's free speech, due process, and search-and-seizure and privacy rights. All persons' behaviors are bound by the Conduct Code and the laws of the Commonwealth of Massachusetts.

Obstruction of Investigation of Complaint/Disciplinary Process

Becker College strives for a complaint/disciplinary process that is fair to all members of the community. Obstruction occurs in many forms through, but not limited to, the following conduct:

- a. Refusal to appear at a disciplinary investigation meeting or hearing and refusal to testify
- b. Falsification, misrepresentation, omission, or distortion of information
- c. Conduct that disrupts an investigation, meeting, or hearing

- d. Attempting to discourage participation in or use of the complaint/disciplinary process
- e. Attempting to influence the impartiality of any member of the College community who is involved in an investigation, meeting, or hearing
- f. Failure to comply with sanctions imposed under the Conduct Code

Office of Residence Life and Student Conduct

Residence Life and Student Conduct Staff

The Office of Residence Life and Student Conduct has a strong commitment to creating a community-oriented environment in the residence halls that maximizes a student's potential for curricular and co-curricular development. A well-trained staff, including a Director, Associate Director, Assistant Director, Area Coordinators, Graduate Assistants, and Resident Assistants, provide programming, guidance, and support to the residence hall community. When these activities are combined with the active participation of residents, the halls become more than just places to sleep; they become living and learning environments.

The residence areas of Becker College offer a unique experience in community living that extends the learning process of the College beyond the classroom. Each residence area varies in size and facilities, ranging from small Victorian homes to more contemporary halls. Students and staff work cooperatively to establish and maintain a living environment that fosters educational, personal, and social growth for residents.

Living on campus is regarded as a privilege, not a right. As a result, residence students are expected to adhere strictly to procedures, regulations, and general rules of conduct and citizenship. To make this environment work, students are responsible for their individual actions, the actions of their guests, and, in a collective sense, for the actions of each member of the residential community. An atmosphere conducive to academic growth and social awareness requires everyone's cooperation.

The College reserves the right to temporarily suspend a student from the residence halls who behaves in a manner that is viewed to be a risk to the community or themselves until a hearing can be conducted. The student is solely responsible for finding housing accommodations during this time. Concomitant with suspension from residence, students may not be permitted to enter any residence hall or apartment without written permission from the Director of Residence Life and Student Conduct or his/her designee. The College views the revocation of housing privileges to be most regrettable, and is aware of the many implications of loss of residency, particularly with regard to finances, transportation, and distance from home. As a result, students are strongly urged to adhere closely to all College policies.

All residence students at the College enter a landlord-lessee agreement with the College for one academic year. This housing agreement is binding for one entire academic year, consisting of fall and spring semesters. If the student enters the agreement after the beginning of an academic year, the contract is binding for the remainder of the academic year.

Request for Release from Housing Contract

Any requests from residents for release of the housing agreement are subject to the approval of the Director of Residence Life and Student Contact or his/her designee. Such releases will be considered for the following reasons:

- Military deployment
- Marriage
- Participation in an academically sponsored study abroad program

Written documentation for all of these releases is required by the Director of Residence Life and Student Contact or his/her designee.

Termination of Housing Contract

Once a student withdraws from the college, or a request for a Leave of Absence or a Medical Leave of Absence is approved, the student's housing contract is terminated. Students are asked to leave the residence halls within 24-48 hours of the withdrawal or leave taking effect. Students must check out with their Area Coordinator before leaving.

Entrance Inventory

Immediately upon occupancy, residents should carefully check the condition of their room inventory form for accuracy and bring any issues with furniture or facilities to the attention of the resident assistant.

Occupancy of Rooms

The College reserves the right to reassign students to different rooms or residence halls at any time, to use unoccupied space in any of the residence halls, and to determine the number of students assigned to a room (i.e., assigning a roommate to a student living in a single room designed to be a double). During the beginning of each semester, the Office of Residence Life and Student Conduct has to house many students and/or move students around in order to accommodate special needs. As openings arise in rooms across campus, The Office will assign students to these open spaces. In many cases notice will be provided before a student is assigned, but some situations will require an assignment without prior notice.

Room Occupancy Limits

Building fire code requires that we set a limit on the number of individuals occupying a room or apartment at any given time. Occupancy of student rooms or apartments is restricted to no more than two guests per each resident in attendance. This means three per room in singles and premium singles, 6 per room in fully-occupied doubles and 9 - 18 in the apartments (depending on the number of residents actually assigned to the apartment).

Checking Out of the Residence Halls

During examination week, students must leave within 24 hours of their last final, by the time designated and advertised by the Office of Residence Life and Student Conduct on final day of exam week if they have a final exam on that day. Each student must either check out with a Residence Life and Student Conduct staff member and sign their Room Inspection Form, or go through the express check-out procedure by taking their keys to either Campus Police or Student Affairs. Students who fail to hand in their keys will be charged a lost key fee. Students may also be charged for damages to their rooms.

Housing Accommodation Requests

Becker College strives to create intentional, comfortable, and supportive living communities that create a seamless living and learning environment. Occasionally students may need special housing accommodations in order to be successful. To help make certain each student receives an appropriate housing assignment the following process has been developed to review all requests for special housing accommodations. Students requesting special accommodations in the residence halls must complete two forms: one is completed by the student; the other is completed by the treating clinician/physician. Forms can be located here <http://www.becker.edu/studentlife/residence-life/housing-accommodation-requests> The Student Accommodations Committee is comprised of members of Residence Life and Student Conduct, Health Services, Counseling, and the Collaborative Learning Centers, who evaluate requests made by students seeking housing accommodations. All documentation must be submitted by the deadline noted on the accommodation request form in order to be considered. Any documentation submitted after the deadline will only be considered after housing selection (for returning students) and the housing placement processes (for first year students) are complete.

The Committee reserves the right to ask for additional documentation and, in some cases, for a release to speak with the student's physician. Students will be notified of the Committee's decision via their Becker email account. It should be noted that simply submitting the Request for Housing Accommodations form does not guarantee the request will be granted. Housing accommodation requests need to be submitted each year.

Room Configuration

The Office of Residence Life and Student Conduct recognizes that not all people are compatible and, at times, a room change may be the only solution. Students contemplating a room change should first discuss the situation with their roommate(s) and then, if needed, seek the assistance of their Resident Assistant. Additionally, the Residence Life and Student Conduct staff is available to assist residents with any roommate conflict. All room changes must be initiated with either the Resident Assistant or Area Coordinator of the student's assigned living area. A change of room requires the written approval of the Area Coordinator. Unauthorized room changes may result in disciplinary action. During the first two weeks of the semester, no student-initiated room changes are allowed. After the first two weeks of the semester, residents may change their rooms, providing space is available. Becker College reserves the right to consolidate students and change room assignments at its discretion.

Guest Policy

Becker affords its students the opportunity to have guests on campus and the privilege to entertain guests in a room or suite, as long as the room/suitemate's rights to access, privacy, and the freedom to study and sleep free from disturbance are respected. Becker defines guests as nonstudents and, in the residential setting, any persons who are not current residents of the room/suite/apartment they are visiting. At all times, guests must be in the presence of their student host. Each host student is responsible for the conduct of the guest and the consequences of that conduct. Guests are expected to comply with all Becker policies. Expectations include, but are not limited to, the following:

- a. The hosting student must accompany the guest at all times.
- b. Guests who are not Becker College students must register through the online guest pass system.
- c. Students bringing guests to College-sponsored events will be held responsible for the actions of any guest.
- d. Guests should not be in possession of their host's key(s), fob, or College ID at any time.
- e. Students are responsible for their guests' behavior in academic, administrative, and nonresidential buildings.
- f. Guests must be 18 years of age or older (unless participating in a College-sponsored event).
- g. Residents are responsible for communicating all College and residence area policies and procedures to their guests and will be held behaviorally and financially accountable for the actions of their guests.
- h. No guest may stay overnight in the public areas of any of the residence halls or in academic or administrative buildings.
- i. Resident students must have the approval of all roommates/suitemates in order to host a guest.
- j. Resident students may host a maximum of two guests at a time.
- k. Resident students may host a maximum of two overnight guests at a time. Resident students may only host an overnight guest or guests for a maximum of two days in any seven day period. Overnight guests are allowed to stay a maximum of two consecutive nights on campus in any seven day period, unless permission for a longer stay is granted by an Area Coordinator.
- l. Guests who are Becker College students (including commuter and off-campus students) must carry their Becker College ID with them while visiting the residence areas. Guests who are not Becker College students must carry a valid photo ID with the individual's birthdate on it while visiting the residence areas.
- m. Guests must use same gender bathroom facilities
- n. Guests shall not bring alcohol or drugs onto campus.

- o. In an effort to maintain an atmosphere that is conducive to the preparation and completion of final projects and exams, there is a ban on the ability to sponsor day guests or overnight guest's effective the last day of classes.

Responsibility for Room or Apartment or Hall

Use of Common Area Lounges

Each of the residence areas has a common area lounge. Common Area Lounges are for the use of all students and their guests. Lounges are not to be used for cooking, sleeping or any form of disruptive behavior.

Lounge and Bedroom Furniture

Each lounge, bedroom and common area is assigned specific furniture. It is important that this furniture remain in its proper location for both practical reasons and inventory control. Residents will be billed for the replacement of missing furniture, the reassembly of disassembled furniture and the relocation of furniture that is found in unassigned areas. In order to keep furniture in good condition and to avoid potential safety hazards, residents are also asked to refrain from piling pieces of furniture on top of each other, raising furniture off the ground and adhering any items or materials to the furniture.

Common Area Damages

The College expects all students to be responsible citizens and for the communities in which they live, including common areas. Common areas are defined as lobbies, hallways, lounges, bathrooms, kitchens, etc. Common area damages, including damage to vending machines, will be charged to the appropriate individual(s) or group(s). The cost of repairing damage for which no responsible individual or group can be identified will be divided among the residents of the house or floor of the residence hall where the damage occurred. All damage should be reported immediately to a Resident Assistant. Common area damage charges are not appealable, but residents are encouraged to provide all information about damage so the responsible parties can be held accountable.

Room Damages/Individual Charges

Resident students must complete a room inventory on the day of their arrival and review the inventory on the day of their departure from the residence halls with their hall staff member. 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 and Student Conduct staff member.

Excessive Housekeeping Charges

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 cleaning fire extinguisher powder, foodstuffs, and bodily fluids in public areas or rooms, and removing trash that has not been disposed of in the designated area. Excessive housekeeping charges 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 charges are determined by the Director of Residence Life and Student Conduct and Director of Facilities.

Appeals for Damage Charges

Appeals for damage charges must be made in writing (email) by the student (not the parent) to the Director of Residence Life and Student Conduct housing@becker.edu within 15 days from receipt of the damage bill. Students may only appeal room charges, not common area damage charges. If a student claims that another person is responsible for the damage, 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. The damage billing amounts are pre-determined and are based on a general cost of labor, materials, and administrative costs. The specific cost of damage items cannot be appealed.

Sanitation & Personal Hygiene

Residents are responsible for the cleanliness of their respective rooms, suites, apartments, and bathrooms, if applicable, which are subject to inspection for health and safety reasons. Perishable foods may not be stored in student rooms unless they are kept refrigerated. Other food items kept in rooms must be stored in closed containers to avoid attracting and harboring insects and rodents and to avoid contamination. Carpeted floors should be vacuumed weekly and whenever there is visible dirt, dust, crumbs, etc. Hard-surface floors should be swept and mopped weekly and whenever the need is apparent. Cleaning of kitchens and bathrooms should be done daily. Residents are expected to work out an equitable schedule to share in the responsibility of maintaining these standards. Residents must bag and tie all trash on a regular basis and dispose in designated locations per building. Students who fail to maintain the cleanliness of their rooms must cover the cost of having the living area professionally cleaned and will face disciplinary action.

Residents are responsible for their personal hygiene, behaviors deemed to be unsanitary and/or unhealthy will be addressed by a Residence Life and Student Conduct staff member.

Additional Information and Policies

Cable TV and Telephones

The College does not provide telephone service to students and expects them to have a cell phone. It is critical that the College have your cell phone number in case of emergencies. Cable television is available in each room with a simple co-ax connection.

Cooking

Microwave ovens are not allowed in residence hall rooms. Open coils, hot plates, toasters, toaster ovens, and electric hot pots are also prohibited. The Residence Life staff will confiscate items with open heating elements. Students living in areas equipped with kitchenettes should pay particular care when cooking to avoid any possible fires and to ensure that all appliances are kept clean.

Disorderly Conduct

Fighting of any kind—including, but not limited to—water fights, snowball fights, tide slides, food fights, or any other disruptive behavior in or around the residence halls is strictly prohibited. Damage done to public areas of the residence hall will be charged to the students of that residence hall unless a responsible student comes forward or is identified through other means.

Doors

All doors (bedroom, suite, apartment, etc.) must be kept free of any writing, stickers, papers, or other things that could create damage. Memo boards may be attached to doors as long as they do not mark the door and are removed before vacating. For safety, students are prohibited from propping exterior and room doors or entering through propped doors.

Bathroom Facilities Usage

Residents must use the bathroom of the gender with which they identify. It is the responsibility of the resident who has a guest to direct that individual to the gender-appropriate bathroom. Showers and bathtubs in all residence areas are designed to be used by one individual at a time.

Gender Neutral Bathrooms

Becker College has made available gender neutral bathrooms in several of our administrative, academic and residence hall buildings. Gender neutral bathrooms – typically single stall, lockable restrooms available to people of all genders - are a way to create a safer and more inclusive campus environment for transgender and gender nonconforming students, staff, faculty and community members at Becker College. These facilities also help guests/families with small children who need to accompany them to the restroom and people with disabilities who need the assistance of an aide of another gender. These facilities will be clearly designated with appropriate signage.

Hall Sports

Due to possible personal injury, injury to a bystander, damage to facilities or damage to fire safety equipment, hall sports of any kind are not permitted. This includes playing with sports equipment (footballs, baseballs, softballs, basketballs, hockey sticks, Frisbees, etc.) or engaging in floor hockey, wrestling, or other contact activities. The use of roller blades, bikes, skateboards, and scooters is also prohibited within the residence halls. Students found responsible for violating this policy may be subject to disciplinary action.

Laundry

Washers and dryers are located in most residence halls. Students should report any malfunctions to Automatic Laundry Company through the online service listed on the individual washer or dryer. Submit a request for service through this link:
<http://www.automaticlaundry.com/reportProblem.html>.

Key, Locks, IDs and Card Access

Key(s) and Becker ID card assure resident safety, the safety of their possessions and the safety of fellow residents. Residents should be carrying their key(s) and Becker ID at all times and should always lock their door when they leave their room and/or apartment. Residents may not add locks to doors or tamper with their Becker ID. Holes should not be punched in Becker IDs, as it will destroy the card access function. Keys may only be duplicated by authorized College personnel. Becker IDs can only be produced by the Becker College Police department. Possession and/or use of keys or Becker IDs issued to others is strictly forbidden.

It is the resident's responsibility to carry their keys with them at all times and to request replacements if they lose them. If residents are locked out of their room, they may need to wait until the appropriate staff is available to assist with the lock out.

Residents who lock themselves out of their rooms may be fined \$25 per lock out. If excessive occurrences take place, students may be referred to a meeting with a staff member.

Pets

Pets, other than fish in a 10 gallon aquarium or smaller, are not permitted in the residence hall or buildings on campus, except in the Lenfest Animal Clinic or at the College's Equestrian Center. The policy on Service Animals can be found in Appendix VIII.

Hoverboards & Like Devices

The use, possession, or storage of Hoverboards, Swagways, IO Hawks, Skywalkers, and similar self-balancing boards/scooters is prohibited on Becker College property, including residence halls, and academic buildings.

Roofs and Ledges

Students are not allowed on the roofs, ledges, or balconies of any building. Any student found in violation of this policy will be documented and judicial action will be taken.

Solicitation in the Residence Halls

Sales, concessions, and fundraisers held in the residence halls must receive prior approval from the Director of Residence Life and Student Conduct.

Vacating Residence Halls During Break Periods

During break periods in which the College's residence halls are closed, students living in housing must follow certain guidelines. It is expected that students will leave campus at the time designated by the Office of Residence Life and Student Conduct and not return until the residence halls are officially re-opened. Any student who violates these guidelines will be subject to disciplinary action. Academic requirements, travel restrictions, and varsity athletics are the only valid reasons for submitting a request to remain in campus housing during a vacation break. Vacation housing is not afforded by your housing agreement; therefore, additional charges may apply.

Vending Machines

Vending machines are available in residence halls for the convenience of students. When no responsible party can be determined, damage to vending machines will be considered common area damage and will be billed to students of the residence hall. Repeated damage may result in the temporary or permanent termination of the service.

Walls and Ceilings

Nothing is allowed to be placed on or suspended from the ceilings. Approved wall decorations are allowed but must be attached in such a way that does not mark or damage the surfaces. Putties and non-damaging adhesive strips are available in most office and school supply stores. Duct tape must never be used to attach anything to a painted surface.

Bed Risers

Cinder blocks are prohibited in all residence facilities because of the damage, maintenance, and safety hazards they pose. Plastic bed risers are also prohibited, because of the safety hazards they pose.

Weights

Weights and weight-lifting equipment are potentially damaging to the building and are not allowed in student rooms. Weightlifting facilities are available in the Fuller Campus Center and Marsh Hall, in Leicester, and the Fitness Room in Worcester.

Academic Affairs

The 2016-2017 Becker College catalog can be found on the College website at <http://www.becker.edu/academics/academic-resources/course-catalog>. This 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 all program/major requirements that are detailed in the catalog and in effect at the time they enroll in the College. If a student changes his/her major, the program requirements from the catalog will be in effect at the time of the change. If the student ceases enrollment for a period of 24 consecutive months or more, he/she will return to follow program requirements from the catalog in effect at the time of re-enrollment.

Student Academic 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.

Academic Information

Academic Advising (Center for Career Education & Advising)

Each student is assigned an Assistant Director who will serve as their academic advisor based on their school of study. The Assistant Directors assist with academic planning and preregistration.

All students should meet with their Assistant Director during the first few weeks of classes and at other scheduled times during the semester, and throughout the academic year. While Assistant Directors will guide students in the course planning and 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). Students may take up to 18 credits in a semester within the full-time load.

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. Students enrolled in less than 12 credits may not be able to live in the residence halls.

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.

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 or other appropriate party with relevant documentation and verification in support of the request. Medical documentation should be

provided directly to Student Health Services. 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. College policies and deadlines do apply.

Extended Medical Absences

Please notify the office of Student Health Services of absences greater than 3 days. Medical documentation must be provided for any absence greater than three days. To maintain your privacy and confidentiality, please do not give medical notes directly to your professors. Students are responsible for reviewing the absence policy for each class (found on syllabus) and for contacting individual professors for all missed work. Medical absences may still be considered unexcused; please discuss attendance concerns with your professor. **Student Health does not provide absence notification for health-related issues that are less than 3 days in duration.**

Registrar's Office

The Registrar's Office is the keeper of student academic records. In addition to other functions, the Registrar's Office maintains course and final examination schedules, course add/drop/withdrawals, leaves of absence, College withdrawals, academic transcripts, and review of degree audits for graduation.

Course Add/Drop/Withdrawal

It is the student's responsibility to formally add, drop or withdraw from a course(s) either on Insite or the forms available in the Registrar's Office.

Course Add/Drop

Students may add courses until the add/drop deadline (see Academic Calendar). Students who formally drop courses on or before the add/drop deadline will be removed from class rosters, and the course will not appear on their transcripts. If a student drops a course after the add/drop deadline, this will be treated as a withdrawal and will appear on the student's transcript for that course.

Course Withdrawal

Unless specified in individual instructor's syllabus attendance policy and requested by the instructor, *students will not be automatically withdrawn from a course due to their attendance.* Any course changes may result in an adjustment of one's billing and/or affect one's financial aid, housing eligibility and/or athletic eligibility.

A student's ability to add, drop or withdraw from courses via Insite may be restricted when:

- Prior to and during the student's first semester at Becker

- During any period of academic probation
- If registering for a course with a waiver of a pre-requisite
- If the student withdrew from or failed a course and wants to retake the course
- If the course credit load for the semester exceeds 18 credits

Students must meet with their advisor to complete these processes.

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).

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:

| | Worcester | Leicester |
|----------|------------------|-----------------------|
| Period 1 | 8:00-8:50 a.m. | 8:30-9:20 a.m. |
| Period 2 | 9:00-9:50 a.m. | 9:30-10:20 a.m. |
| Period 3 | 10:00-10:50 a.m. | 10:30-11:20 a.m. |
| Period 4 | 11:00-11:50 a.m. | 11:30 a.m.-12:20 p.m. |
| Period 5 | 12:20-1:10 p.m. | 1:00-1:50 p.m. |
| Period 6 | 1:20-2:10 p.m. | 2:00-2:50 p.m. |
| Period 7 | 3:20-4:10 p.m. | 3:00-3:30 p.m. |
| Period 8 | 4:20-5:10 p.m. | 4:00-4:50 p.m. |
| Period 9 | 6:15-9:00 p.m. | 6:15-9:00 p.m. |

On Tuesdays and Thursdays, classes traditionally meet as follows:

| | Worcester | Leicester |
|----------|-----------------------|-----------------------|
| Period 1 | 8:00-9:15 a.m. | 8:30-9:45 a.m. |
| Period 2 | 9:25-10:40 a.m. | 9:55-11:10 a.m. |
| Period 3 | 10:50 a.m.-12:05 p.m. | 11:20 a.m.-12:35 p.m. |
| Period 4 | 12:35-1:50 p.m. | 1:15-2:30 p.m. |
| Period 5 | 2:00-3:15 p.m. | 2:40-3:55 p.m. |
| Period 6 | 3:25-4:40 p.m. | 4:05-5:20 p.m. |
| Period 7 | 6:15-9:00 p.m. | 6:15-9:00 p.m. |

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

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

Class Cancellations/School Closings

The College makes every reasonable effort to hold classes during the winter season despite less-than-optimal weather conditions. Occasionally extreme weather conditions may necessitate a

delay in classes and/or a cancellation of classes for a particular day. The College will make the decision to cancel day classes by 6:30 a.m. and evening classes by 3:00 p.m. 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 8:00 a.m. regarding the status of classes for the remainder of the day.
- All evening classes (for that day) are canceled.

Becker College has contracted with Regroup, an emergency notification system, to assist with mass notifications. In the event of a cancellation (or other emergency), Regroup will be used to disseminate voice, email, and text messaging to those Becker College community members who have provided information through this opt-in program (i.e., cellular phone, home phone, email, etc.). Students may also listen to cancellation announcements on local radio and TV stations.

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, which can be accessed at 508.791.9241, option 7.

Grading System

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).

An "F" is recorded on the student's permanent record. 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. Becker College also accepts transfer credits from American Council on Education (ACE) recommended courses and organizations. Transfer credit will not be computed into the student's cumulative G.P.A.

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 60 credits in order to graduate with an associate's degree, and at least 120 credits in order to graduate with a bachelor of arts or a bachelor of science, and must have met all of the degree requirements for the specific academic program.

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 aforementioned 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). This figure is then divided 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 = G.P.A. |

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 semester 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 G.P.A.s 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 G.P.A.s entitles 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.

Internships

Internship experience can add meaning and relevance to a college education. 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 G.P.A. is needed for participation unless otherwise stated in the course description.

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.

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 as 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. The Academic Honesty Policy and the Student Conduct Process parallel each other in dealing with issues inside and outside the classroom and associated activities.

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, and suspension and/or dismissal from the academic program, department, or the College.

Becker College strives 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, breaking promises, intentionally furnishing false information to a Becker official, and failing to present proper identification renders one accountable and liable for disciplinary action. A student who is charged with academic dishonesty will be afforded due process through the College conduct process.

Violations

Individual faculty members may 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 Chief Academic Officer (or designee).

Sanctions

Sanctions for violations of any of the standards will be reported to the Chief Academic Officer or their designee and may 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 faculty member may refer any case of academic dishonesty to the student conduct system for adjudication. A second violation in any one course during the same semester will result in an immediate referral to student conduct.

Appeal of Grades

If a student believes a grade received was less than what it should have been due to error or deliberate action, the student must appeal the final grade **in writing** to the Instructor within ten (10) days of receiving the final grade.

The College has an appeal process under which the student appeal is successively reviewed by the faculty member, the Department Chair and the Student Affairs Committee, who will communicate its final recommendation and the rationale for that recommendation to the School Dean.

The reasons for the appeal must be clearly stated. Appropriate reasons for appeal include but are not limited to:

- a. Faculty error,
- b. Grades have been assigned in a manner other than that stated on the course syllabus or other published course documents,
- c. Grades have been assigned in a manner inconsistent with how they were assigned to other students in that course.

Dissatisfaction with a grade is not a rationale for appeal.

The timeline for each level of the appeal process is ten (10) days following receipt of the grade or completion of the previous step. Each step must be completed in writing (email and email attachments are acceptable).

1. The first communication should be to the instructor, within ten (10) days of receiving the grade. If the faculty member has not responded to the first level of appeal within ten (10) days, the student may proceed to level two (2).
2. If the matter is not resolved to the satisfaction of the student, the second level of appeal is to the department chair or program director.
3. The School Dean is the third level of appeal.

Issues which are not resolved through one of the three steps outlined above to the student's satisfaction may be moved forward by the student to the Student Affairs Committee. To facilitate this process, communications to the Student Affairs Committee may be directed to the Executive Assistant for Academic Affairs, Anita Johnson, at anita.johnson@becker.edu

Academic Progress

Good academic standing means making steady progress towards degree completion and achieving at least a 2.0 each semester. A 2.0 cumulative and major GPA are required for graduation. If a student fails to achieve a satisfactory grade point average in any given semester the student's record may be reviewed by a committee consisting of academic administrators, student affairs administrators, faculty, academic advisors, and financial aid. This record review can result in one of three statuses being assigned: Academic Warning; Academic Probation; or Academic Dismissal/Expulsion. Students on any academic status may be restricted from leadership opportunities and athletics.

General guidelines for record review, keeping in mind extenuating factors may be considered, include:

GPA of 1.6 – 1.8 may result in a status of Academic Warning

GPA under 1.6 may result in a status of Academic Probation or Dismissal/Expulsion

Any student who earns below a 1.0 GPA for any given semester will automatically be reviewed and may be subject to Academic Dismissal.

While on Academic Probation the student must work with their academic advisor and the Collaborative Learning Center to earn a 2.0 or higher and regain good standing. Students on Academic Probation may not register for more than 14 credits, and are not permitted to withdraw from a course. **Please note – Students on Academic Warning or Academic Probation can**

take summer mods 1 and 2 through Accelerated at Becker and be reviewed prior to the start of the fall semester. Coursework from summer mod 3 will *not be* reviewed.

Students who are academically dismissed are ineligible for readmission for one full semester (fall or spring) and must reapply through Admissions. The reapplication packet must include a letter from the student explaining the circumstances of their departure from the college, their reasons for requesting to return and how their circumstances have changed since their dismissal. In addition to the letter, students will further be required to submit an official transcript of academic work (transferable credits with grades of C or better) completed since leaving Becker, and letters of recommendation from professors, employers, and other relevant persons who support their return to the College. Other materials may be required in order to demonstrate that all issues leading to the student's academic dismissal have been addressed by the student during their time away. Students will be notified by Admissions if their application for readmission has been accepted or denied. If readmitted the student will be on Academic Probation, and required to meet regularly with their academic advisor and be prepared to meet all requirements of their readmission.

College Withdrawal

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

1. Pick up a withdrawal form in the Registrar's Office and meet with his/her Academic Advisor.
2. Contact the Office of Financial Aid to determine financial aid status.
3. Contact Student Accounts to determine final balance.
4. Resident students must bring residence hall keys and student identification to the Office of Residence Life.
5. Commuter students must bring student identification to Campus Police.
6. The withdrawal form, signed by each of the aforementioned persons, must be taken to the Registrar's Office.

A student who is withdrawing without following this procedure will not be withdrawn from 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 information, 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%

•
The housing agreement is binding for one entire academic year, consisting of fall and spring semesters. If the student enters the agreement after the beginning of an academic year, the contract is binding for the remainder of the academic year. Any requests from residents for release of the housing agreement are subject to the approval of the Director of Residence Life and Student Conduct or his/her designee. Such releases will be considered for the following reasons:

- Withdrawal, academic dismissal, or graduation from the College
- Military deployment
- Marriage
- Participation in an academically sponsored study abroad program

Written documentation for all of these releases is required by the Director of Residence Life and Student Conduct or his/her designee.

Becker College reserves the right to terminate the housing agreement, serve the resident with written notice to vacate the premises immediately, and take possession of the space at any time for violation of this agreement, residence hall policies and procedures, violation of the Conduct Code, and/or, federal, state and local laws. Students withdrawn from housing for discipline or other reasons are not eligible for a refund.

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 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).

Student Access to Educational Records: Notification of Rights, FERPA

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. 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." 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 FERPA:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

One such instance is to the parents of a dependent student, who 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
- Place of birth
- 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.

Becker reserves the right to take photos on the Becker campuses and Becker public events and use those photos on the web and in print publications.

Financial Aid Award Guide for 2016-2017

Each year a school must disseminate to prospective and enrolled students required information under the Higher Education Act of 1965, as amended, and the Family Education Rights and Privacy Act (FERPA). The procedures for obtaining the information can be found at http://www.becker.edu/wp-content/uploads/2015/04/FinancialAidaward2015_Broch_1-8-15.pdf

Financial Aid and Satisfactory Academic Progress

The benefits of a private education are numerous—small class sizes, individual attention, one-to-one student-faculty relationships, abundant student services, and more. Therefore, Becker College is committed to helping students and their families finance their education and make their dreams a reality. Education is an investment. We understand this and want to help you build the foundation for a bright, successful future. The Office of Financial Aid guides students through the process of applying for financial aid and planning the costs of a Becker College education. The offices are located at 47 Sever St., Worcester, and 964 Main St, Leicester.

Satisfactory Academic Progress (SAP)

Becker College, in accordance with federal regulations, requires all students who receive federal financial aid to maintain satisfactory academic progress. Becker College also uses this policy for institutional financial aid. Student academic progress is measured at the end of each enrolled semester, where financial aid is awarded, against the following standards:

- **Qualitative Measures:**

All degree-seeking, undergraduate students must meet the following minimum cumulative GPA requirements based on the number of attempted credits, either at Becker College or transferred in from another institution:

| <u>Attempted Credits</u> | <u>GPA</u> |
|--------------------------|------------|
| 0-27 | 1.8 |
| 28+ | 2.0 |

- **Quantitative Progress:**

Students must successfully complete 67% of the credits attempted. The pace of progress is calculated by dividing the cumulative credits that have been successfully completed by the cumulative credits you have attempted. Transfer credits are calculated into the total credits attempted and earned.

- **Maximum time frame:** Students must complete their educational program of study within a time frame no longer than 150% of published length of the educational program, as measured by the credits attempted and including transfer credits.

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

The following are considered when evaluating a student's SAP:

- **Drop vs. Withdrawal:** If a student drops courses before the end of the Add/Drop period, the courses will not be counted as attempted. Any courses withdrawn from after the Add/Drop period will be counted as attempted but not completed.
- **Incomplete grades:** A grade of incomplete will count as attempted credit hours but not completed credit hours. Once the course work is completed and a grade determined, the student must contact the Office of Financial Aid.
- **Repeated courses:** A student may repeat a course once in which a low grade was earned and still be eligible to receive financial aid.
- **Transfer credits:** All academic credits transferred and accepted at Becker College will be counted as both attempted and earned credits. These credits will also be counted in the maximum time frame calculation.
- **Pass/Fail credits:** The academic credit hours for any courses taken with a pass or fail grade will be counted toward the attempted and earned credits. These credits will also be counted in the maximum time frame calculation.

Warning Status

Students who initially fail any one of the standards of academic progress, excluding maximum time frame, can be placed on Financial Aid Warning for one semester or payment period. Students who are in a warning status remain eligible for financial aid and therefore do not need to appeal this status. Students will be required to improve academically and meet the minimum standards of this federal policy by the end of the warning period. Failure to meet the minimum requirements of this policy will result in suspension of aid eligibility.

Ineligible Status

Students who fail to meet SAP requirements after the Warning semester, the student is no longer eligible to receive federal student aid. A student may appeal for reinstatement of federal student aid eligibility.

Notification

The Office of Financial Aid will send written notice to any financial aid recipient who does not meet minimum satisfactory progress standards that they will be terminated from aid for the subsequent term(s). The notice will be addressed to the student's most current local address on

file with the Office of Financial Aid. It is the responsibility of the student to inform the Office of Financial Aid of the correct address at all times.

Appeals

The denial of financial aid because of failure to meet Satisfactory Academic Progress requirements may be appealed if the student believes there were special circumstances that should be considered. The following must be submitted along with the SAP Appeal Form at least one week prior to the first week of classes of the term:

- A letter, by the student, explaining what the extenuating circumstances are that prevented the student from maintaining SAP and what has changed that will allow the student to maintain the standards going forward. Reasons for appeal include the death of a relative, an injury or illness of the student, or other special circumstances. Documentation supporting the extenuating circumstances should be attached to the appeal form.
- The academic advisor or designee must work with the student to complete an academic plan that can be submitted with the appeal. The academic plan will provide guidance to the student on how to meet SAP within the next three consecutive terms.
- Students on an academic plan must meet the requirements for each term in order to remain eligible for financial aid, unless they meet the standards for Satisfactory Academic Progress in any of those terms.

Appeal Decisions

The SAP Appeal Committee will review all requests for financial aid reinstatement and send a letter to notify the student of the decision.

- **Approval:** Reinstatement of financial aid will be granted placing the student on probation for one semester. Further eligibility will be contingent upon the student meeting the conditions of the academic plan and SAP standards.
- **Denial:** Financial aid eligibility will not be reinstated and the student will be responsible for making alternative payment arrangements. If the student meets the SAP requirements in a future term, aid will be reinstated.

The Higher Education Consortium of Central Massachusetts (HECCMA)

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

HECCMA members are:

- Anna Maria College
- Assumption College
- Becker College
- Clark University
- College of the Holy Cross

- Cummings School of Veterinary Medicine at Tufts University
- Massachusetts College of Pharmacy and Health Sciences University
- Nichols College
- Quinsigamond Community College
- University of Massachusetts Medical School
- Worcester Polytechnic Institute
- Worcester State University

HECCMA Cross-registration

Students who are full-time at Becker College may take one course per semester free of charge at any other participating HECCMA institution, depending upon availability. They must complete and submit a cross-registration form which can be found online at <http://www.heccma.org/crossregprocedures> and complete the registration process at the HECCMA member institution. **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 institution. The right to deny permission to carry a course overload is retained by each institution, based on its own requirement.

The Collaborative Learning Center (CLC)

The Collaborative Learning Center is dedicated to helping all Becker College students achieve their academic goals by providing them with the academic supports crucial to building and strengthening their skills. The CLC staff fosters a supportive and productive learning environment by helping students explore their academic potential and strive toward excelling in their chosen field of study. Professional Learning Specialists and Peer Tutors are available for scheduled tutoring appointments and selected drop-in sessions, as well as study groups and workshops. The Worcester CLC is located at 64 William Street, Linden Hall, 1st Floor, and the Leicester CLC is located in Marsh Hall. Each Center offers a variety of services including:

Individual and Group Tutoring

Students receive help in various subject areas, instruction on ways to improve study skills, tips on how to take effective notes in class, and strategies for good time management.

Workshops and Study Groups

Students attend workshops and study groups in a variety of subject-specific sessions, focusing on subjects such as chemistry, algebra, and writing/grammar.

Writing Specialists

Specialists guide students through the writing process by reviewing papers and offering suggestions in many areas including grammar, format, and citations (APA, MLA), along with general content and flow.

Embedded Tutoring

A support program is available for selected courses, which offers targeted assistance in and out of class.

These benefits are available by appointment during normal operating hours during the fall/spring semesters: 8:00 a.m. – 8:00 p.m., Monday through Thursday, and 8:00 a.m. – 5:00p.m., Fridays, and are free of charge to all Becker College students. Contact the Worcester CLC office at 508.373.9704, or you can go to “Quick Links”, then click on Tutor Trac which is located on the Becker web-page, where you can sign up for your tutoring session on-line.

Disability Services: Students with Disabilities

Students with a documented learning disability, as determined under the ADA and as defined in Chapter 504 of the Rehabilitation Act of 1973, may benefit from certain accommodations and should contact the Disability Services via email at marylou.roberts@becker.edu or by calling 508.373.9763. Students with physical and/or psychological disabilities may contact the Director of Counseling and/or the Director of Health Services to assist with meeting accommodation needs.

Accommodations for Students with Disabilities

Students can find the Disability Services Accommodation Request Form and General Guidelines for Comprehensive Disability Documentation by searching "Resources for Students with Disabilities" on www.becker.edu. **Appointments and documentation are required to be completed and submitted by the beginning of the semester.** Upon review and determination of appropriate accommodations, as authorized by Disability Services, the student is responsible for follow up with his/her individual faculty member(s). All personal information will remain confidential. Discussions with parents or legal guardians are encouraged when supported by FERPA documentation.

Athletics

Intercollegiate Athletic Eligibility Requirements

Students must maintain enrollment in 12 or more credit hours of College work as listed in the 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.

A student's eligibility is determined by their cumulative G.P.A. and progress toward a bachelor's degree. 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 semester | 2.00 / 12 credits X the number of semester completed |

Becker College Athletics, in compliance with the NCAA, require all first year and transfer student-athletes to have a physical within six months of the start of their season, with annual

updates. Immunizations are to be up-to-date and proof of insurance with a copy of the front and back of card are all required by both the school and athletics department.

Other requirements include:

- Insurance form – completed annually
- Proof of sickle cell trait status, or annual waiver
- HIPPA/FERPA form – signed annually
- ADD/ADHD declaration form – completed annually
- Assumption of Risk form – signed annually
- Consent to Treat form – signed annually
- Injury history form – completed annually

In accordance with the Equity in Athletics Disclosure Act (EADA), information regarding the intercollegiate athletics program is available for review upon reasonable advance request of the Athletic Director.

Libraries

The college has two libraries for student use: the Ruska Library, located on the Worcester Campus, and the Swan Library, located on the Leicester Campus.

The libraries provide on-campus and remote access to many proprietary databases relating to a wide range of disciplines as well as books and periodicals. Librarians are available at both libraries to assist students and faculty in person or via telephone during peak hours of operation, and also to respond to requests sent to library@becker.edu within one business day. A student's current Becker ID serves as his or her library card. Students must present their ID to borrow library materials or to use items on reserve. Circulating books may be borrowed for three weeks, with the option of renewal for three weeks. Films may be borrowed for one week and may be renewed for one week. A maximum of eight items may be checked out at one time from the libraries. Materials may be returned to either campus library regardless of where the loan originated. Interlibrary loans (ILL) are available to all students at no charge.

Becker College is a fully participating member of the Academic and Research Libraries Collaborative (ARC). Members share library resources and permit direct borrowing from participating institutions at no charge to students. Users are subject to the rules and procedures set by each library. To borrow materials directly, students must also have an ARC Cross Borrowing Card, obtained from the Becker College Libraries.

Information on library policies may be found at <http://www.becker.edu/academics/libraries-2/library-services/about-policies>

Library Hours of Operation: Academic Year

Ruska Library, Worcester Campus

508.373.9710

M-TH 7:30 a.m. – 11:00 p.m.

Friday 7:30 a.m. – 6:00 p.m.

Saturday 12:00 p.m. – 5:00 p.m.

Sunday 2:00 p.m. – 11:00 p.m.

Swan Library, Leicester Campus

774.354.0655

M-TH 9:00 a.m. – 4:00 p.m.

Friday 9:00 a.m. – 1:00 p.m.

Electronic Mail Policy

Email is the communication medium of choice for the Becker community and the official vehicle by which members of the College communicate with each other. Students are required and expected to read email regularly for the critical information that is routinely conveyed. Failure to read email is not an acceptable excuse for not being informed about a deadline or important College information.

Campus Offices and Services

Campus Activities & Student Leadership

The Becker College Campus Activities and Student Leadership (CASL) Office is responsible for the planning and implementation of a vibrant campus activities program, directly and through various student organizations. The goal is to enhance the overall experience for Becker College students through a variety of social, educational, and cultural programs. The Becker College student experience provides numerous opportunities to get involved, follow a passion, take initiative, get involved, and be a leader.

CASL is located on the second floor of the Fuller Campus Center on the Leicester Campus (this is the main CASL office) and on the second floor of Linden Hall on the Worcester Campus (where CASL staff holds office hours several days a week). CASL is responsible for advising all student organizations (including the Campus Activities Board and the Student Governance Advisory Board), and oversees the Fuller Campus Center and its student employees, all student leadership programs, and large programs such as New Student Orientation, Family Weekend, Winter Carnival, Hawk Fest, and Spring Ball.

Fuller Campus Center

The Fuller Campus Center is located on the Leicester Campus. Included in the building is the main dining hall for Leicester, a spacious fitness center with cardio and strength-training equipment, a mirrored fitness classroom/dance studio, a game room with video game stations and pool tables, and 24-hour access to quiet study space with computers. The Fuller Campus Center is open when classes are in session the following hours:

Fitness Center: 9:00 a.m. to 9:00 p.m. (7 days a week)

Game Room: Noon to 9:00 p.m. (7 days a week)

Front Desk: 9:00 a.m. to 4:00 p.m. (Monday through Friday)

Movie Tickets can be purchased at the front desk during posted hours.

Getting Connected at Becker College

An important part of being successful in college is being informed about what is happening on campus and where resources are located. CASL has developed several electronic connections for communicating with students about programs and events on both campuses.

The Becker Buzz

Every Monday, Campus Activities & Student Leadership Development mails an electronic newsletter to all Becker College students to your Becker College email address. The *Becker Buzz* lists upcoming events for the week, student organization meeting times and locations, fitness classes, and more.

CASL Facebook

The Campus Activities & Student Leadership Development Facebook page conveys information about events and activities, hosts challenges where students can win prizes, and posts important campus activities updates.

<https://www.facebook.com/BeckerCollegeCampusActivities/>

CASL Twitter

Follow @BeckerCASL for CASL tweets from events and prize giveaways—including Becker Blue Blitz Fridays on Twitter.

CASL Instagram

Follow @beckercasl for pictures and videos from past events, as well as clues and give-aways to future events.

Learn more about joining all electronic platforms at: <http://www.becker.edu/student-life/student-activities/gettingconnected>

Campus Activities Board (CAB)

Campus events and programs for Becker College students are planned by Becker College students. The Campus Activities Board (CAB) is a student organization that works in conjunction with Campus Activities & Student Leadership to plan activities and events for all students at Becker. CAB provides student-led social, cultural, and educational events for students in line with the College's goals and mission. Any Becker College student can join CAB and participate in the planning process for events. A complete listing of meeting times and locations can be found on the CAB website at <http://www.becker.edu/student-life/student-activities/campus-activities-board>.

Student Governance Advisory Board

The Becker College Student Governance Advisory Board serves as the official voice of all Becker College students. The Board protects and promotes the best interests and rights of the student body, and serves as the liaison between the students and the College administration. In addition, the Board works with student groups to enhance the overall student experience. Board members are selected and appointed based on a thorough application and interview process. Meetings are held on a weekly basis and open to all students. A complete listing of meeting times and locations can be found on the Board website at <http://www.becker.edu/student-life/casl/theboard>.

Student Organizations and Clubs

There are many interesting student organizations and clubs to choose from at Becker College. It is also easy to start a club. A student involvement fair held at the beginning of each semester provides students with an opportunity to learn more about existing clubs and opportunities.

A complete listing of all current student organizations can be found here:
<http://www.becker.edu/student-life/student-activities/clubs-organizations>.

Information on starting a new student organization can be found here:
<http://www.becker.edu/student-life/student-activities/clubs-organizations/how-to-start-a-club>.

Fitness & Wellness at Becker College

Becker College is committed to the health of the whole person: physical, emotional, and spiritual. Classes are offered every semester and include yoga, Zumba, P90X, dance classes, and personalized strength training.

Learn more about Fitness & Wellness here: <http://www.becker.edu/student-life/student-activities/fitness-intramurals>.

Student Employment in the Fuller Campus Center

Job opportunities at Becker College allow students to obtain important skills that employers seek in new graduates: leadership skills, problem solving skills, analytical skills, and communications skills. CASL seeks student leaders who have a strong work ethic and take pride in themselves and Becker College for work-study and non-work-study opportunities, including employment at the Fuller Campus Center. Fuller Campus Center employees must project the core values of Becker College. CASL provides training and supervision to all student employees, ensuring their success.

Learn more about employment opportunities in the Fuller Campus Center at:
<http://www.becker.edu/student-life/student-activities/student-leadership-programs/fuller-campus-center-employment>

Campus Police

The Campus Police Department is a full-service department that patrols both campuses daily to prevent criminal activity and ensure the safety and well-being of all members of the Becker College community. The mission of the department is to provide a safe and secure environment. The College employs sworn officers who receive their police authority under Massachusetts General Law Chapter 22c section 63. Campus Police maintains a visible presence 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. Becker Campus Police officers have full police status, with the authority to arrest as necessary. All department employees are also First Responder and C.P.R. certified.

The department provides a safety escort service for all students on the campus, which can be reached by contacting Dispatch at 508.373.9555. An officer will accompany any student from any point on one campus to any point on the same campus.

Identification Cards

The Student ID card is issued at the Campus Police Department and will be valid for the enrollment period that a student will be at the College. The card is also used as a library card , debit card for food services and meal plans, as well as for access control to certain buildings. Students must carry their card at all times. It is imperative that the card **not** be “hole punched” or otherwise punctured, as this will destroy the card function and will result in a replacement fee. Replacement fees for lost or mutilated cards are as follows:

1st replacement: \$ 25.00

2nd replacement: \$50.00

3rd replacement: \$100.00

Students should take proper care of the ID card initially issued upon enrollment at the College. Students and guests are obligated to properly identify themselves to the Campus Police when asked.

Automobiles

All members of the community (faculty, staff, commuter, and resident students) who bring automobiles to campus must register their automobiles with the Campus Police and receive a College-issued decal. The decals must be placed in the lower left corner of the rear window (back windshield) of the car.

Out-of-state students are also required under Massachusetts General Law Chapter 90 section 3 to register their vehicles. The law states:

It is unlawful for a non-resident student to fail to file a non-resident driver statement with the police department located in the same city or town as the school or college attended, in accordance with section 3 of chapter 90 of the Massachusetts general laws. Failure to file such statement is punishable by a fine not to exceed \$200.

An additional state-mandated automobile registration sticker will be issued upon proof of registration and insurance for out-of-state students. These decals must be attached to automobiles which are parked on College property or adjacent city streets. Parking is not guaranteed at or near residence halls. Lots are available on both campuses.

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 immobilize or tow automobiles illegally parked on College property and to charge the violator for the costs of immobilization or 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 immediately tow without notice, at the vehicle owner's expense, vehicles parked in fire lanes. Violators will be fined for driving or parking on lawns. All cars must be registered. Temporary permits for visitors and for guests are available through Campus Police. Registered resident student vehicles are not to be driven to classes due to the limited parking available for commuting students.

The Becker College Police Department is committed to assisting all members of the Becker College community in providing for their own safety and security. **The Annual Security and Fire Safety compliance document is available on the Becker College website at: www.becker.edu/safetyreport**

The Counseling Center at Becker College

We welcome a diverse range of students to utilize free individual, group, couples, emergency, outreach, and consultation services through the Counseling Center. With concerns ranging from challenges with adjustment to college, stress, depression, anxiety, grief/loss, relationship concerns, substance abuse, anger, self-harm, eating concerns, identity development, and beyond, we offer a welcoming, confidential, and affirming space to support students with growth in a variety of areas including:

- Relating to others
- Coping with challenging emotions
- Enhancing empathy in social relationships
- Problem solving through life challenges

Visiting the Counseling Center enables students to receive quality counseling services without billing health insurance and the peace of mind that counseling records are never made a part of students' academic records or transcripts. Contact Dr. Rose Andrejczyk, Director of the Counseling Center, to learn more about available services on the Worcester campus **(508) 373-9544**. For more information about available services on the Leicester Campus, please call **(774) 354-0466**. Consultation services for staff, faculty, and family members are available. Additionally, off campus psychiatric medication referrals are available. We also provide outreach programming on a range of topics, including mindfulness meditations, depression screenings, and suicide prevention. We seek to support campus departments through both debriefing and outreach services, when requests are received.

Examples of group offerings are listed below:

- Beyond the Spectrum: Social Skills Support Group
- Men's and Women's Interpersonal Process and Support Groups
- Moving Beyond Procrastination Group
- Moving through Anger Group
- Pansexual, Gay, Lesbian, Bisexual, Transgender, Questioning Supportive Space Group
- Working through Anxiety Group

Office hours are Monday-Friday 9 am-5 pm. Please visit us on the web: www.becker.edu/student-life/health-wellness/counseling-center/about-counseling. Contact may be made by email at: counseling@becker.edu. For emergency support after office hours, please dial **911** and proceed to the local emergency room. Students may also contact the Campus Police emergency line **(508) 373-9555** or speak with Residence Life Staff for additional after hours support.

Meal Plan Information

Resident Students

All resident students, with the exception of Willow Hall and Spruce Hall, are required to take their meals in one of the two college dining halls. The resident meal plan consists of either a 19 or 14 meal plan. The plan starts on Sunday morning and runs through Saturday night dinner. The student's ID card will be replenished with the appropriate number of meals every Sunday morning prior to the dining hall opening.

Commuter Students

All commuters are assigned a mandatory meal plan that consists of 25, 19, 12, or 6 meals per semester. The plan assigned depends on the number of credits being taken for the semester. Commuters have the option to purchase a Resident 19 or 14 meal plan or can also opt for a Commuter 5 or 10 plan in addition to the commuter plans. Depending on the plan purchased these plans offer any 5, 10, 14, or 19 meals per week and reset every Sunday morning for the semester.

If an optional plan is purchased the purchased plan will be the default plan and the Commuter plan assigned will be secondary and act as a reserve when the balance of the purchased plan is exceeded during any week of the semester.

Becker Bonus Bucks

Meal plans also include Becker Bonus Bucks, which can be used to purchase food at either the Hawks Nest in Worcester or the Coffee Shop in Leicester. Becker Bonus Bucks can also be used to purchase additional meals if a student runs out of meals for the week or has a guest who would require a meal. Becker Bonus Bucks expire when classes end in May. One meal may be used for each meal period. Additional meals are deducted from the Becker Bucks or Becker Bonus Bucks balance. Students can add Becker Bucks to their card at www.dineoncampus.com/becker. Becker Bucks are money that is added to your card by purchasing additional funds. Becker Bucks will carry over semester to semester and year to year as long as the student remains an active student, Becker Bonus Bucks will be forfeited at the end of the second semester (May) as Becker Bonus Bucks are funds that are part of a meal plan.

Guidelines for Dining Hall Usage

Every student must have his/her college ID to enter the dining halls. Students who lose their ID must obtain a new ID from Campus Police. No student will be allowed in the dining halls without proper identification. Students should not ask the cashier to enter their ID number without their ID to protect against unauthorized use. It is the student's responsibility to always safeguard their ID and report a missing or lost card immediately to Campus Police and Dining Services so the card can be deactivated and prevent fraudulent activity.

- Guests of students will be admitted to the dining hall only if paying for a meal by cash or by using the Becker student's Becker Bonus Bucks. All students must have their card swiped to enter the dining hall. **Visitors not eating/swiping will not be granted access.**
- Students must be wearing shirts and shoes in order to enter the dining hall.
- Students are encouraged to wash their hands before coming to the dining hall or use the sanitizer gel located at the entrance to the dining hall prior to handling utensils or food items.

- Students will not be served meals at times other than regularly scheduled dining hall hours. **Please note that when classes are cancelled for the entire day, the dining hall will follow a weekend schedule.**
- During major College-sponsored events, the dining hall in Worcester may be closed and students will be transported to Leicester for the meal. Notices of these events are posted in advance. Students should look for the posted transportation schedule to ensure they get to Leicester in a timely manner.
- No china or silverware is to leave the dining hall at any time. A dining hall breakage and loss fee maybe charged to all resident students at the end of each academic year.
- Other than a sick tray, food and beverages are not to be taken from the dining hall. Filling of bottles and containers with beverages is not allowed due to potential cross contamination.
- Students requiring a bag lunch because they cannot make a meal should make arrangements with the dining hall manager at least 24 hours in advance. Students who get a bagged lunch are responsible for refrigeration of the meal. **Any bag lunch that has not been under refrigeration for longer than 2 hours or has not been consumed within 24 hours while under refrigeration should be discarded.**
- Students who have food allergies should discuss their need for special accommodations with the dining hall manager and the Director of Student Health Services. Students must self-disclose any special needs to the dining hall manager-staff.
- Students are permitted to eat their meals on either campus to accommodate the varied College 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 the loss of dining hall privileges without refund.

Health Services

Becker Student Health Services provides onsite care and treatment for most minor injuries and sicknesses. There is no additional charge nor do we bill insurance when care is received in our office facility. Referrals may be required for off-campus medical intervention when the scope of care is beyond campus resources. All off campus care requires the use of a student's personal insurance (i.e. pharmacy, urgent walk-in services, specialists, and/or emergency room.)

Student Health Services is open Monday through Friday, 9:00 a.m. – 4:00 p.m., by appointment, during the school year when classes are in session. Our office is located on the Leicester Campus, in the lower level of Campus Center West, Suite 102.

Registered nurses provide care to students under the supervision of a medical director physician. A physician's clinic is held one afternoon a week. Please call to make an appointment for all services at 774.354.0471. A limited supply of over-the-counter medication is available through our office. There are several pharmacies in the local area to fill or refill prescribed medications. Please contact our office for more information.

Health Record Information Requirements

.All students must visit our Medicat on-line health record management system through our Student Health Portal. You will need to enter the required medical information and then upload your documents. You may find the Student Health Portal at www.becker.edu/healthservices If you have questions please email us at healthportal@becker.edu Your health information is due by July 15th for fall entrance and Jan 1st for spring entry.

Students that do not provide the required medical documentation may not be able to move into campus housing, participate as an athlete, begin classes and will be subject to a \$250 late fee.

Physical Exam/Immunization requirements

Becker College requires ALL students with 12 or more credits to have a physical exam performed by a licensed health care provider within one year prior to their arrival on campus. As per NCAA regulations, athletes must have a physical exam that is not more than 6 months before the start of their sport/season.

The Commonwealth of Massachusetts Department of Public Health requires students to provide medical documentation of immunizations, boosters, and/or proof of immunity to certain contagious diseases. The Commonwealth's College Immunization Law (MGL Chapter 76, Section 15C) requires that ALL students with 12 or more credits and ALL health science (nursing and animal sciences) to complete The Student Health Record information indicating that they have received the following immunizations and screenings:

- Measles, mumps and rubella: 2 shot series or a lab test (titer) that shows immunity
- Tetanus, diphtheria, and pertussis vaccine (1 shot within the past 10 years)
- Tuberculosis risk assessment screening. Skin testing may be required if a student is identified at risk and/or may be required by program of study.*
- Hepatitis B vaccine: 3 shot series or a lab test (titer) that shows immunity.
- Meningitis quadrivalent vaccine or signed waiver to decline
- Chicken Pox (varicella): 2 shot series required or a lab test (titer) that shows immunity
- Optional yearly flu vaccine. The flu vaccine is required for all nursing major students.

***Animal studies students are required to have one baseline PPD skin test. Nursing students must have two separate PPD skin tests. ("2-step PPD")**

Proof of immunity by lab testing (titer) will be accepted only if a copy of the actual lab report is provided to the Health Services office. **All nursing students must provide (+) lab blood test for Hepatitis B.** (This information is required by clinical sites.)

Becker College strongly recommends that students with an animal-related focus of study receive a 3 dose series of pre-exposure rabies vaccinations. Documentation of rabies vaccines or proof of immunity by lab testing (titer) 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.

Strict enforcement of immunization laws will protect the Becker College community from vaccine-preventable communicable diseases. This promotes the health and wellness for all members of the Becker College community.

Student Health Insurance Plan

The State of Massachusetts requires all students carrying 9 or more credits be enrolled in a medical insurance plan. To comply with this regulation, students that meet the above mentioned criteria, are automatically enrolled in, and billed for, the Student Health Plan sponsored through Becker College.

If you are covered by another comparable insurance plan, you may **WAIVE** this plan by completing an online waiver. Please refer to the web site below. Retain the waiver confirmation number for your records.

If you plan to utilize the Student Health Plan you may **ENROLL** online to expedite receipt of insurance card and plan coverage, refer to website below. Retain the enrollment confirmation number for your records.

Please visit www.universityhealthplans.com to waive or enroll in the Student Health Plan and to download a brochure for the complete plan description, including exclusions and limitations, as well as claims information. For more information, please call University Health Plans directly at **617.472.5324** or **800.437.6448**.

Insurance waiver/enrollment functions will be made available after June 1st for fall admission and January 1 for spring admission. Please watch for email alerts regarding deadlines.

Important: You must complete the online enrollment or waiver insurance form every year. If you do nothing you will be enrolled and responsible for plan premium costs.

Extended Medical Absences

Students who are out of classes due to illness or injury for three (3) or more consecutive days must notify the Associate Dean, Student Affairs at **508.354.0459** and Student Health Services at **774.354.0471**. Students must also provide written documentation of their illness from a healthcare provider and send it to Student Health Services. Health Services will confirm receipt of the documentation to the Associate Dean of Academic and Student Success without releasing personal medical information. The Associate Dean will notify professors of the absence dates and indicate that it was medically warranted. Students must review each professor's absence policy located on course syllabi. **Notification does not necessarily "excuse" an absence.** Some professors may allow for make-up work or have provisions in the syllabus that allow students to drop a missed assignment/grade. Student Health does not supply absence notes for any less than a 3 consecutive day absence.

Policy for Self-Administration of Injectable Medications in Residence Halls

The administration and storage of injectable medications and the handling of medical waste will be managed in a way that protects the student and others in our college community. 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. In accordance with standard medical practice, a medication order from a licensed prescriber must contain:

- Student's name and date of birth
- Name of medication
- Directions for self-administration including dose, frequency, and route
- Name and signature of a licensed prescriber.

A student who has documentation for the use of an injectable prescription may keep all related medication and supplies in their residence hall room. It is advisable to store all supplies in a locked or secure manner (i.e., a lock box).

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 and sharps containers must comply with OSHA regulations. Please consult Health Services for further information.

APPENDIX I

Notification of Rights Under FERPA

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

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Vice President for Academic Affairs, head of the academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request an amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Students may ask the College to amend a record that they believe is inaccurate or identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (as amended), students have the right to withhold the disclosure of any or all of the items. Written notification to withhold any or all items must be directed to the Registrar's Office by the publicized deadline.

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

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

Only parents of dependent students have access rights to the records of students. In compliance with the Family Education Rights and Privacy Act of 1974 (as amended), the College reserves

the right to disclose information about dependent students to their parents without a student's written consent. Information will not be released until the College is assured that the parent is entitled to such information.

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

APPENDIX II

Policy Regarding Students with Substance Abuse or Addiction Issues

Abuse of and/or addiction to various substances, such as alcohol and other drugs, is becoming increasingly apparent in our society. Becker College recognizes this situation and takes the steps necessary to address the problem on its campuses, with a primary focus on the welfare of the affected individual and of the entire College community. When a student indicates by her/his behavior that abuse and/or addiction is possible, professional assessment will be requested by the Senior Vice President or designee. Upon recommendation from qualified professionals, the following measures may occur:

- Determine whether a student is capable of continuing studies, and under which conditions (in consultation with the student's academic advisor and school Dean.)
- Determine whether a student should live on campus, and under which conditions.
- When appropriate, certain or all individuals associated with the affected student may be contacted, including Residence Life staff, Campus Police, and/or parents, of any problems and restrictions that may exist. This is done in an effort to provide the affected individual with the necessary support in managing the abuse or addiction.
- Require out-patient counseling and in-patient treatment if recommended.

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

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

APPENDIX III

Withdrawal Policy

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

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

The Vice President of Student Affairs or designee will, within three (3) days of involuntary withdrawal, hold a hearing and subsequent investigation into the student's ability to continue at Becker College and supply a written statement as to the reasons for concern. Parents or other appropriate persons (i.e., faculty, roommates, etc.), may be contacted either by the student or the Senior Vice President or designee for information and may participate in an informal meeting. The hearing determines whether the student may continue classes or withdraw until requirements outlined by the Senior Vice President (or designee) are met.

APPENDIX IV

Computer/Electronic Media Policies

All Becker College students are responsible for the Student Acceptable Computer Use Policy, and adhering to the Code for Ethical Use of Computing Resources as published in this Student Handbook.

Student Acceptable Computer Use

All students are provided with a Becker email account (mymail.becker.edu). This is the account College officials and faculty use to communicate with students. It is the student's responsibility to utilize their Becker email account and to check it frequently. 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 and you should not share your password with anyone.
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 of Massachusetts 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 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 residence Internet is limited to authorized Becker College wireless access points.
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 the halls must be reported to the hall Resident Assistant or through a Help Desk ticket. You can reach the Help Desk at 508.373.1999 or HelpDesk@becker.edu.
12. If OIT can access the Internet from a 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.

Code for Ethical Use of Computing Resources

All members of the Becker community make use of technology in pursuing their primary academic and administrative endeavors at the College. Using the College's technology resources for incidental purposes is also permitted, but all usage must comply with state and federal laws, as well as with Becker's own policies governing appropriate use of technology. Becker requires that technology resources are not: (1) used in a way that consumes excessive network resources; (2) abused or wasted; (3) employed in a way that interferes with, damages, or harms a person; (4) employed in a way that intentionally interferes with the business operations of the College or any other company; (5) used for commercial gain; (6) used for dishonest or personal advantage; or (7) used to publicly convey what would reasonably be considered a private matter concerning another student. Computing resources may not be used to promote or facilitate illegal or inappropriate activities or to facilitate actions that violate academic integrity (these may include, but are not limited to, harassment, theft, child pornography, sending or receiving pornographic images, selling papers or other course work, or copyright violation (including the distribution and reception of copyright protected music, movies, and games which are obtained illegally)). Please be aware that Becker College will cooperate with internal and external authorities in the investigation of illegal activities. Becker is also obligated to report any instances of child pornography to the appropriate law enforcement authorities.

Becker has a legitimate interest in protecting its investment in technology. Toward this end, the College reserves the right to require the registration of all technology-related devices used on campus, regardless of whether the device is owned by the institution or an individual; to prevent

or restrict the use of technology brought on campus by faculty, staff, and students; to identify and quarantine devices suspected of adversely affecting the network; to employ tools to monitor (at the port level) network-related activity, including bandwidth consumption and point-to-point file transfers; to monitor bandwidth consumption and restrict or eliminate bandwidth allocation to specific devices; to monitor the transmission and storage of confidential information; and to terminate without notice individual network and Internet access upon detecting activities that violate the law or College policies.

Violations of this policy may result in temporary or permanent loss of technology-related privileges including Internet, network and e-mail access, and fines.

Individual Access

All members of the community are obliged to act responsibly in the use of technology. Students are expected to provide and maintain accurate data about themselves (i.e., date of birth, address, Social Security number, etc.) when updating personal information on any of Becker's administrative and academic systems.

An individual may access only those accounts, files, software, and other computing resources authorized under his or her particular username and password and for which a legal license exists. Individuals must take reasonable precautions to protect his or her account(s) information, including passwords, usernames, and PINs. Sharing individual IDs and passwords is expressly prohibited. All members of the Becker community are expected to exercise care in logging out of network resources and applications, in regularly changing their individual password(s), and in maintaining the confidentiality of their password. It is also a violation of Massachusetts law to access a password-protected file without proper authorization.

An individual who intentionally shares their user ID and password with another person, where the primary intent is to provide access where it would otherwise be unavailable, may be subject to disciplinary action up to and including expulsion.

Hacking

Hacking is the intentional, unauthorized access to hardware or software. A hacker is a person who breaks into computers, usually by gaining access to administrative controls, with the intent to take over, read, modify, or cause damage. With the exception of specific course-based activities designed to educate students, which are conducted under the direction of the Center for Accelerated & Professional Studies or Academic Affairs, Becker will not tolerate any form of hacking. Responsible parties include those who instigate, plan, initiate, participate in, or perform hacking offenses.

Students suspected of engaging in hacking are expected to cooperate fully with Becker and legal authorities in the investigation of such incidents. In investigating complaints of possible violation of College policy, Becker reserves the right to examine the contents of personal computers used by students or other computers attached to the College's network, without prior consent or knowledge of the individual being investigated. Becker also reserves the right to confiscate computers used by students in these events. Cooperation may include, but is not limited to: providing transaction logs, copies of electronic mail messages, data files, usage records,

hardware, account and password information, or other information as required by those authorities. Those who are financially responsible for the perpetrators, such as parents or guardians, may also be held accountable.

Permission to Record

Faculty, staff, and students may not use any technology resources on the College's campuses, especially those available on personal devices, to record conversations, lectures, or classroom interactions without the express consent of those individuals being recorded. Such actions may also violate state and federal law. Faculty, at their sole discretion, may elect to make their lectures available for recording. Members of the Becker community who intentionally record other students, faculty, and staff without their prior written consent may form the basis of a civil libel action and may be subject to disciplinary action up to and including immediate termination and expulsion.

File Sharing Applications and Copyright Law

Person-to-person (P2P) applications allow individuals to electronically exchange music, movies, videos, software, games, and other kinds of copyright-protected and non-copyright-protected information. While some owners of music, movies, and software explicitly allow their products to be copied, many do not. It is best to assume that these materials are copyright protected, unless explicitly stated otherwise. Downloading and making available to other individuals copyrighted material, such as music, movies, videos, text, and software, without permission of the rightful owner, violates the United States Copyright Act (Title 17, United States Code), which has significant potential liability for damages. Moreover, using P2P file sharing applications may contribute to an excessive consumption of bandwidth and create a potential security risk, which also violates Becker policy.

As part of Becker's efforts to comply with copyright law, Becker's Digital Millennium Copyright Act (DMCA) Policy can be viewed on the Becker website. This policy outlines the specific procedures that Becker will take if the College receives any copyright infringement notices. Violations of copyright law may result in temporary or permanent loss of access rights, fines, assignment of financial responsibility, disciplinary action up to and including immediate termination of employment, expulsion as a student, and legal action.

APPENDIX V

Policy Regarding Contractual Relationships

The College as an entity maintains several types of contractual agreements with students that are not subject to College disciplinary procedures because they are not disciplinary in nature, but rather place the College in a role such as a proprietor. In these roles, the College may terminate students who fail to pay tuition or other expenses or may evict residents from their residence for major action that is inconsistent with the College's rules, including non-payment of money owed the College. The President of the College delegates these powers to the appropriate administrative officer. Regulations are subject to change at any time and will be communicated via written electronic notice whenever possible or other means as appropriate.

APPENDIX VI

Missing Student Notification Policy and Procedure

In compliance with the Higher Education Re-Authorization Act of 2008, the purpose of this policy is to provide the procedures for reporting, investigating, and making emergency notifications regarding any resident student of Becker College who is believed to be missing. These policies and procedures establish a framework for cooperation among members of the Becker College community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when s/he is absent from Becker College for more than 24 hours without any known reason. All reports of missing students shall be directed to the Becker College Campus Police, which will investigate each report and make a determination whether the student is missing in accordance with this policy.

Annually all students shall have the opportunity, on a voluntary basis, to identify an individual to be contacted by Becker College in the event s/he is reported missing. If a student is under the age of 18 years of age, Becker Campus Police is required to notify the parent or guardian of the missing student no later than 24 hours after determination that the student is missing. Becker Campus Police will also notify the appropriate law enforcement agencies no later than 24 hours after it determines that the student is missing.

APPENDIX VII

Policy for Service Animals

Becker College has established the following policy regarding Service and Support Animals, to assist individuals with disabilities. The scope of this policy is to set forth Becker College's policy, guidelines and requirements with respect to (a) the admittance and use of Service Animals on its campus, in its facilities including housing, or in other college programs and activities and (b) the keeping of a Support Animal in a College housing.

Being mindful of all health and safety concerns regarding the campus community, Becker College generally limits the presence of privately-owned animals on campus. However, the College will reasonably accommodate persons with disabilities who require the assistance of Service and Support Animals, as appropriate.

It is Becker College's general policy to provide reasonable accommodations to individuals with disabilities whenever an individual has a disability and there is a disability-related need for the requested accommodation. For purposes of this policy, an individual with a disability is an individual who provides the College with current and appropriate documentation of a physical or mental impairment that substantially limits them in a major life activity, in accordance with the Americans with Disabilities Act of 1990 as amended (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), and, for Support Animals in housing, the Fair Housing Act (FHAct).

The Accommodation Committee is responsible for implementing this policy and for guiding students with disabilities in documenting their specific request for reasonable accommodations. Each request regarding Service and/or Support Animals will be evaluated on a case-by-case basis, taking into consideration the needs of the individual and the College community. The

successful implementation of this policy requires the cooperation of all students, faculty, staff and visitors of the Becker community. Becker College reserves the right to amend this policy as circumstances require.

I. Service Animals

A Service Animal is not a pet. Service Animals are dogs that are individually trained to do work or perform tasks for individuals with disabilities including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or task the animal has been trained to provide must be directly related to the individual's disability, meaning that the dog must be trained to take a specific action when needed to assist the individual with a disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. A Service Animal under the ADA does not include a dog whose sole function is to provide comfort or emotional support. In accordance with the Americans with Disabilities Act, it is the policy of Becker College that Service Animals will be allowed to accompany individuals with disabilities on the College campus, in College facilities, programs, and activities to the same extent as access is granted to non-disabled persons, except as described below or otherwise governed by applicable law. This policy applies to students, employees, and other persons coming on the campus or into the College's facilities.

Students with Service Animals

We ask that students make themselves known to the College, either by contacting the Office of Student Life or the Disability Services Office should they desire to have a Service Animal accompany them in academic classes, activities, or services on campus.

If a student plans to have their Service Animal live with them in College housing, the student should provide notice to the College especially if requesting any type of accommodation for the Service Animal. Notice to the College is used solely to ensure the appropriate housing placement is made. A student's notification of the need to have a Service Animal reside in College Housing should be directed to the Office of Residence Life in accordance with the procedures in Section III below and, if possible, submitted at the same time as requests for disability-based housing accommodations are required to be submitted so that the housing assignment process can most effectively assign appropriate housing to accommodate a Service Animal.

II. Support Animals (assistance/emotional support animals)

Policy on Support Animals: Becker College is committed to granting reasonable accommodations to its rules, policies, practices, or services when such accommodations may be necessary to afford individuals with disabilities an equal opportunity to use and enjoy their dwellings, as required by federal, state and local law. A reasonable accommodation may include a change or exception to a rule or policy that is needed because of a person's disability (such as a

no-pet rule), or it may be a physical change to a unit or common area. A disability-related need for a requested accommodation exists when there is an identifiable relationship, or nexus, between the requested accommodation and the individual's disability.

A Support Animal is not a pet. It is an animal, such as a dog or other common domestic animal that works, provides assistance, or performs tasks or services for the benefit of an individual with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. A request for a reasonable accommodation to allow a Support Animal to reside in College housing with a student with a disability is reviewed under the provisions and requirements of the Fair Housing Act (FHAct). Support Animals are permitted to reside in College housing only after approval of the requested accommodation that has been submitted, with required documentation, to the Office of Residence Life in accordance with this Policy. Approved Support Animals must remain within a student's on-campus housing assignment (except to the extent the individual is taking the animal out for natural relief) and are not allowed in academic buildings, cafeterias and/or any other college facilities. Each request for an accommodation to have a Support Animal in College housing is reviewed on a case-by-case basis and requires prior documentation and approval as outlined in this policy.

III. Procedures for Requests for Accommodations for Service and Support Animals in Housing

Incoming students who will be living on campus must submit their request for the accommodation of a Service Animal on campus or for a Support Animal to reside in college housing with their initial housing application by the application deadline. The request form is available on the Residence Life Web-site. Current residents must submit requests by the appropriate fall housing selection deposit date for the following academic year. Spring semester requests are due no later than December 1st. All requests are subject to review and require current documentation as outlined in this policy. While requests may be made after the designated deadline and will be considered, there is no guarantee that the College will be able to meet late applicants' accommodation request. To make a request, students must contact the office of Residence Life and provide appropriate and timely documentation as indicated.

A. Allowed Inquiries to Determine if a Dog is a Service Animal

In situations where it is not obvious that the dog is a Service Animal, College employees may ask two specific questions:

- (1) is the dog a service animal required because of a disability? and
- (2) what work or task has the dog been trained to perform?

The College employees are not allowed to request any documentation for the dog, require that the dog demonstrate its task, or inquire about the nature or extent of the person's disability.

A student who wishes to request accommodations of a disability other than to have a Service or Support Animal in campus housing must submit comprehensive documentation by following

Becker College's guidelines for disability documentation, and including the following additional information:

B. Requests and Documentation for an Accommodation of a Support Animal

Requests to house a Support Animal in campus housing must be accompanied by a statement from a reliable professional third party with knowledge of the individual's disability, dated within the past 6 months, indicating that the individual requesting the accommodation has a disability (if the disability is not obvious) and describing the accommodation and showing the relationship between the disability and the accommodation. This means the documentation must indicate that the Support Animal will serve a function directly related to the individual's disability, that is, there must be an identifiable relationship, or nexus, between the requested accommodation for a Support Animal and the individual's disability. The individual with a disability must demonstrate a disability-related need for the animal, such as service, or assistance, performing tasks for the benefit of a person with a disability, or providing emotional support that alleviates one or more symptoms or effects of a person's disability. In most cases, individual medical records are not required.

Becker College, in consultation with the student making the request, and other parties as appropriate, may consider the criteria below in determining whether the presence of the animal is reasonable in the making of housing assignments for individuals with assistance animals:

- Whether the animal poses or has posed in the past a direct threat to the individual or others;
- Whether the animal causes or has caused excessive damage to housing beyond reasonable wear and tear;
- Whether the size of the animal is too large for available assigned housing space;
- Whether the animal's presence would force another individual from individual housing (e.g. serious allergies);
- Whether the animal's presence otherwise violates individuals' right to peace and quiet enjoyment; and
- Whether the animal is housebroken or is unable to live with others in a reasonable manner.

The individual must provide written consent for Becker College Office of Residence Life to disclose information regarding the request for and presence of the Support Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability. Becker College reserves the right to assign an individual with a Support Animal to a single room without a roommate upon availability.

C. Requests for Other Accommodations

A student who wishes to request an accommodation of a disability other than to have a Service or Support Animal in campus housing must make that request and submit the required documentation in accordance with Becker College's guidelines for disability accommodations and documentation to *[add name of department and website where information is found]*

IV. Owner Responsibilities, Procedures and Requirements for Service and Support Animals on Campus.

A. General Responsibility

Owners with Service or Support Animals on campus have the responsibility to ensure that the animal acts appropriately at all times while in public. Owners must follow all established College policies (including the Code of Conduct) and adhere to the expected standards of behavior as other members of the College community. Owners are responsible for ensuring the safety of their Service or Support Animal.

The Owner must register the Service Animal (if residing in housing) and Support Animal living in housing with the Assistant Director of Housing/Student Conduct and the Disability Specialist prior to moving into campus housing each year, or when changing rooms during the year.

[Deleted the provision requiring students with allergies to contact Residence life as that is not permitted; cannot ask someone to disclose a disability. See insert above for criteria to evaluate Support Animal requests taken from the Kent State Consent Decree and approved Support Animal policy.]

B. Responsibilities of Handlers Using Service & Support Animals in Housing

- The Service or Support Animal must be properly housed and restrained or otherwise under the dominion and control of the owner at all times. No owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from College housing.
- The handler is responsible for assuring that the approved animal does not unduly interfere with the routine activities of the residence hall or cause difficulties for students who reside there.
- The animal must have a current health record, including vaccination record, from a licensed veterinarian which is dated within the past year. Verification of good health must be provided at the beginning of every semester.
- The animal must meet legal requirements; all licensure requirements of the city/town of the animal's residence must be met. Evidence of such a license must be provided to Residence Life and Disability Services. Students may be required to license the animal in either the city of Worcester or Leicester under current Massachusetts law.
- The handler is responsible for any damage caused by the animal and must take appropriate steps in assuring the prevention of property damage or injury. The cost of care, arrangements and responsibilities for the well-being of an authorized animal are the sole responsibility of the handler at all times.

- Students with roommates: All roommates of the handler must sign an agreement acknowledging that the approved animal will be in residence with them. In the event that one or more roommates later do not approve, either the handler and animal or the non-approving roommates, as determined by Residence Life, may be moved to a different location. The College reserves the right to assign new incoming students (freshman/transfer) with a Service or Support Animal to a single. Following the first year, students can select a roommate with the understanding and consent of the procedures outlined in the policy for Service/Support Animals.
- The animal must be well groomed and appropriate measures taken at all times for flea, tick and odor control. The residence may be inspected at any time for fleas, ticks and other pest, as needed. If deemed necessary, college-approved pest control services will be utilized and the handler will be responsible for the expense of any necessary pest treatment.
- **Support Animals** must be contained within the handler's housing assignment at all times, except to the extent the individual is taking the animal out for natural relief or when transported outside the private residential area en route off-campus in an animal carrier or controlled by leash or harness. Support Animals are not allowed in any College facilities other than the College housing to which the resident is assigned. A **Service Animal** may travel with the handler throughout the campus, except in prohibited areas which are outlined in this policy.
- Service and Support animals are not to be left alone overnight in campus housing or left to be cared for by another student/individual. If the handler leaves the campus for a prolonged period of time, the animal must be taken with the handler. The animal is **not** to be left in a vehicle at any time unattended.
- The College reserves the right to place other reasonable conditions or restrictions on the animal depending upon the nature and characteristics of the animal. If an individual/handler feels he or she is unable to comply with any of the requirements contained in the policy, the student should contact Residence Life and Disability Services to address their concerns.
- The handler is responsible for removal and proper disposal of the animal's waste. Removal must happen immediately. The animal's waste must be removed into a proper receptacle. If the individual/handler is unable to clean up after the animal because of a disability that prevents them from doing so, or who need assistance, should notify Disability Services so that alternative arrangements may be agreed upon. If an animal should urinate or defecate inside of a building or in another area that requires cleaning or maintenance, the individual/handler must notify Residence Life, and will be responsible for the cost of the cleaning.
- The individual/handler agrees to continue to abide by all other housing and College policies. Reasonable accommodation, which may constitute an exception to a policy that would otherwise prohibit using/housing an animal does not constitute an exception to any other policy.

- The service or support animal must be under control of the individual/handler at all times. Reasonable and appropriate behavior is expected from service or support animals at all times while on campus. If a service animal should exhibit unacceptable behavior, the individual/handler is expected to employ appropriate training techniques to correct the given situation. The animal must wear a leash, harness or other tether unless the handler is unable to use such devices or they interfere with the safe performance of the animal's work or task.
- All service animals are prohibited from food preparation areas, unless this is a kitchen within the individuals assigned residence space. Access to animal related facilities on campus (i.e. Lenfest Animal Health Center, Equestrian Center, etc.) is permitted with the written consent from the School of Animal Studies Dean.
- If a service or support animal is determined to be out of control, the incident will be addressed on an individual basis. The handler is fully responsible for the actions of the service or support animal. The individual/handler is held to the College code of conduct related to any behavior caused by the animal.
- Consequences for misconduct may include, but are not limited to, a plan for correction of disruption (i.e. muzzling a barking dog), and refresher training for the service animal and handler, or exclusion from Becker College facilities.
- Should the approved animal need to be replaced, the student must notify Residence Life and Disability Services, and must seek approval in accordance with this policy.

C. Damages

If a Service or Support animal damages the assigned residence hall room or other College property, the cost of the damage will be assessed and assigned to the student's account. The owner/handler is responsible for ensuring cleanliness and proper care and treatment of the animal and its environment.

V. Areas Off-Limits to Service and Support Animals

Becker College may prohibit **service animals** in specific locations due to health and safety restrictions. Restricted areas may include, but are not limited to: food preparation areas, mechanical rooms, custodial closets, labs, rooms with heavy machinery, areas where protective clothing is necessary, areas where there is a danger to the animal, and areas outlined in state law as being inaccessible to animals. Authorized animals may be prohibited from labs if the lab supervisor has reason to believe the animal's presence would compromise the environment or if the area poses a physical danger for the animal. ***Support animals are only permitted within the individuals/handlers on-campus housing assignment.***

VI. Removal of Approved Animals

The individual/handler may be directed to remove an animal that is unruly or disruptive to the community (e.g. barking, growling, and jumping on others). If the inappropriate behavior occurs repeatedly, the individual/handler may be prohibited from bringing the animal into any College facility or event until the person can demonstrate that appropriate steps are taken to mitigate the behavior. Any animal that exhibits aggressive or unsafe behavior may be prohibited from Becker College facilities or events. In addition, The College may require the owner to remove the Service or Support Animal from College housing if:

- The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others, including College property;
- The animal's presence results in a fundamental alteration of a College program;
- The owner does not comply with the owner's responsibilities set forth above; or
- The animal or its presence creates an unmanageable disturbance or interference with the College community.

The College will base such individualized determinations upon the consideration of the behavior of the particular animal and resident on a case-by-case basis, and in consultation with Residence Life, the resident, and other parties as appropriate. The College will not base this determination on speculation or fear about the harm or damages an animal may cause. Any removal of the animal may be appealed pursuant to the grievance procedure found here.

Should the Service or Support Animal be removed from the College housing for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

VII. Expectations for Faculty, Staff, Students, and Other Members of the College Community Regarding Service or Support Animals

The individual/handler of a service or support animal at any College facility or event is expected to maintain the appropriate behavior of the animal as stated:

- The animal must not be allowed to initiate contact/approach/sniff people, be near tables in eating areas, or near personal belongings of other individuals.
- The animal must not display any behaviors or noises that are seen as disruptive to others, such as barking, growling, or other behavior that is not seen as part of the task that the animal was trained to conduct.
- The animal must not block an aisle or passageway, and cannot impede access to ingress/egress of a facility.
- The animal must be trained to not be attracted to food that may be in common areas used by other faculty, staff or students.

Community Members (students, staff, faculty, and visitors) are to recognize the working role of a Service or Support Animal and adhere to the following:

- All of the individuals above must allow a service animal to accompany its owner/handler at all times and allow support animals as authorized for an individual circumstance.

- All of the individuals above are not to feed, pet or touch an authorized animal without the express invitation of the individual/handler. Service animals are trained to be protective of their owner, among other tasks, and petting the animal can distract them from their working responsibilities.
- All of the individuals above are not to deliberately startle, tease or otherwise distract a service animal.
- All of the individuals above are not to separate or attempt to separate an owner from the service or support animal.
- All of the individuals above are not to inquire details about the owner's disability or the nature of work of the authorized animal. As the College does not generally allow animals, staff may inquire **only**: whether the animal is required for a disability or what work/task the animal provides for the owner/handler.
- Faculty will be notified in advance, if an individual requiring the use of a service animal will be attending their course, and only if such prior disclosure is consented to by the owner of the Service Animal. This will allow for any adjustments that may need to be made prior to the first day of class (i.e., size, location or air conditioning in the classroom).

VII. Grievance Procedures

If a decision is made to deny a request or remove a service or support animal, the individual/handler may request an appeal of the decision in writing to the Appeals Committee. Appeal requests must state a specific reason for reconsideration, and will be reviewed by Joseph Lomastro, Director of Residence Life and Michael Durant, Asst. Dean of Student Academic Support Services.

APPENDIX VIII

NCAA Division III Philosophy and 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:

- Encourages the development of sportsmanship, fair play, and knowledge of ethics for all student athletes, coaches, and administrators.
- 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.
- Strives to enlighten the student-athlete on issues pertaining to their well-being.
- 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.

- Ensures that all participants receive the same treatment as other students and have no unique privileges.
- Gives emphasis to regional, in-season competition, and conference championships.
- Awards no athletically related financial aid.
- Creates a means in which student- athletes can voice concerns and problems to the administration.
- Encourages participation by maximizing the number and variety of athletic opportunities for students.
- Assures the athletic programs subscribe to the same guidelines as other departments in the areas of financing, staffing, and control.
- Supports ethnic and gender diversity for all constituents.
- Extends opportunities for educational, professional, and personal advancement through its continuing education activities, and supports programs for academic success.
- Encourages students to grow intellectually, socially, and personally by presenting the world of knowledge, ideas, and imagination in a stimulating matter.
- Ensures that athletics recruitment complies with established institutional policies and procedures applicable to the admissions process.
- Ensures that coaches play a significant role as educators.
- Requires that the academic performance of student-athletes is consistent with those applicable to the general student body.
- Administers 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.

APPENDIX IX

Important Laws

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

The law requires all independent colleges to make available voter registration forms wherever students register for classes. Massachusetts residents will find such forms in the Registrar's Office.

Drug-Free Schools and Communities Act

Under the Drug-Free Schools and Communities Act, as amended, the College has adopted policies and procedures to prevent the unlawful possession, use, or distribution of illegal drugs and alcohol by students and employees. “Becker College, in accordance with federal legislation and College policy, is committed to providing a drug-free, healthy, and safe environment for all students, faculty, and staff. The unlawful use, possession, manufacturing, distribution, or dispensation of a controlled substance ...is prohibited. If it is determined that a violation of this policy has occurred, disciplinary action up to and including the dismissal of students and referral for prosecution may result.”

The Massachusetts Clean Indoor Air Act (Chapter 270, § 22)

Under the Massachusetts Clean Indoor Air Act, smoking is prohibited at private colleges except in areas designated by the College as smoking areas. All indoor smoking is prohibited.

The Student Right to Know and Campus Security Act of 1990, 20 U.S.C. § 1092 (as amended) The Cleary Act

The College's annual statistics concerning "criminal offenses reported to campus security authorities or local police agencies" can be found on the website of Campus Police and is published annually. Please contact the Campus Police with any questions.