



**THE GRADUATE
SCHOOL**

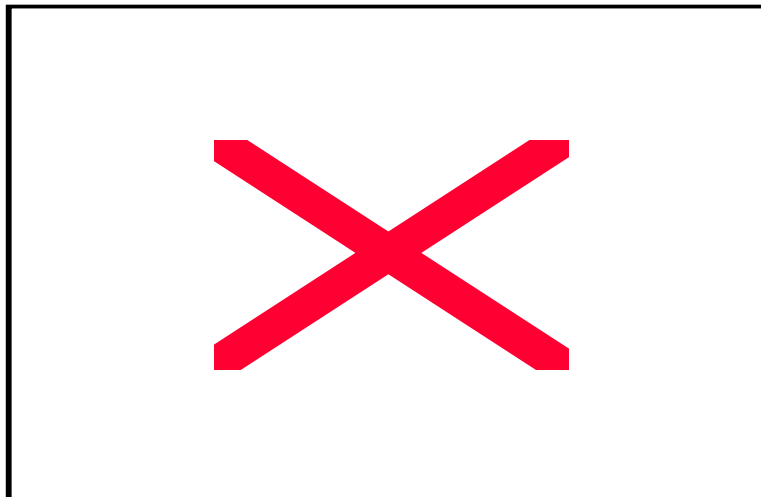
Worcester State College

Graduate Student Handbook

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Graduate General Information

Graduate Education

Graduate education is both exciting and challenging. Academic expectations are higher than at the undergraduate level, but the career rewards in terms of both financial gain and self esteem are also higher.

At the graduate level students begin to focus explicitly on a single discipline or professional program. Here students attain a level of knowledge in their field whereby they are considered masters in it. Indeed, some contribute to the world of scholarship through research leading to a thesis or publication. Those students pursuing a practice-oriented master's degree demonstrate mastery through a project, a practicum, or an internship. While for many students a master's degree serves as a terminal degree, others continue at the doctoral level where new contributions to the world of scholarship are required.

Graduate students seriously pursue a specific area of study. There are no longer broad distribution requirements to fulfill as there are at the undergraduate level. Students acquire knowledge and demonstrate expertise in their field through the completion of course work, seminars, colloquia, field placements, and internships, as suitable to their area of study.

One goal of graduate study is to prepare the student to become an independent scholar or practitioner. Graduate students are expected not only to read assigned articles, but to search for other related articles to obtain a deeper understanding of the issues. In some fields, they are expected to design, implement and evaluate experiments, drawing conclusions and making recommendations. As in course work, field work or internship experiences at the graduate level are intensive and integrative in nature. Graduate students are expected to be reflective and creative in approaching all graduate learning experiences.

Some scholars consider perseverance the sine qua non of success in graduate school. Adapting to the more rigorous standards and more intensive learning experiences at the graduate level can be challenging and intellectually productive. Since research often leads to unexpected discoveries which may require the student to rethink and redesign the research project, their persistence and dedication are essential. Preparation for exams, which is done independently, also demands consistent, self-

motivated hard work. All of these experiences provide a gateway to further personal and professional development.

A desirable feature of graduate education is mentorship: a relationship between a professor and a student in which the professor not only advises the student about reaching scholarly or practical goals, but also joins in discussion of ideas, theories and practices within the student's chosen field. While mentorship is not a requirement for either faculty or students, those professors and graduate students who take part in it gain professionally from the experience.

Graduate education offers an opportunity for students to explore new academic and professional horizons and to experience the joy of learning and of scholarship. There is an excitement of discovery that is contagious, and those who catch it are justly proud of their achievement.

Degree Requirements

Please refer to the Graduate Catalog for specific program requirements.

Matriculated vs. Non-Matriculated Status: A matriculated student is one who has been accepted into and is enrolled in a graduate degree or post baccalaureate program at the College.

Non-Matriculated status indicates that a student has registered for and is taking a course(s) at the College without being formally accepted into a program. A graduate applicant is allowed to take courses prior to being accepted into a graduate degree program, but no more than 4 courses will be permitted to be applied toward the master's degree. Interested students should consult with the appropriate program coordinator to assure the coursework they wish to take is applicable to the degree program.

Residency: All candidates for the master's degree must complete a minimum of 33 semester hours of credit, all of which must be earned exclusively in graduate-level courses. Only credits for which students have earned a grade of "B-" or higher within a two-year period immediately prior to the effective term of admission are transferable from an accredited institution, including credits earned at Worcester State College. A maximum of 12 such graduate credits may be accepted. Acceptance of transfer credits is the responsibility of the full-time faculty in the relevant discipline in conjunction with the Graduate Education Council. **In all instances, no more than 12**

semester hours of credit may be earned at any location other than the Worcester campus of Worcester State College.

Time Limit: All requirements for a graduate program must be completed within six years of the effective term of admission to a program. Candidates eligible for graduation must signify their intention by completing and submitting an Intent-To-Graduate form and include a check for the \$15.00 Commencement fee. The fee covers the cost of the diploma, invitations and other expenses associated with graduation. Deadlines for filing are: March 15 for a May graduation, June 15 for an August graduation, and October 15 for a December graduation. If candidates plan to participate in the May Commencement, they will need to complete a regalia order form and pay the cost of the cap, gown and hood. Both forms are available in the Graduate Office or candidates may request to have them mailed to them.

Comprehensive Examination: To receive a Master of Science in Biotechnology, or Master of Education with a concentration in health, history or English, a candidate is required to pass an oral or written comprehensive examination in his or her field of concentration. Refer to program descriptions in this catalog for additional information.

Academic Standing: Matriculated students will be dismissed from their graduate program if they do not maintain a cumulative GPA of 3.0 or if they receive two grades of C+ or lower. In addition, grades below a B- are not acceptable for degree credit. Dismissal requires absence from the College for one semester, pending action on an appeal, if submitted.

Academic Policies and Procedures

Academic Honesty

We expect students to maintain standards of honesty and integrity in all aspects of their academic careers. Academic dishonesty violates the very nature of our academy. Its scope includes plagiarism, lying, tampering and falsifying reference materials, and theft. Plagiarism and cheating consists of any attempt by a student to represent the work of someone else as his/her own. It includes, but is not limited to submitting, copying, or substantially restating the work of another person or persons in an oral or written work without citing the appropriate source; collaborating with someone else in an academic endeavor without acknowledging that

contribution; and copying the answers of another student in an examination. Worcester State College will not tolerate plagiarism or cheating in the classroom in any fashion. The penalties for academic deceit are severe and unawareness is not an acceptable justification. The instructor(s) may fail the student or enforce another appropriate penalty concerning academic dishonesty. Any violation of the Academic Honesty Policy is a violation of the Student Code of Conduct. As such, it is subject to a judicial hearing at the discretion of faculty.

Independent Study: No more than three semester hours of credit in independent study may be applied to the satisfaction of requirements of any graduate degree program. Independent study contracts, available in the Office of Graduate Studies, must be completed and filed with the Registrar by the last day of registration for a semester. Independent studies are granted only for extenuating circumstances.

Attendance: Because each class meeting constitutes a substantial portion of the work in an evening or summer course, students are expected to attend all scheduled class meetings. If absent for any valid reason, the student should inform the instructor and arrange to make up classwork and assignments.

Leave of Absence: Matriculated students may request a leave of absence for up to one year by completing a leave of absence request form available in the Office of Graduate Studies. In extenuating circumstances, at the discretion of the Executive Director of Graduate and Continuing Education, a student may be granted an extension. Approved leave time is not counted against allowable program length.

Transcripts: Official transcripts of course work taken at Worcester State College may be obtained by eligible students from the Office of the Registrar with the completion of a form available for that purpose, or by writing the request. Requests must include name while attending, current name if different, Social Security number and/or student ID number, last date of attendance and whether or not the student was officially accepted into a program. Transcripts are \$2.00 per copy; “rush” transcripts are \$4.00 per copy. Payment must accompany the request in the form of a check made payable to Worcester State College.

Grading System: The grading system for graduate studies employs the letter grades A, A-, B+, B, B-, C+, C, C-, D+, D, D-, E (failure), W (withdrawn), and I (incomplete).

Incomplete Grades: When circumstances prevent a student from completing a course on time (e.g., illness), the student is responsible for requesting an “incomplete.” The professor may grant an incomplete provided the student had completed a substantial portion of the course requirements. The student must make arrangements with the professor to complete the course within six weeks of the beginning of the next semester. The official calendar for the year indicates the date to resolve incompletes from the previous term. If the requirements are not met within the appropriate period, the incomplete will automatically become an “E,” and is so recorded on the student’s permanent record. An extension of an incomplete for one semester may be granted if circumstances still prevent the student from completing the course. In such cases, the student is responsible for obtaining the approval of the professor who must notify the Registrar in writing of his/her approval prior to the end of the initial six week period. With regard to the extension of an incomplete grade, **the required course work must be completed by the student prior to the beginning of the final examination period of the semester immediately following the one in which the incomplete was originally issued.** The instructor will then have five working days within which to submit a final grade to the Registrar.

Withdrawal from Courses: Official notice of withdrawal from a course must be made on a form available at the Registrar’s Office. The official date of withdrawal is that on which the completed form is received by the Registrar’s Office. The deadline for withdrawal from a course is indicated in the official calendar. A grade of “W” will be recorded in each case of a withdrawal from a course. **Failure to attend class meetings does not constitute official withdrawal from a course, and a student who merely ceases attending will receive the grade of “E.”**

Course Repeat: Students who wish to repeat a course must file a course repeat form. These forms are available in the Graduate Studies Office. Only the higher of the two grades is computed in the cumulative GPA. A course may be repeated only once. Both the old and the new grade will appear on the transcript.

Change of Grade: Once a grade has been posted to a student’s transcript, that grade may be changed if, and only if, an error has been made in the calculation or transcription of the original grade. Under no circumstances will a change in grade for a student be allowed because of the submission of additional work after the course has ended. No grade

change may be made after the conclusion of the semester following the semester in which the grade was originally submitted.

Audit Grade for Graduate Courses

Audit grades for graduate courses will satisfy the needs of the following students:

- professionals interested in taking courses to learn the latest information in the field, and who are not interested in graduate credit or a graduate degree;
- students who wish to test the likelihood of continuing in a particular field of study;
- teachers and other professionals who are interested in re-certification or in meeting licensing requirements and wish Professional Development Points(PDPs) or Continuing Education Units (CEUs) and not graduate credit.

The following rules apply:

- The cost of an audited course will be the same as the cost of a credit bearing course.
- Students will have to declare at registration that audit is their choice; they will not be able to switch to credit-bearing status after registration.
- Similarly, students cannot switch from credit-bearing to audit status after registration.
- Audit will not be possible in practicum or internship courses, or in any courses where the instructor deems participation, such as group or team work, essential for the success of the course.
- Students who audit a course are governed by the same attendance policies as apply to the enrolled students in that course.
- Students may repeat any course for credit they have audited.

Pass/Fail Grades for Graduate Courses

Although the Pass/Fail grade for graduate courses is not normally an option, there are three cases in which the option will be available:

1. for professionals returning for current information and not a degree, but who wish credit for personal or professional reasons;

2. at the discretion of the academic department, in courses such as practica or internships for which a supervising professional oversees the educational experience;
3. courses offered with the Professional Development (PD) identifier are offered on a Pass/Fail basis and may not be used towards graduate degrees at Worcester State College.

A student who has elected the pass/fail option under one of the above three conditions may not at a later time convert the pass/fail grade to a specific letter grade.

Graduate Grade Appeal Procedure

Prior to invoking the use of the graduate grade appeal procedure, individuals should exhaust all informal means available to resolve questions concerning specific grades.

The graduate grade appeal procedure is designed to resolve questions regarding student grades when one or more of the following is at issue: 1) there is reason to believe that a mechanical error in calculating a grade has occurred; 2) there is reason to believe that a grade has been calculated in a manner which is inconsistent with the stated grading policy.

The appeal procedure may not be used to challenge a grade which results from a faculty member exercising usual and customary professional judgment in the evaluation of student work.

Step 1

Within ten working days of the availability of the grade in question, the student shall request in writing a meeting with the instructor. In the case of an end-of-semester grade, the student shall request such a meeting no later than ten working days after the beginning of the next semester. The instructor shall arrange to meet with the student within ten working days of the receipt of the request.

Step 2

If the matter is not resolved to the satisfaction of the student at Step 1, then, within ten working days of the meeting in Step 1, the student shall file a written request to review the matter with the appropriate Department Chair.

Step 3

If, within ten working days of the receipt of the request in Step 2, the Department Chair is unable to resolve the matter to the satisfaction of all

parties, then either party may, within ten working days, file a written request to review the matter with the Dean of Graduate and Continuing Education.

Step 4

If, within ten working days of the receipt of the request in Step 3, the Dean of Graduate and Continuing Education is unable to resolve the matter to the satisfaction of all parties, then either party may, within ten working days, file a written request to review the matter with the Academic Vice President.

Step 5

Within ten working days of the receipt of the request in Step 4, the Academic Vice President shall inform the student, faculty member, Department Chair, and Dean of Graduate and Continuing Education of the results of the Vice President's review. The appeal process ends at this point.

Academic Dismissal Appeal Procedure

If dismissed for academic deficiency, students may appeal for reinstatement. Appeals must be made in writing to the Chair of the Graduate Education Council, and must be submitted within ten working days following notification of dismissal. Students will be notified in writing of the decision of the Council.

1. A student's written appeal to the Council must include: the student's name/Identification Number/program; a discussion of the circumstances contributing to the academic deficiency; and permission for Graduate Education Council to review academic records.
2. The Graduate Council will consider the appeal at its next scheduled meeting.
3. In its written response to the student, the Council will outline the conditions rationale of its action:
 - a) if the appeal is granted, Council will outline conditions of reinstatement and time frame for program continuation/ completion
 - b) if the appeal is denied, the student is administratively withdrawn from the program; he/she may not re-apply to the same program; and cannot apply for re-admission to another program for 12 months.
4. A second dismissal for academic deficiency is not subject to appeal.

5. Evaluation of academic standing will take place after each semester/session.

Non-Academic Dismissal Appeal Procedure

After the Dean has sent the decision of the Graduate School as to dismissal for non-academic reasons, the student may appeal using the following process.

A student dismissed for non-academic reasons may appeal the decision of the Graduate School to the Vice President for Academic Affairs. This appeal must:

- a) Be in writing,
- b) Be submitted within 10 business days of receiving the Graduate School's decision,
- c) The decision of the Vice President for Academic Affairs is final.

Address appeal to:

Vice President for Academic Affairs
Worcester State College
486 Chandler Street
Worcester, MA 01602

Graduate Financial Information

The schedule of fees, tuition, methods of payment, and refund policies are those in effect at the time of publication. They are subject to change without notice.

Tuition and Fees 2004-2005

Graduate Programs

Graduate Tuition (per credit):	\$150.00
Graduate Fees (per credit):	

All Programs	\$79.00
Special Fees:	
Capital Improvement Fee:	
0-6 credits	\$25.00 per term
7 or more credits	\$50.00 per term
Student Teaching	\$75.00 per course
Lab Instruction	\$60.00 per course
Field Work Supervision	\$15.00 per credit
Internship	\$15.00 per credit
Parking	\$ 5.00 per semester
Transcript	\$ 2.00 per copy

Tuition and fees are payable at the time of registration and may be made by bank check, money order, personal check, or credit card (MasterCard or Visa); cash will not be accepted.

Tuition and fee charges are subject to change by the Board of Trustees.

Course Cancellation/Processing of Tuition Refunds

Worcester State College reserves the right to cancel any course for which there is insufficient enrollment. Students may transfer to another course by completing appropriate forms in the Registrar's Office. Processing of tuition refunds takes two to four weeks. Refunds are sent to the student at the address of record.

Student Health Insurance

Graduate degree seeking students enrolled in seven (7) or more credits per semester are required by State regulation to carry individual health insurance coverage. Students without such coverage will be billed a health insurance premium (currently \$864.00 per year) for mandatory enrollment. **Students who already have appropriate coverage must complete a waiver of insurance at the time of payment (before the first day of classes) in order to waive the mandatory insurance premium. Any student not completing a waiver will be billed for insurance. This charge may not be adjusted, and is non-refundable after the add/drop period.**

General College Refund Policy

Applicability

This refund policy applies to all full-time and part-time students enrolled in regularly scheduled classes at Worcester State College other than those attending Worcester State College for the first time (in the current

academic year) and receiving financial aid. This policy applies to all tuition, room, board, fees, and other standard billed charges.

Withdrawal Requirements

All matriculated students, undergraduate and graduate, who wish to withdraw from the College must do so in writing to the Registrar's Office on the prescribed form. The official date of withdrawal is that on which the completed form is received and stamped by the Registrar.

All withdrawals from courses – rather than withdrawal from the College entirely – must be done in writing to the Registrar's Office, following the procedures established for that purpose.

Refund Policy

Refunds for withdrawal from the College or withdrawal from courses will be made based on the following schedule if official notice of withdrawal has been received in writing and certified by the Registrar:

1. Prior to the first day of classes, or within the official add/drop period
 - Full refund of all tuitions and fees paid
2. After the official add/drop period
 - No refund of any tuitions or fees paid (unless registration is cancelled by the College)
3. Room Charge (if applicable)
 - A full refund of room fees, less the \$150 room reservation deposit will be made if intention to withdraw is received by the Director of Housing in writing at least 30 days prior to the beginning of the semester, **and the College is able to fill the vacancy thus created.**
 - A pro-rata refund of room fees will be made if intention to withdraw is received by the Director of Housing in writing prior to November 1st (Fall semester) or April 1st (Spring semester), **and the College is able to fill the vacancy thus created.**
 - The Housing Contract is for the term of one (1) full academic year, unless otherwise specified in writing. To terminate this agreement, for any reason other than terminating his/her status as a student of Worcester State College, a student must petition for release with the Director of Residence Life. Such release is not guaranteed, **and the College reserves the right to deny requests to terminate or cancel the agreement.**

Return of Title IV Funds

Refund Policy for Students Who Receive Federal Financial Aid

Applicability

This refund policy applies only to all full-time and part-time students enrolled in regularly scheduled classes at Worcester State College who are receiving Federal Title IV financial aid. This policy is mandated by federal regulation.

Withdrawal Requirements

All matriculated students, undergraduate and graduate, who wish to withdraw from the College must do so in writing to the Registrar's Office on the prescribed form. The official date of withdrawal for this refund policy is the date that the student begins the official withdrawal process or the date that the student officially notifies the College of his or her intent to withdraw.

Refund Policy

Refund of Federal Title IV Financial Aid will be based on the date a student completely withdraws from the College as described above. During the first 60% of the semester or summer term a student earns Title IV funds in direct proportion to the length of time he or she remained enrolled. A student who remains enrolled beyond the 60% point earns all aid for the semester or summer term. The percentage of the semester or summer term that a student remains enrolled is derived by dividing the number of days a student remains in attendance by the number of days in a semester. Calendar days are used but breaks of at least five days are excluded from both the numerator and the denominator. Unearned Federal Title IV aid other than Federal Work-Study must be repaid in the following order:

Federal Unsubsidized Stafford Loan

Federal Subsidized Stafford Loan

Federal Perkins Loan

Federal Parent Loan

Federal Pell Grant

Federal Supplemental Educational Opportunity Grant

Other Title IV programs

Students must repay 100% of unearned loans according to the terms of their Promissory Note.

Only 50% of unearned grants must be repaid within 30 days of withdrawal from the College.

Graduate Financial Aid

General Information

Graduate students are encouraged to apply for financial aid to help them meet their educational costs. To receive financial assistance from the College, students must be enrolled, or accepted for enrollment, in a degree-granting or federally approved certification program at Worcester State College. Graduate students are eligible for Federal Loans and/or Federal Work Study funds. Applicants must also meet all eligibility requirements and must be in good academic standing.

Financial aid is awarded to students with demonstrated financial need, i.e., the amount by which the total cost of college attendance (including reasonable costs for room, board, books, transportation, and other personal expenses) exceeds the expected family contribution. Non-need based Financial Aid is available through several loan programs.

Complete information on financial aid programs, application procedures, and the award process is available in the Worcester State College Financial Aid Guide and the Financial Aid Office website at www.fac.worcester.edu/finaid. Applicants to the College, current students, and their families should feel free to contact the Financial Aid Office at 508-929-8056 during our business hours which are 8:15 a.m. to 5:00 p.m., Monday through Friday.

Application Process

All students applying for financial aid should complete and submit a Free Application for Federal Student Aid (FAFSA) and a Worcester State College Financial Aid Application prior to the deadlines indicated below. Late applicants for financial assistance will be given full consideration for maximum funding as long as resources are available. Applicants for financial assistance are not required to submit their spouse's and/or parents' tax forms unless requested by the Financial Aid Office. Renewal of financial aid is not automatic; eligibility must be re-established by applying on an annual basis.

Deadlines

March 1 — all first year undergraduate and graduate applicants for the Fall of 2004

March 1 — all returning undergraduate and graduate applicants for the Fall of 2004

November 1 — all first year applicants, transfers, for the Spring of 2004

April 1 — deadline for the submission of Summer I and Summer II financial assistance requests.

Entrance Interviews

All first time borrowers are required to attend a federally mandated Federal Loan entrance interview. Loan funds will not be applied to a student's account until this obligation is fulfilled.

Exit Interviews

Students who have received Federal and/or State Student Loans at any time during their academic careers are required to attend an exit interview prior to any leave of absence, upon withdrawal or graduation from the College.

Programs and Resources

State Employees' Tuition Remission: State employees and their dependents who elect to take courses at Worcester State College may have some or all of their tuition waived. Documentation of eligibility should be submitted to the Bursar's Office. Eligible persons should contact the Personnel Office at their place of employment for further details.

Massachusetts Rehabilitation Benefits Program: Certain benefits are available for the handicapped person. Contact the Massachusetts Rehabilitation Commission for further information.

Veterans' Benefits: The Veterans' Administration has approved Worcester State College for the purpose of providing Veterans' Educational Benefits to veterans pursuing undergraduate and graduate study. Massachusetts veterans entitled to educational benefits must provide the Registrar's Office with a copy of their Form DD-214.

The Federal Perkins Loan: is a federal program administered by the College. It offers long term, low interest loans to undergraduate and graduate students. The maximum yearly graduate student limit is \$6000.00.

Federal Stafford Loan: is a federally subsidized program whereby banks and other lending institutions make long term, low interest loans to undergraduate and graduate students enrolled at least half-time. Students must have completed a financial aid application before their Stafford loan application will be processed. Graduate limits are up to \$8,500.00 per year.

Federal Unsubsidized Stafford Loan Program: is a federal loan program that is not subsidized (no interest paid) by the federal government. Graduate student limits range up to \$10,000.00 per year.

Financial Aid

Generally funds for graduate students are limited to the Federal Stafford and Perkins Loan Programs in addition to the Federal Work Study Program. Applicants who are taking courses that are pre-requisites for graduate degree, may be eligible for Stafford Loan funds for up to one year.

Graduate Assistantships – Graduate assistantships are available for matriculated students taking at least six semester hours each semester. For information and an application call the Graduate Office 508-929-8125.

Campus Policies

Affirmative Action Policy and Procedures

As part of the Massachusetts State College System, Worcester State College is committed to the policy of non-discrimination and affirmative action in its educational programs, activities, and employment practices. It is the policy of the Massachusetts State College System not to discriminate on the basis of race, sex, color, national origin, sexual orientation, age, religion, or handicap. Worcester State College, as part of the Massachusetts State College System, maintains its policy of non-discrimination and affirmative action in fulfillment of the requirements of Executive Orders 11246 and 11375 as amended in Titles IV, VI, VII, IX and X of the Civil Rights Act of 1954 as amended in 1972, Section 503 and Section 504 of the Rehabilitation Act of 1973 as amended, Section 402 and Readjustments Acts of 1974, and other applicable State and Federal statutes.

Equal Opportunity/Sexual Harassment Policy Statement

Sexual harassment by any member of the College community, male or female, of a student, an employee, or any other person having dealings with the College is unacceptable, impermissible, and intolerable. Such actions fundamentally undermine the integrity of academic and employment relationships. Sexual harassment occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. Often sexual harassment involves relationships of unequal power and contains elements of coercion—as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behaviors have a

harmful effect on a person's ability to study or work in the academic setting. This constitutes sex discrimination as defined under Title VII and Title IX of the Civil Rights Act of 1964 and the Higher education Amendment of 1972 and Chapters 151B and 151C of the Massachusetts General Laws. For general purposes, sexual harassment may be described as unwelcome advances, requests for sexual favors, and other physical conduct and expressive behavior of a sexual nature. (Sexual harassment can involve a female and male or persons of the same gender).

Consensual Relationship – Faculty/Student

Consenting romantic and sexual relationships between faculty and student, librarian and student, administrator and student, classified staff member and student, or supervisor and employee are deemed unprofessional. Such relationships interfere with or impair required professional responsibilities and interactions. **They are looked upon with disfavor and strongly discouraged.**

Alcohol/Other Drug Policy

All policies and regulations regarding the consumption and/or sale of alcoholic beverages on the Worcester State College campus and its properties shall be in strict conformity to the appropriate Massachusetts General Laws and to the regulations of the License Commission of the city of Worcester. The following is a summarization of the current law of the Commonwealth of Massachusetts pertaining to alcoholic beverages. *These laws are subject to change at any time. The College shall promulgate and enforce; to whatever degree possible within its jurisdiction, all such charges and laws as established by the Commonwealth.*

- a. To lawfully purchase any alcoholic beverage in Massachusetts a person must be of legal drinking age (21).
- b. Any purchase or arrangement with another person to purchase or procure alcoholic beverages by a person less than 21 is punishable by a fine of \$300.00.
- c. Any person under 21 who transports or carries on his/her person an alcoholic beverage is committing a crime punishable by a fine of \$50.00 and may be arrested without a warrant.
- d. Any licensee, patron of licensed establishment or any person who procures an alcoholic beverage for a person under the age of 21 is committing a crime punishable by a fine of \$200.00 or a maximum of six months imprisonment or both.
- e. Only a Massachusetts driver's license or an official Registry of Motor Vehicles drinking age ID card will be acceptable as proof of age.
- f. Whoever falsely makes, steals, alters, forges or counterfeits or procures or assists another in these acts regarding a learner's permit, a license to operate a motor vehicle or an identification card shall be punished by a fine of not more than \$500.00 or by imprisonment for not more than five

years in the state prison or in a house of correction for not more than two years.

g. No person or group may sell alcoholic beverages directly or indirectly through an admission charge or similar fee, without an appropriate license granted by the Commonwealth through the License Commission of the City of Worcester.

h. No person shall appear in a state of intoxication in a public place, or disturb the peace in any place while intoxicated.

i. No person shall operate a motor vehicle while under the influence of alcoholic beverages. Violations of these laws are subject to simultaneous, yet separate, civil action and action by the College. In addition to the preceding laws and others which may be established by legislative bodies, the following rules and regulations apply to the property of Worcester State College and its use by College students and/or employees. (College property includes property owned or leased by the Commonwealth of Massachusetts and used by the College, and property owned and leased by the Massachusetts State College Building Authority and used by the College.)

Possession: For the purposes of this handbook and for College judicial proceedings, the College has developed a working definition of “possession.” This definition applies to the possession of such items as alcoholic beverages, drugs and drug paraphernalia, smoking materials and other substances (in designated smoke-free or substance free areas) within the residence halls and surrounding areas (residence hall grounds, adjacent athletic facilities, parking lots, etc.) This is not, however, to be constituted as a legal definition. A resident student or guest may be considered to be in possession of one or more of the above-mentioned items when s/he “exercises control” over the item(s). Manners in which a person may exercise control may include, but are not limited to, the following:

a. Consumption/ingestion of an alcoholic beverage, illegal substance, tobacco, etc.

b. Physical contact with an alcoholic beverage and/or its container, an illegal substance or paraphernalia, or smoking material; or immediate physical proximity (approximately three feet) to one or more of the above-listed items.

c. Residency in a bedroom or apartment in which one of the above-mentioned items is present, either in the bedroom to which the person is assigned or in an adjacent common area, with reasonable opportunity to be aware of the presence of said item.

d. Visitation in a bedroom or apartment in which one of the above-mentioned items is present, with reasonable opportunity to be aware of the presence of said item. Please note that any student who assists, encourages, or permits others to violate College policies is subject to judicial action. Any student who becomes aware of a potential violation of

College policies is expected to assert his/her rights as a member of the community by confronting any person(s) who may be acting inappropriately and asserting that the inappropriate actions must cease. Should such a confrontation be unsuccessful or place the confronting student in danger of imminent harm, the student is urged to remove him/herself from the immediate situation and report it to the nearest available College official.

Health Risks: The health risks associated with the use/abuse of illicit drugs and alcohol include:

- Overdose can happen due to uncertain purity, strength, or even the type of drug obtained illegally.
- Overdoses can also occur due to increased tolerance because more of the drug/substance is needed to get the same effect.
- An overdose can cause psychosis, convulsions, coma, or death.
- Certain combinations of drugs can be fatal – for example: alcohol and barbiturates.
- Continued use can lead to a real physical and/or psychological need for the substance.
- Daily activities come to revolve around getting more of the drug/substance.
- Long term abuse can destroy a body and/or a mind. It can lead to organic damage, mental illness, malnutrition and death.
- A person can lose self-control, become over-confident and take foolish risks.
- Unpleasant reactions can make one panic and act irrationally. A person may try to do things beyond his/her ability.
- Arrest means embarrassment, interruption of life plans (school, work, and family), and a permanent police record.
- Certain drugs trigger violent reactions, punishable by stiff legal penalties.
- Continued use of illicit drugs and alcohol can be very expensive. To support their need, users, even casual ones, may turn to crime to pay for their habit.
- Relationships often are disrupted or destroyed, and friendships lost. Dependency leads to placing the need for drugs or alcohol above the need for relationships. A person may stop being involved with the world, give up goals and plans, cease growing as a person, and turn to more drugs as a solution.

Drunkenness

Appearing in a state of intoxication is prohibited anywhere on campus.

Minimum Sanctions for Alcohol Violations:

Whenever a student is found “responsible” for a violation of the alcohol policy, one of the following sanctions will apply:

1st Offense

- General Probation for one semester (15 weeks).
- Attend one alcohol education class. The student is responsible for the cost of \$35.00 for the class.
- Parental/Guardian Notification for students under the age of 21.

2nd Offense

- Disciplinary Probation for one semester (15 weeks).
- Five to ten hours of Community Service to be completed within a specified time period.
- Parental/Guardian Notification for students under the age of 21.

3rd Offense

- Residence Hall Expulsion and/or Suspension from the College which may be accompanied by parental/guardian notification.
 - Parental/Guardian Notification for students under the age of 21.
- Students appealing results of a hearing for a third offense will not be allowed to remain in the residence halls during the appeal process.

Bomb Threat Policy

Any student who makes a bomb threat or who aids in the making of a bomb threat, if found responsible through the College judicial process, shall be suspended, dismissed, or expelled from the college and may be criminally charged. The College may also elect to prosecute such persons in a court of law.

Campus Access/Gate Check Policy

Access and egress to the Campus during the evening and nighttime hours is restricted through the May Street Gatehouse entrance. During this time, all resident students entering the campus will be required to produce a valid WSC identification card. Persons visiting resident students will be required to produce a “valid picture ID” and complete the “Guest Registration” process at the gatehouse if not previously registered and in possession of a valid Guest Registration Form. The resident student then may escort their guest(s) to the Residence Halls. Failure to observe this policy will result in campus judicial action and/or criminal prosecution by the College. Motor vehicles of guests must be parked in the reserved portion of the May Street lot directly behind May Street School. If vehicles will remain on property after 12 midnight, they must be registered with campus police and a temporary parking permit obtained. Failure to register could result in the issuance of a parking violation and/or towing of the vehicle at the owner’s expense.

Cancellation of Classes

In the event of inclement weather, announcements of school cancellation or delays for both day and evening classes/programs are made on regional radio and television stations including the following:

WTAG-AM 580; WSRS-FM 96.1; WORC-AM 1310; WGFP-AM 940; WBZ-AM 1030/WBZ-TV channel 4; WXLO-FM 104.5.

Cancellation of classes and other weather related postponements may also be obtained by calling the main campus number (508) 929- 8000. To hear the inclement weather message, press 1 and then press 2 from a touch-tone telephone only.

Gambling Policy

Gambling (betting or wagering of any form) is strictly forbidden on all properties owned or leased by Worcester State College.

References: Mass. General Laws, Chap. 271, Sec. 5, 7, 17.

Hazing Policy

Hazing is a practice that is both dangerous and a Criminal Offense in the State of Massachusetts. As a student, it is required that you be aware of and adhere to the law regarding Hazing.

Chapter 665

The Commonwealth of Massachusetts an Act

Prohibiting the Practice of Hazing

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

Chapter 269 of the General Laws is hereby amended as follows:

Section 17. Whoever is principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person, Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be

available as a defense to any prosecution under this action.

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

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen, provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations or endorsement of sail unaffiliated student groups, teams or organizations. Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicant for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said section seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary education shall 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 seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents 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 any such institution which fails to make such report.

Identification Card Policy

Each student must have an official Worcester State College identification card validated for the current academic year. ID cards are issued by the parking clerk continually throughout the year. The parking clerk/administrative office is located in the New Residence Hall and is open Monday and Thursday 10:00 a.m. to 6:00 p.m., Tuesday, Wednesday and Friday 8:00 a.m. to 4:00 p.m. except at lunch from 1:00 to 2:00 p.m. Extended business hours will be available for the first two weeks of each new semester to accommodate evening students. Original Photo I.D.'s are issued at no charge to students. If photo I.D. is lost, a nominal fee will be charged for additional I.D.'s. Photo I.D.'s should not be discarded upon expiration. A validation sticker will be supplied to registered students at the Parking Clerk's office for each new academic year.

Leafleting Policy

The Student Government Association has prohibited solicitation by leafleting except when approved by the Student Senate or a recognized College office. Problems arose from the litter and disturbance of private property caused by the mass leafleting of automobiles. Any request for special consideration should be directed to the Student Senate.

Parking Policies

The purpose of parking policies on campus is to encourage the safe operation of motor vehicles on the property of WSC. It is imperative the entire college community reads, understands and abides by these rules and regulations. Parking at Worcester State College is a privilege extended to members of the WSC community and legitimate visitors and guests. Parking decals will be issued to those individuals who have reserved parking space on campus. The groups who currently have reserved parking are: faculty, full-time employees aligned with College unions, exempt employees and eligible resident students. All members of the Worcester State College community, including commuter students, are required to display a current parking permit. Permits are obtained through the Office of the Parking Clerk/Campus Police at locations which will be publicized in the beginning of the semester. Students must show a copy of their class schedule to receive a permit. Permits will be attached to the interior rear view mirror facing the exterior of the vehicle.

Visitors or individuals attending other functions on campus will need to acquire a "Visitor Permit" through the parking clerk/Campus Police or the sponsoring organization. The visitor permit needs to be placed face up on the driver's side dashboard in the vehicle. Parking is available for commuting students and visitors on campus within the general parking areas which are not designated for reserve parking or prohibited by the college for safety purposes, i.e., crosswalks, fire lanes, and handicapped

parking. All individuals who park on Worcester State College property, or land used by Worcester State College, are required to abide by the rules and regulations established by the College. The mandate of the Campus Police Department is to enforce these rules and regulations to insure the safety of all. Ignorance of these regulations will not be an acceptable reason for appealing a violation. The rules and regulations are in place to make the campus a safer place for everyone, and to insure smooth operations such as snow removal and deliveries. The Parking Rules and Regulations pamphlet is also available in various locations on campus, including the Information Desk in the Student Center. Your cooperation with Campus Police in adhering to these rules is appreciated.

Chandler Village Parking

Resident freshmen are not allowed to have a motor vehicle on campus at any time.

Roadways in and around the Residence Halls are designated fire lanes and pedestrian areas. No parking is allowed at any time, with the exception of 4 staff parking spaces, per the Worcester Fire Department. Gates have been installed at each entry point. These are normally closed; however, occasionally the gates may be open for business purposes. Even when the gates are open, motor vehicles are prohibited. Motor vehicles parked on these roadways are subject to towing without notice at the owner's expense.

Crosswalks

Crosswalks have been located at various points on campus and are identified by signs and painted lines on the roadway. These crosswalks have been established to provide safe walking avenues for pedestrians as they traverse the campus. Any motor vehicle parked in a crosswalk may be cited by Campus Police and may be towed.

Fire Lanes

Fire lanes are identified by painted curbing and by posted signs. Fire lanes have been designated along the following roadways: the left hand side of the roadway beginning in front of the Sullivan Auditorium and ending at the Gymnasium; the left hand side of the roadway leading to the RC and the loading dock; the entire roadway from the Student Center by Lake Ellie to the entrance of Chandler Village parking lot. Also, fire lanes are marked in the QUAD area of Dowden Hall.

Handicapped Parking/Temporary Handicapped Parking

A number of parking spaces have been designated on campus for the handicapped. These spaces have been identified by signs and painted decals within each parking area. Only those vehicles displaying a valid handicapped license plate or an official placard from the Massachusetts

Registry of Motor Vehicles are permitted to park in these spaces. Violators shall be cited by Campus Police and may be towed. To be considered for temporary handicapped parking, documentation must be presented to the Chief of Campus Police for review. Permits will be issued, for a specified time period, to those who qualify.

Lined Parking Spaces

Motor vehicles must be parked within lined parking spaces. An improperly parked motor vehicle in an adjacent space does not constitute an excuse for straddling the painted line.

No Parking Areas

Certain areas of WSC are designated no parking areas. They are as follows:

- Any area not marked with parking lines
- Walks, paths and lawn areas
- Entrances and loading docks
- Areas where diagonal lines have been painted on the asphalt
- All areas where “no parking” signs have been posted

One Way Streets

One way streets have been designated along the following: the roadway in front of the lower campus building is one way from south to north from the Sullivan Auditorium to the WSC Gymnasium; the roadways on the north side of the guardhouse, located at May Street; the roadways to and from the residence halls. Proper direction for entry and exit is indicated by arrows painted on the roadway and or posted signs.

Overnight Parking

Any motor vehicle parked on campus after 12 midnight will be considered parked overnight. Motor vehicles displaying the “R” decal may be parked in appropriate designated parking areas overnight. All other vehicles on campus after 12 midnight must be registered with Campus Police and must display an overnight parking permit. The motor vehicle must be parked in the designated overnight parking areas. Motor vehicles in violation of this policy and procedure are subject to towing without notification at the owner’s expense.

Snow Removal

Snow removal is critical for the College during the winter. Periodically, the college will close due to snow. All motor vehicles belonging to commuters, staff and guests must be removed from the campus. Resident students parking on campus are expected to cooperate with all snow removal procedures established by the College. The FLAG SYSTEM has been instituted to inform students of status of

snow removal. These flags are visible in the following locations: OUTSIDE the May Street Gatehouse, OUTSIDE the front and rear entrances of Dowden Hall, on the FIRE ESCAPE outside of the New Residence Hall and OUTSIDE Chandler Village 10-11. A YELLOW FLAG indicated that a snowstorm is pending. A RED FLAG indicates that ALL VEHICLES in the upper lot MUST be moved to the lower, Gym lot by 8:00 p.m., and moved back to the upper lot by 6:00 a.m. Failure to comply with these rules will result in the vehicle being towed at the owners expense. Specific information concerning these procedures may be found in the Residence Halls Handbook or at the Department of Safety and Security.

Speed limit/Car surfing

The maximum speed limit throughout the WSC campus is 15 miles per hour. Speed bumps have been placed at various points on the campus to control the speed of motor vehicles. Please use caution when approaching these speed bumps and observe the restricted speed limit. Car surfing on hoods, roofs, or bumpers is strictly prohibited. All traffic regulations applicable to state laws, including traffic light, signs, etc. will be enforced on campus.

The Temple Emanuel parking lot, the property of Temple Emanuel, is for the use of Temple Emanuel members and the WSC community. The first two rows in the parking lot are reserved for the exclusive use of Temple Emanuel staff and members. Parking for WSC students and staff is allowed in the rear and on both sides of the parking lot. Overnight parking is not permitted in this area.

Temporary Parking Permits

Temporary parking permits will be issued only to those individuals who have reserve parking privileges. The permit will be issued whenever an individual from the groups noted above is legitimately using a motor vehicle for the day which does not display a decal. Temporary parking permits may be obtained at the Parking Clerk's Office located on the first floor of the New Residence Hall.

Tow Zones

The following areas have been designated as tow zones for motor vehicles parked in violation of the stated rules and regulations:

- Handicapped spaces
- Fire lanes
- Crosswalks
- Loading docks and building entrances
- Reserved/restricted zones (including faculty parking lot)

- Obstruction of snow removal
- Obstruction of emergency vehicles
- Chandler Village parking lot

Violations and Fines

Parking violations and fines are published each year at the beginning of the fall semester. A parking brochure will be available upon decal purchase. Penalties for Unpaid Fines: Parking violations and fines at WSC are regulated by Chapter 90, Section 20A 1/2 of the Massachusetts General Laws. Under this provision of the law, all fines will increase by \$5.00 if not paid within 21 days. Any person who fails to pay the fine imposed may not have his/her license to drive or vehicle registration renewed by the Registry of Motor Vehicles. When the Registry of Motor Vehicles becomes involved, the fine shall increase by \$15.00 for each violation with an additional \$20.00 surcharge to be paid to the Registry of Motor Vehicles. WSC reserves the right to impound the motor vehicle of any individual who has failed to pay five violations. Appeals: Any questions or concerns regarding the issuance or enforcement of any ticket given by the WSC Campus Police

Department should be directed, in writing, to that department.

Raffle Policy

All campus groups/organizations are required to apply for permission to hold a raffle. Permission forms are available from the Development and External Relations Office. Initial approval to hold the raffle should be sought from the Student Activities Office (for all student groups and organizations). Proceeds from public raffles may not be used to defray prior monetary losses of sponsoring organizations, nor may any individual within the organization realize a personal profit from these proceeds. Net proceeds may only be used for non-profit, charitable purposes. All raffles are subject to the 5% Massachusetts State Tax on the total income. Violation of the City ordinances regarding raffles is a civic offense and may result in criminal charges.

Sales and Solicitation

The sale or solicitation of goods or services including those contracted by the College and/or the Board of Trustees, may occur on the College campus when authorized, sponsored and supervised by a recognized student organization or by an official organization recognized as being affiliated with the College. Evidence may be seized and used by the College in the conduct of its disciplinary proceedings under the following conditions:

- If the proper conduct or a regular inspection of a dormitory room reveals evidence of a violation of any College regulation, including one that imports criminal liability.

- In the process of the proper conduct of a search pursuant to the issuance of an internal warrant.
 - In the process of the proper conduct of a search pursuant to the issuance of a judicial warrant.
- Evidence of a suspected violation of any law of College regulation may also be seized and used by the College in the conduct of its disciplinary proceedings if it is revealed during a properly-conducted internal search.

Sexual Assault Policy Statement

(The entire Sexual Assault Policy is available at the office of the Sexual Assault Counselor, Room 331A in the Student Center or on the Campus Police web page.)

Worcester State College is committed to providing a learning, living, and working environment that is free from all forms of coercive, harassing, or abusive conduct. As such, the College will not tolerate sexual assault in any form. The College is committed to: educating members of the campus community about issues related to sexual assault, engaging in proactive preventive measures, and providing ongoing support services for survivors of sexual assault. Sexual assault is illegal and includes any sexual act directed against another person forcibly, or against that person's will, or not forcibly where the victim is incapable of giving consent, including while under the influence of alcohol. Examples include but are not limited to forcible rape, acquaintance or date rape, forcible sodomy, forcible fondling and sexual assault with an object. In addition to any criminal or civil penalties, perpetrators are also subject to College disciplinary action and sanctions which include suspension, dismissal, or expulsion from the College.

What to do if you have been raped or sexually assaulted

- Go to a safe place as soon as you can. Contact someone you trust—a close friend, family or staff member who can be with you and support you.
- Contact Dr. Debbie Gaston, Sexual Assault Counselor at 508-929-8851. She can explain your options, offer support and accompany you to the places where you can receive any services you might need. (Campus Police and/or Residence Life can contact Dr. Gaston during evening or weekend hours.) Laura Brunelle is also available for counseling services, which can be arranged by calling 508-929-8072.
- You can report the incident to Campus Police at 508-929- 8044. Campus Police is available 24 hours a day. Reporting the incident to Campus Police does not require you to bring formal charges in either an on-campus judicial proceeding, or in criminal charges.
- It is important to preserve all physical evidence. If possible, do not wash, eat, drink, douche, clean, use the bathroom, or change clothes. If

you do change clothes, put all the clothing you were wearing at the time of the assault into an unused or clean paper bag.

- Get medical attention as soon as possible. A medical examination can provide any necessary treatment and collect important evidence. Campus Police can arrange transportation to the hospital.

What can the Sexual Assault Counselor do for you?

- Maintain confidentiality in all dealings with you.
- Accompany you to meetings with College officials such as Campus Police, Dean of Students.
- Accompany you to the hospital for a medical exam or to any judicial or legal proceedings.
- Assist you in counseling support services.
- Be available to listen and lend support.
- Assist in clarifying and explaining your options.
- Provide support in telling others you wish to tell about the incident.
- Arrange for changes in housing, classes as necessary.

What the Sexual Assault Counselor will NOT do

- The Sexual Assault Counselor will not do anything you haven't requested.

- The Sexual Assault Counselor will not make decisions for you.

If you decide not to report the incident, please

- Get immediate emotional support and physical safety.
- Get immediate medical attention.

Off Campus Resources

Rape Crisis Center of Massachusetts

24 hour hotline, counseling, advocacy, confidential HIV testing

English 800-870-5905

Spanish 800-223-5001

State Police, Holden Barracks 508-929-4431

Smoking Regulations

Chapter 143 of the General Laws of Massachusetts prohibits smoking in schools, colleges, universities, public buildings and institutions. Worcester State College is a **SMOKE FREE** campus. Smoking is not allowed in any public buildings on campus.

Sound Emission Policy

Personal misuse of sound emitting equipment when it becomes a public nuisance on campus by disturbing the peace of others is prohibited and

violators are subject to disciplinary action. Exceptions to this policy may be granted upon request to the Vice President of Student Affairs or his/her designee.

Student Travel Policies

Worcester State College recognizes that enrollment as a student does not curtail the freedom to travel that is generally secured to members of our society by the Constitution and laws of this country. In addition to travel that is a normal incident of any person's enrolling as a student—commuting between home and the college, for example—students are free to travel, as they wish and in whatever way they wish, to museums, libraries, sporting events, social and cultural activities, and to a multitude of other destinations that are encouraged by their personal, educational and intellectual interests. To this kind of personal travel the Student Travel Guidelines are of no application, for the College seeks neither to regulate nor to control any individual student's personal freedom to travel. The College does, however, impose certain requirements and controls in connection with travel that it formally sanctions or sponsors. While the College reserves the right to impose special requirements in any individual case, the general rules that are of application to such travel are set forth in these Student Travel Guidelines.

1. WHO MAY SPONSOR:

- a. College-sponsored travel is travel that is sponsored by the College itself through one of its departments or offices. In every case, a College-sponsored student travel program requires the prior approval of the Vice President of Student Affairs.
- b. College-sanctioned travel is any travel/trip sponsored by a recognized student organization, club or athletic team (beyond regularly scheduled season's contests). This shall include individual travel related to the business/purpose of the organization, club, or team, and group travel (e.g., a bus trip within the state, all travel outside the state, and any overnight trips). In all cases, the College-sanctioned travel program must be approved by the Vice President, Student Affairs.
- c. An individual may not solicit or offer trips to the campus population as an independent representative of a travel agency or tour operator. This is designed to prevent the "stinging" of participants, which has often occurred in the past when an inexperienced student was hired as an "agent" by a travel company or tour operator.

**ANY STUDENT'S FAILURE TO COMPLY WITH
THIS PROCEDURE MAY RESULT IN JUDICIAL**

ACTION BY THE COLLEGE.

2. **WHO MUST APPROVE:** In every case, College-sponsored or College-sanctioned travel requires prior approval of the Vice President, Student Affairs or the Vice President, Academic Affairs.
- a. Travel sponsored by an academic department or other academic program must be approved by the Vice President, Academic Affairs.
 - b. Travel sponsored by athletics, a recognized student organization, or club must be approved by the Vice President, Student Affairs.
3. Once a college sponsored or sanctioned travel plan has been decided, representatives of the sponsoring organization must meet with the professional staff person designated by the Vice President Student Affairs, or Vice President, Academic Affairs.
4. As soon as possible after the deadline for submission of price quotations, the appropriate professional staff person (Athletics Director, advisor, coach, faculty member) and student leader (for non-athletic clubs/teams only) shall submit, to the Vice President, Student Affairs or the Vice President, Academic Affairs, the specifics of the travel program for review and approval. This proposal shall include:
- *purpose, dates, and itinerary*
 - estimated number of participants
 - number and names of chaperones
 - copies of price quotations and names of selected vendor(s)
 - source(s) of funding for the trip
 - *financial breakdown of total cost of trip.*
5. The college reserves the right to require, as a condition of any student's participating in any College-sanctioned or College-sponsored travel, that the student or his/her guardian sign a waiver of all claims against the College and its employees for liabilities that may arise out of such travel. The College may impose this requirement whenever College-sponsored or College-sanctioned travel occurs outside the Commonwealth of Massachusetts.
6. The College shall require the student organization, club or team advisor(s), coach(s) or professional staff person(s) to accompany any trip which in the judgment of the College requires the presence of a professional staff member. His/her duties will be to assist in securing the services contracted. The staff member will also assist the members of the student organization and the participants in following the established guidelines for the trip.
7. Written contracts will be required with all vendors. The agreements shall contain specific information to include: exact overall costs; hotel costs; transportation costs; departure and return dates; times and locations; number of spaces provided; name of hotel(s) and public transportation carrier(s); clear statement of refund policy; payment deadlines if applicable; the availability of complimentary spaces; a clear

statement delineating routine or special expenses not included in the price of the trip. A copy of all contracts must be on file in the office of either the Vice President, Student Affairs or the Vice President, Academic Affairs.

8. Individuals may forfeit deposits in the event they cancel out of the event and cannot find a replacement. All cancellation, refund and deposit policies must be clearly stated in the contract. A copy of these policies, which will vary from trip to trip, must be given to each participant prior to his/her initial deposit; and the participant must read, and sign, a copy of the cancellation, refund, and deposit policy.

9. All trips will be offered either to students only (or students and a guest only) first. For example, a spring break trip to Florida would be offered "to students only" first, while a senior class trip to NYC may be offered to "seniors and a guest only" first. A trip offered "students only" first shall have a specified time period announced for students to reserve spaces. Thereafter, additional available spaces may be filled by a student adding a guest to the list and paying the appropriate deposit.

10. Participants in any College-sponsored or College sanctioned travel are expected to behave responsibly. Students who violate standards of conduct set forth in this or any other College policy will be subject to the procedures and sanctions of the student judicial code. All participants in such travel are personally responsible for any injury or damage they cause to other persons or their property and the College, or its agents, assume no liability for any such damage or injury. All participants are personally liable for any costs, however incurred, that are not included in the travel package as advertised.

11. The travel agency or tour operator will be required to carry adequate liability insurance and/or show proof of adequate liability coverage by carriers.

12. It is the responsibility of the students to be aware of and adhere to departure times. Participants who miss travel connections are personally liable for any costs incurred in securing substitute transportation.

13. The College assumes no liability for a student choosing to ride in a private vehicle to or from the trip's destination. Participants who travel in private vehicles do so at their own risk.

14. Student organization may subsidize a trip's cost. Any complimentary trips will be decided by the organization's officers and advisor(s). Attendance at an educational program or conference related to the organization's purpose can be subsidized up to one hundred percent (100%).

15. NEITHER THE COLLEGE NOR ANY STUDENT ORGANIZATION ASSUMES ANY FINANCIAL OR OTHER RESPONSIBILITY FOR ITS OR ANY OTHER PERSON'S FAILURE TO PROVIDE IN WHOLE OR IN PART, ANY SERVICE OR PRODUCT IN CONNECTION

WITH ANY COLLEGE-SPONSORED OR COLLEGE SANCTIONED TRIP; NOR DOES THE COLLEGE OR ANY STUDENT ORGANIZATION ASSUME ANY FINANCIAL OR OTHER RESPONSIBILITY FOR THE QUALITY OF ANY SUCH SERVICE OR PRODUCT THAT IT OR ANY OTHER PERSON DOES PROVIDE IN CONNECTION WITH ANY SUCH TRIP. In the case of every trip, it is the responsibility of the travel agency, tour operator and other vendors of services and products. The College may in any particular case, but at its sole discretion, take such steps as it deems appropriate to secure such vendor's fulfillment of any obligations undertaken in connection with a trip to secure refunds from vendors with respect to services or products not provided or not properly provided, but the College assumes no obligation to take such steps and no liability in consequences of its doing so. THE COLLEGE ASSUMES NO OBLIGATION TO MAKE REFUNDS TO STUDENTS IN THE EVENT A TRIP IS CANCELLED, POSTPONED, OR ALTERED.

16. INTERNATIONAL TRAVEL REQUIREMENTS:

- a. Passport must be valid for at least 6 months after return date.
- b. Check to see if a visa is required to enter the country or countries to which travel is planned. International students, or students in other visa status, must check with the College's International Student Advisor.
- c. Check with your health insurance provider to ensure you will be covered overseas. Consider an additional insurance plan which covers medical evacuation and repatriation. Information is available at the International Programs Office.
- d. Travel to countries that the U. S. Department of State has issued travel warnings for will not be approved by the College. Check with International Programs for the latest warnings.
- e. Make sure that all documents are prepared for travel and you have copies of them at home with a relative or other responsible person, including passport and visa information, credit card number(s), and insurance information.

Weapons and Hazardous Materials Policy

The possession or concealment of any type of firearm or other dangerous weapon, including but not limited to stiletto, dagger, dirk knife, any knife having a double-edged blade or a switch blade, or any knife having an automatic spring release device by which the blade is released from the handle, having a blade of over one and one-half inches, or a sling shot, black jack, metallic buckles or knuckles or any substance which could be put to the same use, is strictly prohibited on the properties owned and leased by Worcester State College. The use or possession of pepper spray and/or other dangerous propellants or apparatus capable of launching

projectiles is prohibited. The use or storage of fireworks or other explosives and hazardous chemicals except under controlled circumstances in a supervised classroom or laboratory setting is strictly prohibited. Violators of the above will be subject to immediate legal and/or disciplinary action.

Worcester State College Student Code of Conduct And The Judicial System

****Please note that terms whose first appearance are *italicized* are defined in the glossary at the end of this section.**

Introduction

Worcester State College seeks to promote the peaceful and productive pursuit of the intellectual and social development of its students, and to ensure the safety and welfare of all members of the college community. To help accomplish these fundamental ends, it is essential for students and others to understand both the rights and the obligations they have as members of that community. This “Student Code of Conduct and Judicial System” will enumerate and explain some of those rights and obligations, but the underlying rationale for any such code is the recognition that, as students and employees of the *College*, we comprise a community that, like all communities, calls on its members to conduct themselves with proper regard for the rights of others and for the mission and goals of the institution. All members of the College community share the responsibility for maintaining an environment in which all actions are guided by care, concern, respect, integrity, and reason. The functioning of the College as an intellectual community depends, in the first instance, on establishing a set of rights that all members of the community can know will be guaranteed and preserved by the institution. In addition to the basic rights granted by the United States and the Commonwealth of Massachusetts, members of the College community share some other rights crucial for the conduct of free inquiry that is central to the College’s mission. These include the right to reasonable use of College facilities, the right to privacy with respect to one’s effects and academic records, the right to organize a democratic student government, and the right to establish a responsible College-recognized press that will be free of censorship. It is, of course, understood that any such rights that *any* student has are equally possessed by *all* students (without regard for race, age, gender, religion, sexual orientation, or national origin). Further, the exercise of any of these rights must not interfere with a similar freedom for any other member of the College. The judicial code that follows

outlines the procedures that the College will follow when the rights and responsibilities that we acquire as members of the College community are violated. The details of the code and procedures to follow are included to ensure that both the accused student and, where applicable, the victim are treated fairly. But those details should not obscure the fundamental point: we are a community and, as such, we need a set of fair and explicit rules to govern our behavior.

I. Jurisdiction of the College

The College shall have jurisdiction over conduct that adversely affects the College community and/or the pursuit of its objectives, wherever the conduct occurs. If the conduct occurs off campus the College *shall* have jurisdiction when:

- a. the victim of such offense is a *member of the college community*
- b. the offense occurred at a college sponsored or sanctioned event
- c. the accused *student* used his/her status as a member of the WSC community to assist in the commission of the offense
- d. the offense has a detrimental effect on the reputation of the college.

II. Conduct – Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in the Judicial Policies. Please note that this list is not all-inclusive.

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any *recognized College official, faculty member* or office.
 - c. Forgery, alteration or misuse of any College document, record, meal card or instrument of identification.
 - d. Tampering with the election of any recognized College student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities, including its public-service functions on or off campus, or other authorized non- College activities, when the act occurs on *College premises*.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person.
4. Sexual assault as defined in the sexual assault policy as any sexual act directed against another person forcibly, or against that person's will, or not forcibly where the victim is incapable of giving consent, including while under the influence of alcohol. Examples include, but are not limited to, forcible rape, acquaintance or date rape, forcible sodomy, forcible fondling and sexual assault with an object.
5. Hate crimes including but not limited to racist or discriminatory

comments, epithets or other expressive behavior directed at an individual or on separate occasions at different individuals, or for physical conduct, if such comments, epithets, other expressive behavior or physical conduct intentionally:

a. demean the race, sex, religion, color, creed, disability, sexual orientation, national origin, ancestry or age of the individual or individuals

b. create an intimidating, hostile or demeaning environment for education, college-related work, or other college authorized activity.

6. Attempted or actual theft of and/or damage to property of the College or property of a member of the college community or other personal or public property.

7. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization (for more detail, see the Hazing Policy).

8. Failure to comply with directions of recognized College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

9. Unauthorized possession, duplication of keys to any College premises, or unauthorized entry to or use of College premises.

10. Violation of published College *policies*, rules or regulations.

11. Violation of federal, state or local law on College premises or at College sponsored or supervised activities.

12. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law or possession of any item considered as paraphernalia for the purpose of administering or consuming illegal or unauthorized substances.

13. Consumption, possession, distribution, or evidence thereof, of alcoholic beverages except as expressly permitted by the law and College regulations or public intoxication. For more detail, see the Alcohol Policies.

14. Unauthorized possession of firearms, explosives, other weapons, dangerous chemicals, paintball guns or other devices capable of launching projectiles on College premises. For more information see also the Weapons and Hazardous Materials Policy.

15. Participation in a campus demonstration that significantly disrupts the normal operations of the College by infringing on the rights of other members of the College community.

16. Conduct that is disorderly, lewd, or indecent, disturbing the peace, or aiding, abetting or procuring another person to disturb the peace on College premises or at functions sponsored or participated in by the

College.

17. Tampering with equipment intended for emergency or assistance notification and/or response that results in a false alarm or interferes with the operation of equipment in the event of an emergency.

18. Infractions related to speeding, non-compliance with traffic signs, signals and/or parking lot/roadway markings.

19. Theft or other abuse of computer time, including but not limited to:

a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

b. Unauthorized transfer of a file.

c. Unauthorized use of another individual's identification and password.

d. Use of computing facilities to interfere with the work of another student, faculty member or College official.

e. Use of computing facilities to send obscene or abusive messages.

f. Use of computing facilities to interfere with normal operation of the college computing system.

20. The rules and regulations of this student code are supplemented by the following college-wide policies (see table of contents), which were established by each segment of the College within its area of authority with the approval of the President and, where appropriate, the Board of Trustees.

A. Academic Honesty Policy

B. Alcohol/Other Drug Policy

C. Illegal Drug and Substance Policy

D. Weapons and Hazardous Materials Policy

E. Gambling Policy

F. Identification Card (ID) Policy

G. Smoking Regulations

H. Sales and Solicitation Policy

I. Leafleting Policy

J. Residence Halls Contract/Occupancy Agreement and Handbook

K. Raffle Policy

L. Campus Access/Gate Check

M. Search and Seizure Policy

N. Hazing Policy

O. Sexual Harassment Policy

P. Sexual Assault Policy

Q. Motor Vehicle Rules and Regulations

21. Abuse of the Judicial System, including but not limited to:

a. Falsification, distortion, or misrepresentation of information before a *judicial body*.

- b. Disruption or interference with the orderly conduct of a judicial proceeding.
- c. Institution of a judicial proceeding knowingly without cause.
- d. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
- e. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
- f. Harassment (verbal or physical) and/or intimidation of a member of a judicial body or a witness prior to, during, and/or after a judicial proceeding.
- g. Failure to comply with the sanction(s) imposed under the Student Code/Judicial System.
- h. Influencing or attempting to influence another person to commit an abuse of the judicial system.

Zero Tolerance Policy

On October 28, 1997 the College adopted the following policy to ensure the rights of every member of the campus community to freely engage in the pursuit of personal and educational growth... *The following inappropriate behaviors shall lead to student's suspension or dismissal from Worcester State College whenever a determination of responsibility has been made. Immediate interim suspension pending a hearing will occur whenever the accused student is deemed a safety threat..*

Serious acts against persons, including, but not limited to:

- *Hate crimes*
- *Murder*
- *Physical assault*
- *Rape or other sexual assault*
- *Stalking*

Serious acts against property, including, but not limited to:

- *Arson*
- *Illegal occupation of a building*
- *Intentional destruction of property (including electronic property medium)*

Possession or discharge of illegal weapons, Illegal alcohol or drug distribution

Seriously jeopardizing the safety and lives of others, including but not limited to:

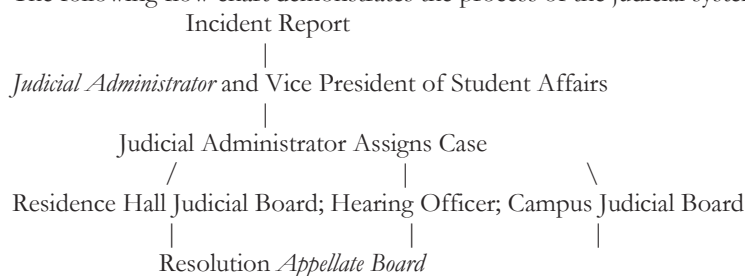
- *Creating or false reporting of bombs*
- *Hazing*
- *Inciting a riot*
- *Resisting arrest*
- *Intentionally tampering with fire safety equipment including causing a false alarm*
- *Driving under the influence of alcohol or drugs*

Violation of Law and College Discipline

College disciplinary proceedings *may* be initiated against a student charged with violation of a law that is also a violation of this Student Code; for example, if both violations result from the same factual situation, without regard to whether civil litigation in court or criminal proceedings are pending. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

III. Judicial Policies and Procedures

The following flow chart demonstrates the process of the judicial system.



A. Judicial Authority

1. The *Judicial Administrator* shall determine which judicial body shall be authorized to hear each case.
2. The *Judicial Administrator* shall develop and implement procedures for the administration of the judicial policies and the conduct of hearings that are consistent with provisions of the Student Code.
3. Decisions made by a judicial body and/or *Judicial Administrator* shall be final, pending the normal appeal process.
4. A judicial body may be designated as arbiter of disputes within the student community in cases that do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

B. Initiation, Notification and Hearing Process

1. Any member of the College community may report any student for violation of the code of conduct. Reports shall be prepared in writing and directed to the *Judicial Administrator*. Reports should be submitted as soon as possible after the incident takes place, preferably within 30 days. The *Judicial Administrator* has the authority to extend this timeframe on a case-by-case basis.
2. The *Judicial Administrator* will determine if the report has merit and/or if it can be disposed of by mutual consent of the parties involved, on a basis acceptable to the *Judicial Administrator*. Such disposition shall be

final and there shall be no subsequent proceedings. If the case cannot be disposed of by mutual consent, the Judicial Administrator may later serve in the same matter as the judicial body or a member thereof.

3. All charges shall be presented to the accused student in written form and mailed to the student's current address as registered with the College. The hearing shall be scheduled not less than two nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Administrator.

4. The Judicial Administrator at his/her discretion may schedule an Administrative Hearing, Residence Hall Judicial Board Hearing or a Campus Judicial Board Hearing

a. An Administrative Hearing is a hearing conducted by a Hearing Officer appointed by the Vice President of Student Affairs on an annual basis in consultation with the Judicial Administrator.

b. The Campus Judicial Board is comprised of two faculty members, one administrator and two students. A quorum of three members must be present to convene a hearing. In addition to these members, the Board will be chaired by the Judicial Administrator (or his/her designee), who will vote only in the event of a tie. The board will be appointed by the Vice President of Student Affairs on an annual basis in consultation with the Judicial Administrator.

c. The Residence Hall Judicial Board is comprised of seven members: five resident students and two Residence Life staff persons. The staff persons will be appointed by the Vice President of Student Affairs in consultation with the Judicial Administrator. The five resident student members will be appointed by the Senior Residence Life Administrator from a list of applicants. The Residence Hall Judicial Board has jurisdiction over cases referred to it that arise within the Residence Hall area. Such cases may include any alleged violations of College policies, rules or regulations that occur within the Residence Hall area or any violations of other rules or regulations governing the use or occupancy of the Residence Halls. However, the Vice President of Student Affairs or Judicial Administrator may assign any such case to the Residence Hall Judicial Board when deemed necessary. Serious cases involving violations of the Alcohol/Other Drug policy may be referred to the Campus Judicial Board. A quorum of the Residence Hall Judicial Board will be five members present, including at least one appointee of the Vice President of Student Affairs, and the Board Advisor.

5. Hearings shall be conducted by a judicial body according to the following guidelines:

a. All procedural questions are subject to the final decision of the chairperson of the judicial body present at the hearing.

b. Hearings normally shall be conducted in private.

- c. In hearings involving more than one accused student, the chairperson of the judicial body, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
 - d. The complainant and the accused each have the right to be assisted by an advisor of their choice. Advisors may counsel their respective student during the hearing as directed by the Judicial Body. Advisors are not permitted to participate directly in the hearing.
 - e. The complainant, the accused and the judicial body shall have the privilege of presenting witnesses, subject to the right of questioning by anyone present (except an advisor).
 - f. Admission of any person to the hearing shall be at the discretion of the judicial body and/or its Judicial Administrator.
 - g. Pertinent record, exhibits and written statements may be accepted for consideration by a judicial body at the discretion of the chairperson.
 - h. After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code that the student is charged with violating.
 - i. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
6. There may be a written/recorded summation or other type of record as determined by the judicial body and/or Judicial Administrator, of all hearings before a judicial body. The record shall be the property of the College.
7. Students may not be found to have violated the Student Code solely because the student(s) failed to appear before a judicial body. In all cases, the materials and information in support of the charges shall be presented and considered, as the hearing will be held in the absence of the student, should s/he fail to attend.
8. In the absence of a functioning judicial board or appeals board, such as during exams, when classes are not in session, during the summer, or in the case of off-campus academic programs, disciplinary hearings will be the responsibility of the Judicial Administrator, or designee, for all students. Appeals involving sanctions during such time shall be heard by the Vice President of Student Affairs or his/her designee.

C. Sanctions

The College adheres to and upholds a philosophy of progressive discipline whenever appropriate. The judicial system and the imposition of sanctions contribute to the teaching of appropriate individual and group behavior and foster the ethical development and personal integrity of students. In each case in which a judicial body determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the judicial body. Following the hearing, the judicial body

shall advise the accused, in writing, of its determination and of the sanction(s) imposed, if any.

1. The following sanctions may be imposed upon any student found to have violated the Student Code:

a. Warning - a notice in writing to the student that the student is violating or has violated institutional regulations.

b. Loss of Privileges - denial of specified privileges for a designated period of time.

c. Fines – imposition of previously established and published fines.

d. Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

e. Discretionary sanctions - work assignments, service to the College, alcohol/other drug education programs or assessments (at the student's expense), or other related discretionary assignments (such assignments must have the prior approval of the Judicial Administrator).

f. Probation - a written reprimand for violation of specified regulations for a designated period of time with the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

1. General Probation – a probationary status imposed for a specified time period, not to exceed one year, during which time a student is expected to demonstrate a positive change in behavior. In addition, conditions and restrictions appropriate to the violation may be imposed, and further violations during probation will result in additional, more severe disciplinary sanctions.

2. Disciplinary Probation – a restrictive probationary status imposed for a specified time period, during which a student is prohibited from: representing the College or holding an elected or appointed student office, participating in extracurricular activities such as councils, intercollegiate varsity athletics, intramural, clubs, organizations, student government or other similar College activities. Additional conditions or restrictions may be imposed. Students found responsible for any further infraction of the College rules, regulations or policies, or who violate the conditions or restrictions of disciplinary probation, will be subject to further judicial action by the College, which may include suspension, dismissal or expulsion from the College. Disciplinary Probation may also affect a student's eligibility to contract for or continue his/her contract to live in the residence halls.

g. Residence Hall Suspension - separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

h. Residence Hall Expulsion - permanent separation of the student from the residence halls.

i. College Suspension - separation of the student from the College for a definite period of time, after which the student is eligible to return.

Conditions for readmission may be specified. During a period of suspension a student is not permitted on College property without the expressed written permission of the Vice President of Student Affairs or designee. If a suspended student violates any College policy, rule or regulation during the suspension period, or the condition of the suspension, the student will be subject to further action by the College in the form of an additional suspension or dismissal or expulsion. Actions of suspension may be deferred to become effective at a later date, in which case the student shall be placed on Disciplinary Probation until the date the suspension takes effect. No tuition or fees shall be refunded unless granted as a term of the sanction.

j. College Expulsion - permanent separation of the student from the College.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. More severe sanctions shall be imposed for repeated violations of the same policy.

4. For serious violations, the College may impose a severe sanction for the first offense.

5. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's judicial record.

6. A "disciplinary hold" may be placed on a student's academic record when a student does not comply with a disciplinary sanction or withdraws from the college prior to a disciplinary hearing. Students with a disciplinary hold may not be permitted to register, request transcripts, receive a diploma, add or drop courses, register for college housing, or participate in other college activities.

7. As recommended by the Massachusetts Board of Higher Education and permitted by the Family Educational Rights and Privacy Act (FERPA), Worcester State College may notify parents/guardians when students under the age of 21 have been found responsible for violating the College's Alcohol or Drug policies. In addition, the sanctions of removal from housing, suspension or expulsion from the College may be accompanied by parental notification. (See minimum sanctions under Alcohol Policy.)

8. The following sanctions may be imposed upon groups or *organizations*:

a. Those sanctions listed above.

b. Deactivation - loss of all privileges, including College recognition, for a specified period of time.

9. Sanctions and procedures for Academic Dishonesty: (pending)

Failure to complete any sanction will result in the following:

- Imposition of Disciplinary Probation until the original sanction has been completed, or

- Imposition of a more severe sanction, if the student is already on

Disciplinary Probation.

Regular review of cases will be done on an on-going basis by a *review board* to ensure consistency. Recommendations will be made to the Judicial Administrator on a regular basis.

D. Interim Suspension

In certain circumstances the Vice President of Student Affairs, or a designee, may impose a College or residence hall suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed: a) to ensure the safety and well-being of members of the College community or preservation of College or personal property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the College.
2. During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Affairs or designee may determine to be appropriate.
3. No tuition or other fees shall be refunded unless such a refund is granted as a result of the disposition of the case.
4. A student on whom an interim suspension has been imposed will be accorded a hearing as promptly as circumstances permit.

E. Appeals

1. A decision reached by a judicial body may be appealed by the accused student(s) to the Appellate Board within five (5) calendar days of the date of the decision letter. Such appeals shall be in writing and shall be delivered to the Judicial Administrator or his/her designee.
2. An appeal is not a new hearing but is a review of the summation/record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures.
 - b. To determine whether the finding of responsible is supported by the weight of the evidence.
 - c. To determine whether the sanction(s) imposed were inappropriate.
 - d. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because the person appealing did not know such evidence and/or facts at the time of the original hearing. A request for an appeal shall be denied if it does not meet the above criteria in the determination of the Judicial Administrator.
3. Upon completion of the appellate hearing, the Appellate Board shall promptly notify the accused student of the outcome of the appeal. Said

decision(s) shall take one of the following forms:

a. *Appeal Upheld*: the accused student's request for relief has been honored. In the case of an upheld appeal, the new findings/sanctions shall be stated -or the matter may be remanded to the Judicial Administrator for re-opening of a hearing to allow reconsideration of the original determination and/or sanction(s).

b. *Appeal Denied*: the accused student's request for relief is denied and the finding or sanction stands.

4. In the case of extraordinary circumstances, the Vice President of Student Affairs, or designee, may waive the deadline for filing an appeal. The decision to waive a deadline shall be final and shall not be subject to any appeal. No disciplinary sanction shall be imposed while an appeal is pending unless the Judicial Administrator determines that such action would be in the best interest of the safety or welfare of the accused or other members of the College community. An Interim Suspension shall remain in force while an appeal is pending unless the Judicial Administrator directs otherwise.

IV. Interpretation and Revision

A. Any question of interpretation regarding the Student Code shall be referred to the Judicial Administrator, or his/her designee for final determination.

B. College policies may be established or revisions made in existing policies through appropriate procedures. When changes are made, such additions or revisions will be publicized.

C. The Student Code shall be reviewed at least every three years under the direction of the Judicial Administrator.

Glossary

College: Worcester State College

Student: includes all persons taking courses at the College, both full-time and part-time, pursuing undergraduate, graduate, or professional studies and those who attend post-secondary educational institutions other than Worcester State College and who reside in College residence halls.

Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students."

Faculty Member: any person hired by the College to conduct academic activities

Member of the College community: includes any person who is either a student or employed by the College. The Vice President of Student Affairs and/or Judicial Administrator shall determine a person's status in a particular situation.

College premises: includes all land, buildings, facilities, and other property in the possession of, owned, used, rented/ leased, or controlled by the College including adjacent streets and sidewalks.

Organization: any number of persons who have complied with the formal requirements for College recognition as a student organization.

Judicial Body: any person or persons authorized by the Vice President of Student Affairs or his/her designee to determine whether a student has violated the Student Code and to determine sanctions.

Judicial Administrator: the College official who coordinates and oversees the implementation of the Student Code of Conduct and the Judicial System.

Appellate Board: at least three persons authorized by the Vice President of Student Affairs to consider an appeal of a judicial body's determination of findings/sanction(s). The Vice President of Student Affairs or his/her designee shall serve as chairperson of the Appellate Board.

Shall: is used in the imperative sense

May: is used in the permissive sense

Policy: the written regulations of the College as found in, but not limited to, the Student Code, Residence Life Handbook, Student Handbook, and Graduate/Undergraduate Catalog.

Recognized College Officials: faculty and College staff and students who are employed by the College and acting on behalf of the College.

Review Board: at least three persons appointed by the Vice President of Student Affairs who will regularly review cases to ensure consistency of findings/sanctions.

Guest: includes but is not limited to, any person(s) a student invites to his/her room, apartment, building, or to the campus; and/or person(s) present and involved in activity within his/her room, apartment or building. It is the sole responsibility of the host to inform his/ her guests of campus policies. Hosts are expected to escort their guests at all times.

FALL 2004 ACADEMIC CALENDAR

September

1 Pre-College Conference
2 Classes begin: day, evening, graduate
6 Labor Day, No Classes
10 Last day to add day courses (state-supported)
17 Last day to drop day courses(state-supported)
17 Last day to add/drop evening, graduate courses (non state-supported)
October
11 Columbus Day: No Classes
14 Last day to make up *Incomplete* grades from Spring, Summer 2004
15 Last day to Declare or Change Major/Minor
25 Failure warnings due in Registrar's Office
29 Failure warnings issued to students
November
5 Last day to withdraw from courses/school
8-23 Pre-registration for Spring 2005
11 Veteran's Day: No Classes
15 Last day to elect Pass/Fail option
24-27 Thanksgiving Recess
29 Classes Resume
December
13 All Classes End
14 Reading Day
15-22 Final Exams – Day Classes
23 Makeup day for exams postponed due to inclement weather
31 Semester ends

EXAMINATION SCHEDULE: FALL 2004

CLASS DAY AND TIME EXAMINATION DAY/DATE/TIME

MWF 8:30AM Wednesday December 15 8:30
MWF 9:30AM Friday December 17 8:30
MWF 10:30AM Monday December 20 8:30
MWF 11:30AM Wednesday December 15 12:30
MWF 12:30PM Wednesday December 22 12:30
MW 1:30PM Monday December 20 12:30
F 1:30PM Friday December 17 12:30
MW 3:00PM Wednesday December 22 8:30
TR 8:30AM Tuesday December 21 8:30
TR 10:00AM Thursday December 16 8:30
TR 11:30AM Tuesday December 21 12:30
TR 1:00PM Thursday December 16 12:30

SPRING 2005 ACADEMIC CALENDAR

January

17 Martin Luther King Day: No Classes

18 Classes Begin: day, evening, graduate

24 Last day to add day courses (state-supported)

31 Last day to drop day courses (state-supported)

31 Last day to add/drop evening, graduate courses (non statesupported)

February

21 President's Day: No Classes

March

2 Last day to make up *Incomplete* grades from Fall 2003

10 Last day to Declare or Change Major/Minor

11 Failure warnings due in Registrar's Office

14-18 Spring Break

17 Failure warnings issued to students

24 Last day to withdraw from courses/school

April

6 Last day to elect Pass/Fail option

11-25 Pre-registration for Fall 2005

18 Patriot's Day: No Classes

27-29 Student evaluation of faculty

May

4 All classes end

5 Reading Day

6-13 Final Exams – day classes

15 Commencement and end of the semester

EXAMINATION SCHEDULE: SPRING 2005

CLASS DAY AND TIME EXAMINATION DAY/DATE/TIME

MWF 8:30 AM Friday May 6 8:30

MWF 9:30 AM Monday May 9 8:30

MWF 10:30 AM Wednesday May 11 8:30

MWF 11:30 AM Friday May 6 12:30

MWF 12:30 PM Monday May 9 12:30

MW 1:30 PM Wednesday May 11 12:30

F 1:30 PM Friday May 13 12:30

MW 3:00 PM Friday May 13 8:30

TR 8:30 AM Tuesday May 10 8:30

TR 10:00 AM Thursday May 12 8:30

TR 11:30 AM Tuesday May 10 12:30

TR 1:00 PM Thursday May 12 12:30