



2019-2020
Student Handbook
and
Student Code of Conduct

*Published by the
Division of Student Affairs
Worcester State University*

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A Message from Barry M. Maloney, President of Worcester State University

At Worcester State University, the student is the most important person on our campus. We are committed to providing an excellent education and helping you to have a well-rounded collegiate experience, whether you walk to classes from your residence hall, or drive here from home.

For new students, I encourage you to become active on campus and in the broader community. Take part in a sport, join a student organization, volunteer to help others by contacting our Binienda Center for Civic Engagement. Consider a quick trip or a study-away experience. Within and beyond WSU are opportunities to hear lectures, visit art galleries, attend performances and concerts, and so much more.

If you are a returning student, it's time to develop your leadership potential. Become an officer of a student organization, get involved with student government, or seek out academic opportunities that test your ability to lead a group or a project. Our Office of Student Involvement and Leadership Development can help.

We will do all we can to provide you with a high-quality education. Our aim is to ensure that you graduate prepared, not only for a career or graduate school, but also for active, engaged participation in community and global affairs. I encourage you to get to know your faculty and fellow students. Get involved.

Sincerely,

A handwritten signature in black ink that reads "Barry M. Maloney". The signature is written in a cursive, flowing style.

Barry M. Maloney
President

Purpose of Handbook

This handbook is designed to provide information needed to answer many of your questions. We hope you will find it helpful in the many decisions and choices you will make throughout the year.

Additionally, there are sections that introduce you to the experiences of university life, whether as a commuter or resident student. We hope you will take advantage of the activities and programs on campus.

This handbook is designed to provide guidelines that will help you to understand the mission, not only of the Division of Student Affairs, but also of Worcester State University (herein also referred to as WSU).

The WSU community welcomes you and wishes you a successful year.

worcester.edu/student-services

Worcester State University's Mission

Worcester State University champions academic excellence in a diverse, student-centered environment that fosters scholarship, creativity, and global awareness. A WSU education equips students with knowledge and skills necessary for lives of professional accomplishment, engaged citizenship, and intellectual growth.

Core Values

As a public institution, Worcester State University embraces the belief that widespread access to high-quality educational opportunities is the cornerstone of a democratic society. Members of the WSU community share the following core values:

- **Academic Excellence:** We are committed to providing opportunities to excel in a close-knit learning environment characterized by distinguished faculty, excellent teaching, and creative linkages between classroom learning and real-world experiences.
- **Engaged Citizenship:** We are committed to promoting community service, social justice, the democratic process, environmental sustainability, and global awareness to prepare students to be active and informed citizens.
- **Open Exchange of Ideas:** We are committed to inviting and considering the most expansive range of perspectives in teaching and learning, in scholarly and creative work, and in the governance of a complex, diverse institution.
- **Diversity and Inclusiveness:** We are committed to being an inclusive community in which our diversity enhances learning for all and in which people from all cultures and backgrounds have the opportunity to participate fully and succeed.
- **Civility and Integrity:** We are committed to respecting the dignity of all members of our community and to demonstrating this commitment in our interactions, decisions, and structures.

Student Affairs Mission

The mission of the Division of Student Affairs is to promote and enrich students' education through a seamless learning environment that enhances the classroom learning experiences. This is fostered by interacting with students in their everyday lives through teaching, mentoring, advising and counseling.

Student Affairs educates students in responsible community living, social intelligence, appreciation for the arts, leadership skills, ethical behavior, civility, coping with adversity, health and wellness, valuing diversity, trusteeship, character development, spiritual growth, problem-solving, responsible choices, and adaptive skills for living in an ever-changing society.

Student Rights and Responsibilities

Drug-Free Schools and Communities Act

Worcester State University is committed to the well-being of our students, and therefore embraces the Drug-Free Schools and Communities Act of 1989 requirements; that every higher education institution that receives Federal funding is to implement a drug and alcohol abuse prevention program (DAAPP). The purpose of this program is to provide an environment that is free from the use, sale, possession, or distribution of illegal drugs or the improper or abusive use of legal drugs or alcohol on WSU premises.

Students who violate this policy will be subject to disciplinary action up to, and including expulsion from WSU. Students who are found responsible for the unlawful sale or distribution of illicit drugs may be suspended, dismissed or expelled from WSU.

Students may confidentially obtain information regarding resources such as counseling and rehabilitation services from The Office of Alcohol and Other Drug Prevention Education, Student Center, Suite 338 or WSU's Counseling Center, Student Center Suite 325.

Worcester State University Statement of Community and Free Speech

Worcester State University is a collaborative and vibrant community for learning, critical inquiry, research and discovery, as well as a place of civility and respect. When engaging with one another or acting on behalf of WSU, each member of the WSU community is expected to uphold the following principles of the Strategic Plan:

- Academic Excellence
- Engaged Citizenship
- Open Exchange of Ideas
- Diversity and Inclusiveness
- Civility and Integrity

WSU is an inclusive community that supports each person's First Amendment right to express opinions and ideas, including unpopular or controversial viewpoints, without governmental interference, retaliation or punishment. WSU also protects each community member's right to an environment free from discrimination and harassment based on characteristics protected by law.

Although WSU supports all forms of constitutionally protected expression, the community must understand that certain types of expression are not protected and may be subject to discipline by WSU. For example:

- Incitement of imminent lawless action, raising false alarms regarding imminent personal danger, and engaging in threats of violence or unlawful discrimination, harassment or retaliation are forms of conduct subject to discipline.
- Conduct that violates WSU rules, such as destruction of property, endangering the safety of others, assault, or interfering with campus operations, even if it occurs in connection with expressive activities or is motivated by expressive concerns, is also subject to discipline.

WSU may also impose reasonable limits on the time, place and manner of expressive activities for the purposes of assuring that the administrative functions supporting WSU's mission continue and that all community members are able to learn, teach and work safely and without disruption.

Family Educational Rights and Privacy Act

Worcester State University complies fully with the provisions of the Family Educational Rights and Privacy Act of 1974 as amended. This federal law protects the privacy of education records and establishes the rights of students to:

1. Inspect and review their education records within 45 days of the day WSU receives a request for access.

Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The WSU official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the WSU official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. Request the amendment of the education records that the student believes are inaccurate or misleading.

Students may ask WSU to amend a record that they believe is inaccurate or misleading. They should write to the WSU official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If WSU decides not to amend the record as requested by the student, WSU will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. To file a complaint with the U.S. Department of Education concerning the alleged failures by WSU to comply with the requirements of FERPA, the name and address of the office that administers FERPA is:

Family Policy Compliance Office Department of Education
Independence Avenue, SW Washington, DC 20202-4605

WSU accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students with the exception of the following:

- WSU officials within the institution
- officials of other institutions in which students seek to enroll
- persons or organizations providing students' financial aid
- accrediting agencies carrying out their accreditation function
- persons in compliance with a judicial order
- persons in an emergency in order to protect the health or safety of students or other persons.

All these exceptions are permitted under the Act. A WSU official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A WSU official is:

- a person employed by WSU in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff).
- a person or company with whom WSU has contracted (such as a consultant, contractor, volunteer or other party to whom WSU has outsourced institutional services or functions).
- a person serving on the Board of Trustees
- a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

At its discretion the institution may provide directory information in accordance with the provisions of the Act to include:

- student's name
- address
- photograph
- date and place of birth
- major field of study
- grade level
- degree
- recent school attended
- enrollment status
- dates of attendance
- participants in officially recognized activities and sports
- weight and height of athletic teams
- honors/awards.

Directory information does NOT include a student's social security number or student identification number.

Currently enrolled students may withhold disclosure of directory information by notifying the registrar in writing of the request prior to the end of the first week of classes in the Fall. Such requests will be honored for the duration of the academic year—September through August; therefore, authorization to withhold directory information must be filed annually with the registrar. WSU assumes that failure on the part of the student to specifically request the withholding of categories of directory information indicates individual approval of disclosure.

A request to withhold the above data in no way restricts internal use of the material by WSU.

In compliance with the Family Educational Rights and Privacy Act of 1974, as amended, WSU reserves the right to disclose information to parents of a student under 18 and/or the parents of a student who is dependent upon such parents for federal income tax purposes.

Campus Resources and Services

Academic Success Center

The work of this office will focus on:

- advising (for new first year students and undeclared students)
- walk-in advising for all students
- placement testing
- CLEP Test administration
- group tutoring in specific courses
- organization of student workshops that assist students with academic issues

Academic policies and Procedures:

- please visit worchester.edu/SP-Academic-Success-Center
More detailed registration information and course information can be found in the WSU Catalog of Undergraduate Studies. worchester.edu/Catalogs-and-Calendar

Administration Building, Room 130

worchester.edu/sp-academic-success-center

508-929-8111

asuccess@worchester.edu

Alcohol and Drug Prevention Education

The Office of Alcohol & Drug Prevention Education (AOD) offers a wide range of programs and services aimed at reducing the negative consequences associated with heavy episodic drinking and substance use through prevention, education, intervention, policy development and coordination with treatment providers. The office of AOD collaborates with students, faculty and staff throughout the University to create a comprehensive substance abuse prevention program.

Student Center, Room 338

worchester.edu/Alcohol-and-Drug-Prevention-Education

508-929-8243

Athletics and Recreation

The Athletics and Recreation office is an integral component of Worcester State University's efforts to provide a high-quality, affordable education and supportive environment that promotes the total development of the student.

Athletics and Recreation staff provide students with opportunities to grow and learn through intercollegiate varsity athletics, intramurals, and wellness programs. Participation in these activities fosters physical, mental, leadership, and life skills development, while enhancing self-discipline and sportsmanship qualities.

Athletic Offerings:

Baseball, Basketball (M&W), Cross Country (M&W), Field Hockey, Football, Golf (M&W), Ice Hockey (M), Lacrosse (W), Soccer (M&W), Softball, Tennis (W), Indoor and Outdoor Track and Field (M&W), Volleyball (W)

Recreational Offerings:

Men's and Women's Intramurals:

Basketball, Dodgeball, Flag Football, Street Hockey, Softball, Soccer, Volleyball and much more

Wellness Opportunities:

Fitness center, Golf Simulator, Group Exercise Classes, Personal Training

Wellness Center, Room 105

worchester.edu/Athletics

508-929-8034

Bias Incident Response Team

What is BIRT?

The Bias Incident Response Team or BIRT, is a group of administrators, faculty, staff and students representing various campus divisions, departments, and disciplines which provides a comprehensive response to bias incidents and hate crimes that effects the campus community.

What Will BIRT Do?

- Provide care, support, and resources to individuals or groups who are the targets of bias incidents and/or hate crimes;
- Funnel reported incidents to the appropriate office for investigation and/or discipline;
- Provide care, support, resources, and education to the campus community concerning the impact of bias incidents and hate crimes;
- Recommend appropriate programs that are both preventative and responsive to bias incidents and hate crimes;
- Document and monitor reported incidents of bias and hate; and
- Work to promote a safe and welcoming climate that is open to all.

To report an incident of bias go to **www.worcester.edu/diversity** and fill out the Bias Incident Reporting form at the bottom of the page.

The Honorable John J. Binienda Center for Civic Engagement

Worcester State University's commitment to civic engagement has enabled us to earn the Community Engagement Classification by the Carnegie Foundation for Advancement of Teaching and to be named a member of NASPA's Lead Initiative on Civic Learning and Democratic Engagement.

The center is dedicated to:

- Facilitating collaboration among faculty, local organizations to develop student projects and internships
- Placing students from a variety of majors and minors in volunteer and paid positions that fulfill degree requirements, test career interests, and develop leadership and teamwork skills
- Collaborating with other departments on campus-based initiatives like the Community and Leadership Experience at Worcester State (CLEWS) living-learning community for eligible first-year students
- Preparing students for effective democratic and economic participation that promotes healthy communities, global economic vitality, and social and political well-being
- Helping to meet the challenge established by the Massachusetts Board of Higher Education to provide meaningful civic education and engagement to our students.

Student Center, Room 335

worcester.edu/Binienda-Center-for-Civic-Engagement

508-929-8635

Commitment to Diversity

The Worcester State University community is proud of its rich ethnic, racial, and cultural diversity. As a campus, and as a member of the greater Worcester community, we are committed to creating a culture that respects and values the diversity of every person. Indeed, ensuring a culturally sensitive, diverse campus is one of five goals in our strategic plan. More specifically, this commitment to an inclusive and equitable campus is extended to each student, faculty, staff, and Worcester area community member. By valuing and acknowledging our diversity, Worcester State University has positioned itself to be a world class leader in higher education committed to the success of all.

On-Going Initiatives

5 Point Plan of Action Toward a More Inclusive

Campus Climate—Student Engagement, Classroom Context, Cultural Competence, Diversity in Hiring, Cross-Racial interaction

Diversity and Inclusion Strategy —Philosophy & Mission, Faculty Support, Curriculum, Staff Support, Student Support, Administrative Leadership

Campus Climate Initiatives—Committees, Trainings, Space, Research, & Personnel

Bias Incident and Discrimination Complaints—Response, Education and Prevention

Affirmative Action and Equal Opportunity Hiring—Recruitment and Search Procedures

For more information visit worchester.edu/FP-Diversity or contact:

The Office of Diversity, Inclusion, and AA/EO
Shaughnessy Admin. Bldg., A-335
508.929.8053
diversity@worchester.edu

Bookstore

Worcester State University Bookstore, operated by Follett Higher Education Group, is located on the first floor of the Student Center. The bookstore provides convenient access to a wide selection of school supplies, technology, Lancer pride gear, WSU items, gifts, and of course, cost-saving textbook options. You can order online and have items shipped to your home or utilize the in-store pick up.

We offer:

- New and used books
- Rent-a-text (rental books)
- Digital books
- Price matching

See the bookstore or website for return policies and hours of operation including hours during holidays and special event days.

Student center, First floor
WSUShop.com
508-929-8591

Campus Ministry

Campus Ministry at Worcester State University offers an interfaith experience for personal enrichment. In an effort to cultivate the spiritual and psychological development of the university community, Campus Ministry provides religious services, pastoral counseling, and a variety of spiritually uplifting and enlightening programs. Students are invited to attend bible study groups, prayer groups, rosary prayer, and events with ministry groups at other area campuses.

Located behind Dowden Hall at 17 Candlewood St.
worchester.edu/Campus-Ministry
508-929-8017

Career Services

Whether you are an undergraduate or graduate student, Career Services at Worcester State University is here to help support your career goals with counseling and resources. We understand that you may change majors and career goals several times during your university experience. Career exploration during your college years is healthy and strategic, allowing you the opportunity to fine-tune what you really want to do in the world.

Please visit the Career Services website for more information. Or call to schedule an appointment with a career counselor today

Student Center, Room 337
worchester.edu/sp-career-services
508-929-8941
careerservices@worchester.edu

Commuter Services

Commuter Services is dedicated to serving the needs of the commuter population at WSU. Located on the 2nd floor of the Student Center, commuter students are encouraged to visit the office and are welcome to suggest a program idea or express concerns about commuter related issues.

Commuter students are encouraged to use the Living Room Commuter Lounge right outside of the Commuter Services Office, as a lounge area between classes and activities. The Living Room includes a refrigerator, microwave, multiple televisions, ping pong tables, pool tables, fooseball, and a quick charging station.

Student Center, Room 212
worchester.edu/Commuter-Services
508-929-8073
studentinvolvement@worchester.edu

Counseling Services

Confidential Counseling Services are available to assist students in coping with a variety of personal issues that may interfere with their academic and personal development, and sense of well being.

- Services include individual counseling, group counseling, trauma response and support.
- Any services received are confidential which includes faculty/staff, family and friends.
- Fully matriculated, undergraduate students are eligible for services. No insurance is necessary.
- Making an appointment is highly recommended.
- Walk-in appointments are available depending upon the needs of a student.

Student Center, Suite 325
worchester.edu/Counseling-Services
508-929-8072
counseling_wsu@worchester.edu

Dining Services

Worcester State University Dining Services is managed by Chartwells. At Chartwells, our goal is to be one of the best dining programs in the nation, with a repertoire of innovative cuisines and outstanding services for our customers.

We offer meal plan options for resident and commuter students:

- **Semester block plans for resident students:** You can choose to purchase meal plans with 250, 225, 200, 150, or 90 OneCard “swipes” per semester. These plans give you a level of flexibility tailored to your time on campus.
- **Block Plans for commuter students:** You can select from 2 plans, either a 50-meal or 75-meal block. These plans can be purchased in addition to the Dining Dollars that are automatically placed on your OneCard each semester.

In addition, as a resident or commuter student (excluding seniors), you’ll have Dining Dollars automatically placed on your OneCard that you can use at all 7 Chartwells’ campus locations.

Student Center, Room 346
dineoncampus.com/wsu
508-556-6070

Health Services

Health Services offers health care and health education to currently enrolled full-time/part-time matriculated, undergraduate students. The office is staffed by nurse practitioners and part-time physicians.

Services

Services include visits for health concerns/illness, health maintenance/wellness information, women’s health including routine gynecological exams/pregnancy issues/contraception, STI screening (male and female), Physical Exams in select situations, Tuberculosis skin testing in select situations, and specialty referral as needed. Information about the student’s care will only be shared with the student’s written approval, except as required by law, and in cases of danger to the student or others.

Student Health and Immunization Forms remain on file in the Health Services office.

Costs

Most services in Health Services are covered by the Health Services Fee billed with the tuition bill. Any laboratory tests sent out from Health Services are billed to the student's health insurance company. The student is responsible for any additional charges not covered by their health insurance company. Students should call their health insurance company prior to the appointment to determine if they require laboratory specimens to go to a specific laboratory company. The laboratory specimens are sent to Quest Diagnostics Labs. Health Services does not bill your health insurance company for visits to our office or collect co-payments at the time of the visit.

Appointments

Appointments can be made either in person or by calling the office. It is best for the student to call as early in the day as possible to schedule an appointment that is convenient for their schedule.

Hours

Office hours during the academic year for clinical visits are:

Monday, 8am - 8pm, and

Tuesday - Friday 8am - 4pm

The office is open during the summer for administrative purposes. When Health Services is closed, emergencies are referred to Worcester State University Police 508-929-8911

Sheehan Hall, Room 001

(Office entrance is located to the right of the main entrance, down the sidewalk headed toward lower campus.)

worchester.edu/Health-Services

Phone: 508-929-8875

Fax: 508-929-8075

Immunization Requirements

Each full-time undergraduate and graduate student, all full and part-time students in health science programs involving patient contact (Nursing, Occupational Therapy, and Communication Sciences and Disorders), and students attending on a student visa, must present evidence of immunization in order to register for courses. Massachusetts law specifies the following immunizations:

- 1) two doses of measles, mumps and rubella vaccine given at least one month apart beginning at or after 12 months of age;
- 2) one dose of tetanus/diphtheria/pertussis (Tdap) is required, if it has been 5 years or more since the last dose of tetanus/diphtheria (Td);
- 3) three doses of Hepatitis B vaccine;
- 4) All newly enrolled full-time students 21 years of age and younger, will require immunization with meningococcal vaccine, on or after their 16th birthday or sign the Meningococcal Information and Waiver Form developed by the Massachusetts Department of Public Health, stating that you have received and reviewed the information regarding meningococcal disease/vaccination, and you wish to decline the immunization.
- 5) a history of varicella(chicken pox) disease verified by a health care provider, or two doses of Varicella vaccine given at least 1 month apart beginning at or after 12 months of age
- 6) All students must complete a tuberculosis screening form. Any student considered high risk must provide proof of a negative PPD test or negative laboratory test for Tuberculosis. In the case of positive PPD/Laboratory test results, evidence of a negative chest x-ray is required.
- 7) A copy of an immunization record from a school in the Commonwealth indicating receipt of the required immunizations may be presented; or in the case of measles, mumps, rubella, Hepatitis B, or varicella, lab results showing evidence of immunity . The law provides for medical and/or religious exemptions. Provision is also made to allow students to register on the condition that the required immunizations are obtained within thirty days of registration.

Students must submit the WSU Health History Form completed by a physician and a completed Tuberculosis screening form, in order to register for classes. All resident students must have a complete WSU Health History form and Tuberculosis screening form in order to move into the residence halls.

International Programs

The International Programs Office (IPO) at Worcester State University is responsible for both International Student and Scholars advising and Study Abroad/Study Away advising. Students are encouraged to study abroad/away during their tenure at WSU. The IPO can assist students with:

- Student Abroad/Away advising:
 - WSU short-term Faculty-Led Programs (1-3 weeks with a WSU faculty member for credit)
 - Summer, Semester and Academic Year opportunities abroad through a WSU partner institution or affiliated provider
 - The National Student Exchange (nearly 200 institutions in the U.S., Canada and U.S. territories)
- International students and scholars advising for F and J visa holders
- Facilitating international engagement on campus including Study Abroad fairs, the Global Action Fair, Peer mentoring opportunities and much more!

Student Center, Room 317
worchester.edu/SP-Study-Away-Programs/
508-929-8305

Military Affairs/Veterans Services

Worcester State University proudly welcomes our Student Veterans and Dependent's, you have provided a very noble and crucial service for all of us, and for that, we thank you. We are committed to helping you meet your educational needs by providing you with information, services, and support that will make you successful in your endeavors.

Certifying Official for Veterans Benefits

Your dedicated contact is:

Cherie Milosh

Registrar's Office, Administration Building, Room 107

worchester.edu/Military-and-Veteran-Students

508-929-8773

cmilosh@worchester.edu

Once accepted to WSU, and benefits certified, the Office of Military/Veterans Services will assist you in your transition to the academic environment.

Student Center, Third Floor

worchester.edu/SP-Military-Affairs-and-Veterans-Services

508-929-8884

OneCard

The Worcester State University One Card is the official identification card for all WSU students and employees. It's also a convenient, flexible way to purchase food and beverages, books, copies, printing, and other campus services. Your OneCard works like a debit card. Whenever you need to replenish the balance, just log into the OneCard website, access your eAccount App, or visit a Card Management Center (CMC) located on campus.

- OneCard Account Management
- Off-Campus Purchase Locations
- OneCard Replacements

Student Accounts Office – Administration Building, Room 140

worchester.edu/OneCard/

Phone: 508-929-8888

Fax: 508-929-8182

OneCard@worchester.edu

Parking and Transportation

The Office of Parking and Transportation handles all matters involving Worcester State University parking needs. The Office of Parking and Transportation is comprised of the Parking Manager, Parking Enforcement Officer, and student workers.

- This department allocates all parking permits to residents, commuters, employees, faculty, food services, and visitors.
- WSU parking lots are enforced by this department and the WSU Police Department. Citations are governed under Massachusetts General Laws.
- Shuttle services to the Sagamore Campus and Goddard Memorial Satellite parking are overseen by the Parking Manager.

Wasylean Hall, Room 102

worchester.edu/parking

worchester.edu/shuttles

508-929-8887

parkingtransport@worchester.edu

University Police

The Worcester State University Police Department provides daily operations for the WSU community, including the Parking and Transportation Office.

Police can be contacted by phoning 929-8911 or by visiting, **worchester.edu/University-Police**

Services provided include:

- Emergency response to incidents and crimes.
- Enforcement of police and WSU policies and Massachusetts general laws and Federal Regulations.
- On-Campus escort service upon request
- Safety programs for residential and commuter students

Lost and Found

Lost-and-found articles are kept in the WSU Police Department. All inquiries should be directed to that office by calling the number listed below.

Wasylean Hall, Room 102
worchester.edu/University-Police/
508-929-8044
wsupolice@worchester.edu

Residence Life and Housing

Residence Life and Housing is committed to providing inclusive living and learning experiences that enhance our residents engagement in their own development and academic success.

- Approximately 1,600 students live on campus.
- 65% of first year students and almost 40% of all students live in on-campus housing.
- Residence Life and Housing offers Late Night Programming every Thursday throughout the year.
- Residence Life and Housing has 4 Central Office staff, 4 Full-time live-in Residence Directors and 47 live-in Student Staff members.
- Community Leadership Experience at Worcester State (CLEWS) is a community designed for first year residents who are interested in participating in civic minded programs.

Sheehan Hall, Room 101
worchester.edu/myhousing
508-929-8074
reslife@worchester.edu

Student Accessibility Services

Student Accessibility Services (SAS) is committed to providing students with disabilities (e.g., learning disabilities, chronic health, mental health, AD(H)D, autism spectrum disorders, sensory issues, mobility issues, temporary conditions) reasonable accommodations, support and services that enable equitable access to education and university life. SAS promotes disability as an essential element of diversity.

- SAS determines eligibility for educational, housing, classroom location and furniture accommodations.
- Accommodations are individually determined through an interactive intake process with a professional staff member. Documentation related to your specific condition is required.
- If you had an IEP (Individual Education Plan) or 504 Plan in high school, we strongly encourage you to connect with us. You're IEP or 504 Plan does not automatically transfer to college.
- Educational accommodations in college are quite different than high school. The process is confidential, you do not provide documentation to your faculty, and we do not disclose diagnoses.

Administration Building, Room 131
worchester.edu/Student-Accessibility-Services
508-929-8733
SAS@worchester.edu

Student Intervention Team

The Student Intervention Team is a cross-divisional, multidisciplinary team that meets bi-weekly during the academic year to discuss and assess students whose behavior is of concern. The ACT Report information that may be shared with this group is confidential, utilized to determine where else the student has been identified, and subsequently determines the most appropriate individual(s) to reach out to the student. The SIT response, whenever possible, is aimed at assisting the student(s) by providing them with the necessary support to foster their success as a WSU student.

Immediately following the SIT meeting, students will be notified that a member of the SIT may reach out to them to begin the support process.

Office of Student Involvement and Leadership Development

The Office of Student Involvement and Leadership Development provides a co-curricular program which enhances students' overall educational experience. With over 40 student organizations to choose from, students have many involvement opportunities to explore along with a variety of social, cultural and educational programs to participate in. In addition to student organizations and programming, OSILD also provides many leadership training opportunities which includes the comprehensive Circles of Leadership program. OSILD also oversees all aspects of the New Student Orientation Program, including Parent Orientation, First Year Orientation, Transfer Orientation and Winter Orientation. OSILD is located on the 2nd floor of the Student Center.

Student Center, Room 212
worchester.edu/Student-Involvement
508-929-8073
studentinvolvement@worchester.edu

Title IX

Title IX of the Educational Amendments ACT of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex against any person in educational programs and activities receiving federal funding. For more information regarding Title IX Law please visit the U.S Department of Education Office of Civil Rights website.

Examples of Policy Violations

- Sexual Violence
 - Rape
 - Sexual assault
 - Sexual Exploitation
 - Incapacitation
- Sexual Harassment
- Gender Based Harassment
- Domestic and Dating Violence
 - Stalking
 - Retaliation

Title IX Procedures

Worcester State University has equitable procedures in place to promptly, thoroughly and fairly address concerns and complaints of harassment or discrimination while being mindful of the rights and unique needs of all parties and of due process.

Title IX Reporting Options

WSU is committed to supporting impacted students by providing necessary safety and support services and accommodations throughout the investigation and resolution process. Student may obtain protective measures through the Director of Title IX, University Police or Counseling Services. Students may obtain support and accommodations through the Title IX Office

Examples of accommodations are:

- Arranging for alternating housing or dining
- No contact orders
- Changes in academic or work schedules
- Restrictions from areas of campus
- Academic accommodations such as:
 - Transferring to another course
 - Rescheduling an academic assignment or test
 - Arranging for incompletes, a leave of absence or withdrawal from campus

Student Center, Room 338
worchester.edu/Title-IX
508-929-8243
wsu_titleix@worchester.edu

Academic Procedures

Academic Advising

Students are assigned a faculty member from their major department to serve as their advisor. Undeclared students have faculty/academic advisors assigned as well. Each student meets with his/her academic advisor during the regularly scheduled advising period each semester to review academic progress and select courses for the coming semester. All advisors have office hours so the student should contact the advisor whenever information or an opinion on an academic matter is needed.

More detailed registration and course information can be found in the WSU Catalog.
worchester.edu/Catalogs-and-Calendars

Intent to Graduate

The degree and diploma will be granted within 60 days of the final day of examinations for the semester in which degree requirements have been met providing that students have adhered to the following deadlines for filing an Intent to Graduate form:

| | |
|----------------------|-------------------------|
| December completion: | Last Friday of October |
| May completion: | Last Friday of December |
| August completion: | Last Friday of May |

Standards of Progress

Matriculated students (students admitted to Worcester State University and pursuing a formal course of study leading to the bachelor's degree, second major, certificate, or professional certification) are expected to make satisfactory and steady progress toward completion of their programs.

Opportunities are available for student advisement, both within major departments and from the Academic Success Center. However, each student is solely responsible for selecting courses which satisfy departmental requirements for a major, as well as the general requirements for graduation, as described in this catalog. Students are responsible for familiarizing themselves with this information. Exemption from, or exception to, any published requirement is valid only when approved in writing by the respective Dean, Provost/Vice President for Academic Affairs, or Associate Vice President for Academic Affairs, and confirmed by the Registrar.

Attendance

All students are expected to attend and participate in all class meetings and laboratory sessions. In the event that illness or some other emergency prevents a student from attending class, the student should contact the instructor directly. Since attendance requirements differ according to the specific academic goals of each course, students should carefully check the attendance policy on the course syllabus. If there is anticipated prolonged absence, the Associate Vice President for Academic Affairs (Administration Building, Room 361) should be contacted.

Worcester State University abides by Chapter 375 of the Commonwealth of Massachusetts, An Act Excusing the Absence of Students for Their Religious Beliefs. Section 2B of this law states: "Any student in an educational or vocational training institution other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school.

No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.”

Academic Standing: For degree-seeking students, class membership is based upon the number of credit hours completed. Class membership determines priority for registration and participation in class events.

| Class | Credit Hours Completed |
|--------------|-------------------------------|
| First-Year | 0-29 |
| Sophomore | 30-59 |
| Junior | 60-89 |
| Senior | 90-120 |

Good Standing: To maintain good standing at Worcester State University, matriculated students must meet the minimum standards specified below.

| College Credits¹ | Cumulative GPA |
|------------------------------------|-----------------------|
| 1-29 | 1.50 |
| 30-59 | 1.75 |
| 60 and over | 2.00 |

¹College credits include all credits attempted at Worcester State University plus all credits accepted in transfer. Students are reminded that only grades earned at Worcester State University or through the Consortium Program are used in determining their GPA.

Warning Status: Students will not be placed on probation status until they have attempted 24 semester hours; however, students may be placed on a warning status if they fail to maintain the minimum standard after attempting 12 semester hours. Students on warning status may enroll in no more than 16 semester hours. In consultation with an academic advisor, each such student will develop an academic plan/registration contract that will include such conditions as repeating failed courses, regularly scheduled advising appointments, attending workshops offered through the Academic Success Center, and recommended use of the writing center, math lab, and tutoring services.

Probation and Dismissal: Students who fail to meet and/or maintain the minimum cumulative GPA required for good standing are placed on academic probation and are subject to the following restrictions:

1. they may not participate in intercollegiate athletics; and
2. they may not register for more than 12 semester hours of credit per semester; and
3. they may not serve on any standing and ad hoc governance committees of Worcester State University.

Failure to improve the GPA and regain good standing after two regular academic semesters (Fall and Spring) will result in academic dismissal and separation from Worcester State University. Students dismissed from Worcester State University for academic deficiency may not register for or attend classes at Worcester State University until 12 months have elapsed. Readmitted students must attain a minimum GPA of 2.0 for each semester following their return. Failure to maintain a 2.0 semester GPA will result in a second separation from Worcester State University not subject to appeal. See next section regarding withdrawal/leave of absence.

Appeal of Dismissal: Students may appeal for reinstatement to continue for a third semester on probation. Appeals must be made in writing to the Chair of the Academic Progress Review Board and submitted to the Registrar within five (5) days of notification. The Academic Progress Review Board will review the written appeals. The decision of the Review Board is final.

Undergraduate Grade Appeal Procedure

Prior to invoking the use of the undergraduate grade appeal procedure, individuals should exhaust all informal means available to resolve questions concerning specific issues related to their courses.

The grade 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

When an issue arises in which the student believes he/she has been treated unfairly, 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 the respective School.

Step 4

If, within ten working days of the receipt of the request in Step 3, the Dean 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 Vice President for Academic Affairs. In the case of continuing education courses or graduate courses, the appeal at Step 3 goes to the Associate Vice President of Continuing Education.

Step 5

Within ten working days of the receipt of the request in Step 4, the Provost/Vice President for Academic Affairs shall inform the student, faculty member, Department Chair, Dean of the results of his/her review.

The appeal process ends at this point.

Withdrawal From Worcester State University/Leave of Absence

Matriculated students who fail to take a course during a calendar year will be administratively withdrawn from Worcester State University. Students who wish to permanently withdraw from Worcester State University or take a temporary leave of absence must complete appropriate forms in the Academic Success Center. If the withdrawal or leave of absence is filed prior to the last day to withdraw from courses for the term, “W” will be recorded on the student’s record. Students who file for leave of absence or withdrawal after the last day to withdraw from courses for the term may petition if they feel circumstances warrant the recording of “W” for all courses enrolled for that term. Normally, a leave of absence is for one semester; however, a student may have up to one year to return to Worcester State University. Failure to return at the specified time will result in an administrative withdrawal from Worcester State University.

Students who receive any form of financial aid or veteran’s educational benefits should consult with the respective office PRIOR to dropping or withdrawing from a course. Reducing credit hour load may adversely affect eligibility to receive financial aid or veteran’s educational benefits. In addition, most private insurance companies require that students be full-time (12 credits or more) to be eligible for coverage.

Reinstatement after Withdrawal/Non-continuous Attendance/Dismissal

Students reactivate their undergraduate, matriculation status through the Registrar's Office. It is the student's responsibility to supply and update the following documents if they are not on file:

- final high school transcript
- completed and notarized proof of residency form
- official transcript of all courses completed at each post-secondary institution attended (excluding Worcester State University).

When the file is complete, the student will meet with an advisor and develop a plan for academic persistence and success. If applicable, an updated evaluation of transfer credits will be done at this time. In the case of Nursing, Occupational Studies, and Education majors, an interview with the academic department will be necessary to determine reinstatement possibility in these majors.

Students readmitted after dismissal must attain a minimum GPA of 2.0 for each semester following their return. Failure to maintain a 2.0 semester GPA will result in a second separation from Worcester State University not subject to appeal.

All reinstated students follow the major requirements from the catalog in effect at the time of their reactivation. For students who matriculated prior to Fall of 2009 as first-year students, or prior to 2012 as transfer students, courses will be allocated to LASC categories according to the LASC transfer policies (see LASC section under "Academic Policies and Procedures"). For students who last matriculated as first-year students after the Fall of 2009, or as a transfer after the Fall of 2012, all courses completed at WSU will be allocated to LASC categories according to the catalog in effect when he/she is reinstated. Through appropriate advising, a plan for success outlining the maximum credits applicable will be developed prior to the semester of re-matriculation.

University Policies

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 Worcester State University judicial process, shall be suspended or expelled from WSU and may be criminally charged (terrorism).

Emergency Contact Information

In an effort to keep the Worcester State University emergency contact database (e.g. next of kin info) up-to-date, please go to the Emergency Information Collection screen in WebAdvisor to enter/update your information. Please note that we will only use this information in the event of a serious emergency. We will not distribute this information to any other person or agency.

Excessive and Unreasonable Noise

Recognizing that Amendment Article 97 to the Constitution of the Commonwealth of Massachusetts establishes that the people have a right to be free from excessive and unnecessary noise, courtesy hours are in effect at all times at Worcester State University. Courtesy hours are defined as times during which students are to consider the impact of their music, noise, etc. upon other members of the University community. Within a community setting, individual desires must not be allowed to take precedence over the rights of others and of the community as a whole. Therefore, students are expected to behave in a manner that does not disrupt or interfere with individual and/or group rights.

Gambling and Bookmaking Policy

Gambling (betting or wagering of any form) is strictly forbidden at Worcester State University. WSU supports all federal and state laws regarding illegal gambling. References: MGL, Ch.271, Sec. 5, 7, 17.

Prohibited activity included but not limited to:

- Betting/wagering or selling pools on any athletic event
- Playing card games for money
- Possessing any card, book or other device for registering bets
- Knowingly permitting the use of your room, apartment, office phone or electronic device for illegal gambling
- Offering, soliciting, or accepting a bribe to influence the outcome of an athletic event
- Involvement in unauthorized raffles or lotteries

Students involved in illegal gambling are subject to disciplinary action and/or criminal prosecution.

More detailed information on the Student Conduct and other policies can be found online at [**worchester.edu/student-conduct**](http://worchester.edu/student-conduct)

Guest Policy

The Guest Policy is intended to protect the rights, safety, and property of the members of the Worcester State University community and to endeavor to keep the campus secure.

A guest includes, but is not limited to, any person(s) a student invites to the WSU premises or to a WSU sponsored event or activity. It is the sole responsibility of the host to inform their guests of the details of the Guest Policy.

All guests are expected to observe the rules and regulations of campus conduct during their visit. Students are held strictly responsible for the conduct and actions of their guests. This also means financial responsibility for any expenses incurred. Hosts are expected to escort their guests at all times.

All guests must present valid photo identification when requested to do so by any WSU Official. For the residence hall guest policy please see the Residence Hall Handbook.

Hazing Policy/Chapter 665

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.

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.

Inclement Weather Policy

In the event of inclement weather, a decision to close or delay opening the University will generally be made by 5:30 a.m. by the President or the President's designee in consultation with other members of the University staff. For all delays and cancellations, notice will be given to the following outlets: main campus phone line 508-929-8000, local television stations, local radio stations, Community system community.worcester.edu, University homepage, all @worchester.edu email addresses, text message (optional via the Emergency Response Notification system at **worcester.edu/emergency**). Please do not call the University Police to find out if the University is open, closed or delayed as this ties up the phone line for emergency calls. For a list of television and radio stations and various other outlets, visit **worcester.edu/Inclement-Weather-Policy**.

Insurance for Property Policy

Worcester State University is not responsible for loss or damage to personal property on campus. Individuals desiring such protection must make arrangements for coverage at their own expense.

Involuntary Administrative Withdrawal Policy

One of Worcester State University's purposes is to ensure equality of educational opportunity while fostering an environment that promotes education, achievement, and the growth and safety of and respect for all members of its community. On occasion, WSU officials become aware of a student who may be seriously interfering with these purposes because of a mental, emotional, or psychological health condition. In such situations, WSU officials may consider the appropriateness of (1) utilizing the established student conduct system, or (2) involuntary examination, hospitalization, and treatment for mental illness under state law. In addition to, or instead of, either of those procedures, the matter may be handled as a potential medical withdrawal according to the standards and procedures described in this Policy. Please contact the Dean of Students Office for further information.

Rave Guardian App

As safety of students, faculty and staff are one of WSU's top priority; University Police along with Student Affairs introduces RAVE Guardian - the free personal safety mobile application, as an additional component for your individual safety. The Rave Guardian app is one of the best ways to not only improve your personal safety on the Worcester State University campus, but also that of your fellow guardians within your own private safety network. This app also can put you in direct contact with University Police in an emergency.

Download Rave Guardian today or search for it at the Apple App Store or Google Play.

- **Set a Safety Timer** – Notify people you trust to check in on you if you are alone or in an unfamiliar place.
- **Manage and Message Your Guardians** – Invite family, friends, or others to be your Guardian, and communicate with them within the app as needed.
- **Easy Emergency Communication** – Call University Police directly for help if you are in trouble and send text tips – including photos – if you see something suspicious.
- **Emergency Button** – Make a direct, immediate connection to University Police with GPS location and personal profile information if you are in an emergency situation.
- **Tip Texting** – Report an anonymous crime-tip via SMS or mobile app.

Please note: This app is separate from the WSU alert software used to notify the campus community of incidents such as inclement weather closings or delays.

Sales and Solicitation

The sale or solicitation of goods or services including leafletting and those contracted by Worcester State University and/or the Board of Trustees, may occur on the WSU campus when authorized, sponsored and supervised by a recognized student organization or by an official organization recognized as being affiliated with WSU.

Social Network Code of Behavior and Caution

Members of the Worcester State University community who use social sites such as Facebook, Instagram, Twitter, and YouTube are cautioned to do so using the guidelines of WSU's Codes of Conduct. Violators will be subject to WSU disciplinary action.

It should be noted that users of these sites are subject to legal ramifications if State or Federal Laws are violated and may be subject to prosecution. Also be advised that these sites are frequented by predators, law enforcement agencies, employment agencies, and sports recruiters as a means to uncover background information and/or evidence. Use discretion when posting information on these or similar websites.

Statement on Student Jury Service

According to the Office of Jury Commissioner of the Commonwealth of Massachusetts, "Every U.S. Citizen 18 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts."

It is not unusual for students residing in Worcester County to be summoned to serve as trial jurors. Jury service, on a short-term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community. Worcester State University supports students in their fulfillment of this civic duty.

Policy on Use of Drones

Operation by any person of an unmanned air craft system (UAS), a drone, from above the campus, is governed by Federal Aviation Administration policies. (see: faa.gov/uas/getting_started/register_drone). Users must read and understand both the FAA and Worcester State University's UAS operating procedures and guidelines. In many cases, drones must be registered and fliers need to be a licensed drone pilot. When meeting the necessary registration and licensure, use of a drone on campus requires further approval at least 48 hours prior to the use of the UAS from University Police. University Police maintain the authority to "ground" or suspend operations of any

UAS that is not compliant with FAA regulations, WSU policy, and/or represents a danger to the WSU community.

Student Travel Policy

Worcester State University does impose certain requirements and controls in connection with travel that it formally authorizes or sponsors. While Worcester State 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.

Who May Sponsor:

1. Worcester State-sponsored travel is travel that is sponsored by Worcester State itself through one of its departments or offices. In every case, a Worcester State-sponsored student travel program requires the prior approval of the Chief Student Affairs Officer.
2. Worcester State-authorized 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, Worcester State-authorized travel program must be approved by the Chief Student Affairs Officer.
3. 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 the procedure may result in judicial action by Worcester State.

Who Must Approve:

1. In every case, Worcester State-sponsored or Worcester State-authorized travel requires prior approval of either the Chief Student Affairs Officer (CSAO) or the Vice President of Academic Affairs (VPAA).
 - a. Travel sponsored by an academic department or other academic program must be approved by the Vice President of Academic Affairs.
 - b. Travel sponsored by Athletics or a recognized student organi-

zation or club must be approved by the Chief Student Affairs Officer.

- c. Once a Worcester State sponsored or authorized travel plan has been decided, representatives of the sponsoring organization must meet with the professional staff person designated by the CSAO or the VPAA.
- d. 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 CSAO or VPAA the specifics of the travel program for review and approval. This proposal shall include:
 - i. purpose, dates, and itinerary
 - ii. estimated number of participants
 - iii. number and names of chaperones
 - iv. copies of price quotations and names of selected vendor(s)
 - v. source(s) of funding for the trip
 - vi. financial breakdown of total cost of trip
- e. Worcester State University reserves the right to require, as a condition of any student's participation in any Worcester State-authorized or Worcester State sponsored travel, that the student or his/her guardian sign a waiver of all claims against Worcester State University and its employees for liabilities that may arise out of such travel. Worcester State University may impose this requirement whenever Worcester State-sponsored or Worcester State-authorized travel occurs outside or inside the Commonwealth of Massachusetts.
- f. Worcester State University shall require the student organization's, club's, or team's advisor(s), coach(es), or professional staff person(s) to chaperone any trip which, in the judgment of Worcester State, requires the presence of a professional staff member. Their duties will be to assist in securing the services contracted and assist the members of the student organization and the participants in following the established guidelines for the trip.
- g. 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, and 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 CSAO or the VPAA.

- h. 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.
- i. 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 “to 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.
- j. Participants in any Worcester State-sponsored or Worcester State authorized travel are expected to behave responsibly. Students who violate standards of conduct set forth in this or any other Worcester State 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. Worcester State and 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.
- k. The travel agency or tour operator will be required to carry adequate liability insurance and/or show proof of adequate liability coverage by carriers.
- l. 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.
- m. Worcester State 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.

- n. A 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%).
- o. NEITHER WORCESTER STATE UNIVERSITY 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 WORCESTER STATE-SPONSORED OR WORCESTER STATE-AUTHORIZED TRIP. NOR DOES WORCESTER STATE UNIVERSITY 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, such are the responsibilities of the travel agency, tour operator, and other vendors of services and products. Worcester State 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 Worcester State University assumes no obligation to take such steps and no liability in consequences of its doing so. WORCESTER STATE UNIVERSITY ASSUMES NO OBLIGATION TO MAKE REFUNDS TO STUDENTS IN THE EVENT A TRIP IS CANCELLED, POSTPONED, OR ALTERED.

International Travel Requirements

1. Passport must be valid for at least 6 months after return date.
2. 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 Worcester State's International Student Advisor.
3. 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.

4. Travel to countries that the US Department of State has issued travel warnings for will not be approved by Worcester State. Check with International Programs for the latest warnings.
5. Make sure that all documents are prepared for travel and you have copies of them at home with a relative or other responsible person. Include passport and visa information, credit card number(s), and insurance information.

Worcester State University does impose certain requirements and controls in connection with travel that it formally authorizes or sponsors. While Worcester State 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.

Tailgating Policy

As part of an ongoing effort to promote a healthier and safer campus environment, Worcester State has implemented the following policy regarding tailgating activities at football games. Beginning in the fall the following guidelines regarding tailgating will be in force.

- The tailgating (setting up grills and tables, etc.) will be located in Lot O ,(side of Wellness Center) and will be in the area across from the Science & Tech loading dock.
- Tailgating will be allowed two hours prior to game time.
- No alcohol will be allowed at any time. Any person with alcohol will be asked to dispose of it. The second time the person will be asked to leave the premises.
- At game time, the tailgating area will be shut down and cleared by University Police and all individuals will be asked to enter the stadium or required to exit the premises.
- Those who refuse to vacate the area will be viewed as trespassers and will be subject to police action.
- No individual will be permitted to exit the stadium and linger in the tailgate area, including returning to the area during half time.
- Additionally tailgating will be allowed for players and/or their families after the game for 90 minutes. After the ninety minutes have expired the area will be cleared.
- No Charcoal Grills permitted

Our aim in these policy is to allow for families of players and students at Worcester State to enjoy the football atmosphere without the use of alcohol.

This policy is subject to change for Homecoming events. Please refer to the annual campus-wide email notification for details regarding the Homecoming Tailgate Policy.

Weapons and Hazardous Materials Policy

The possession or concealment of any type of firearm or other dangerous weapon, including but not limited to replica weapons, 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 other two and one-half inches, or a sling shot, knuckles, blackjack, metallic buckles or any item which could be used as a weapon, is strictly prohibited on Worcester State premises or off campus where Worcester State jurisdiction applies.

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.

In addition, no paintball guns are allowed on Worcester State property, including the Residence Halls.

Violators of the above will be subject to immediate legal and/or Worcester State disciplinary action.

WORCESTER STATE UNIVERSITY
STUDENT CODE OF CONDUCT
AND
THE CONDUCT SYSTEM
INTRODUCTION

Worcester State University 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 Worcester State University community*. To help accomplish these fundamental ends, it is essential for students and others to cooperate when dealing with *Worcester State University* representatives in any matter and to understand both the rights and the obligations they have as members of this community. This “Student Code of Conduct and Conduct 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 Worcester State University, 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 Worcester State University community share the responsibility for maintaining an environment in which all actions are guided by care, concern, respect, integrity, and reason.

The functioning of Worcester State University 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 Worcester State University community share some other rights crucial for the conduct of free inquiry that is central to Worcester State University’s mission. These include the right to reasonable use of Worcester State University facilities, the right to privacy with respect to one’s personal effects and academic records, the right to organize a democratic student government, and the right to establish a responsible Worcester State University-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 to 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 Worcester State University.

The conduct code that follows outlines the procedures that Worcester State University will follow when the rights and responsibilities that we acquire as members of the Worcester State University 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/survivor 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.

JURISDICTION OF WORCESTER STATE UNIVERSITY

Worcester State University *shall* have jurisdiction over conduct that adversely affects the Worcester State University community and/or the pursuit of its objectives, wherever the conduct occurs.

If the conduct occurs off-campus Worcester State University shall have jurisdiction when:

- a. The victim/survivor of such offense is a member of the Worcester State University community.
- b. The offense occurred at a Worcester State University-Sponsored or sanctioned event.
- c. The accused student used their status as a member of the Worcester State University community to assist in the commission of the offense.
- d. The offense has a detrimental effect on the reputation of Worcester State University.

CONDUCT – RULES AND REGULATIONS

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

1. The rules and regulations of this student code are supplemented by the following Worcester State University policies, which were established by each division of Worcester State University within its area of authority with the approval of the President and, where appropriate, the Board of Trustees: (see appropriate complementary sections online at www.worcester.edu/handbook)
 - a. Academic Honesty Policy
 - b. Bomb threat policy
 - c. Gambling and Bookmaking Policy
 - d. Guest Policy
 - e. Hazing Policy/Chapter 665
 - f. Leafleting Policy
 - g. Sales and Solicitation Policy
 - h. Sexual Violence Policy
 - i. Social Network and Code of Behavior and Caution
 - j. Sound Emission Policy
 - k. Weapons and Hazardous Materials Policy
 - l. Drone Policy
 - m. Hoverboard Policy
 - n. WSU Statement on Community and Free Speech
2. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty. (See Academic Honesty policy)
 - b. Furnishing false information to any recognized *Worcester State University official* or office.
 - c. Forgery, alteration or misuse of any Worcester State University document, record, one card, keys or instrument of identification.
 - d. Tampering with the process of any recognized Worcester State University student organization including but not limited to elections, time sheets, budgets, etc.

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3. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other Worcester State University activities, including its public- service functions on or off-campus, or other authorized non-Worcester State University activities when the act occurs on Worcester State University premises.
 4. Conduct that threatens or endangers the health or safety of any person including but not limited to:
 - a. physical abuse
 - b. verbal abuse
 - c. threats/threatening behavior
 - d. intimidation
 - e. harassment
 - f. coercion
 - g. retaliation
 5. Create an intimidating, hostile or demeaning environment for education, Worcester State University-related work, activities on premises or off-campus where Worcester State University jurisdiction applies.
 6. Open air fires are prohibited anywhere on Worcester State University premises or at Worcester State University-sponsored or supervised activities, with the exception of Chandler Village barbecues, or with expressed written permission from the Dean of Students or their designee.
 7. Attempted or actual theft of Worcester State University property or property of a Worcester State University community member or other public property.
 8. 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.
 9. Damage and/or Vandalism to Worcester State University property or property of a Worcester State University community member or other public property.

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10. Bullying, defined as the severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student or a member of the Worcester State University community that has the effect of:
 - Causing physical or emotional harm to the other student or damage to the other student's property.
 - Placing the other student in reasonable fear of harm to themselves or of damage to their property.
 - Creating a hostile environment at school for the other student
 - Infringing on the rights of the other student on campus.
 - Materially and substantially disrupting the education process or the orderly operation of Worcester State University.
 - Bullying through the use of technology or any electronic means (cyberbullying).
 11. Failure to comply, which includes, but is not limited to the following: a failure to cooperate with and/or a failure to adhere to the directions of recognized Worcester State University 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.
 12. Unauthorized possession of and/or duplication of keys or OneCard to any Worcester State University premises, or unauthorized entry to or use of Worcester State University premises.
 13. Misuse of OneCard which includes, but not limited to: possession of another person's OneCard and/or giving out your OneCard to another person.
 14. Use, possession or distribution of narcotic or controlled substances is prohibited except permitted by federal/state/ and local law. Possession of any item considered paraphernalia for the purpose of administering or consuming illegal or unauthorized substances is prohibited. Being in the presence of illegal drugs, drug paraphernalia, or under the influence is also prohibited.
 15. Consumption, possession, distribution, or evidence thereof, of alcoholic beverages except as expressly permitted by the law and Worcester State University regulations. Being in the presence of alcohol, possession of empty containers and public intoxication are also prohibited.

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16. Possession of firearms and/or explosives, other weapons, dangerous chemicals, paintball guns or other devices capable of launching projectiles on Worcester State University premises or off-campus where Worcester State University jurisdiction applies. For more information see also the Weapons and Hazardous Materials Policy.
 17. Participation in a campus demonstration that significantly disrupts the normal operations of Worcester State University by infringing on the rights of other members of the Worcester State University community.
 18. False reporting of an emergency. The false reporting of a bomb, or other emergency, falsely activating a fire alarm or otherwise falsely reporting an emergency.
 19. Motor Vehicle Violations:
 - a. Failure to operate a motor vehicle in a safe and reasonable manner
 - b. Failure to abide by posted traffic regulations or campus parking and motor vehicle regulations.
 - c. speeding
 - d. non-compliance with traffic signs, signals and/or parking lot/roadway markings.
 20. 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.
 21. Violation of Information Technology Services policies www.worcester.edu/information-technology including but not limited to:
 - a. **Network Acceptable Use Policy**—This statement represents a guide to the acceptable use of the Worcester State University Network for data communications.
 - b. **Copyright and Protected Digital Content Policy**—Worcester State University supports the intellectual property rights of software and digital content developers and requires that faculty, staff, and students to follow all local, state and federal laws governing copyright protection of software and digital content.

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- c. **RIAA & MPAA Complaint Policy**—Worcester State University will support the privileges of copyright owners of intellectual or creative property. This policy outlines Worcester State University’s response to complaints by RIAA, MPAA (or similar organizations) of potential copyright violations.
22. Interference with the processes of the Conduct System, including, but not limited to:
- a. Falsification, distortion, or misrepresentation of information before a *conduct body*.
 - b. Disruption or interference with the orderly conduct of a conduct proceeding.
 - c. Institution of a conduct proceeding knowingly without cause.
 - d. Attempting to discourage an individual’s proper participation in, or use of, the conduct system.
 - e. Attempting to influence the impartiality of a member of a conduct body prior to, and/or during the course of, the conduct proceeding.
 - f. Harassment (verbal or physical) and/or intimidation of a member of a conduct body or a witness prior to, during, and/or after a conduct proceeding.
 - g. Failure to comply with the sanction(s) imposed under the Student Code/Conduct System.
 - h. Influencing or attempting to influence another person to commit an abuse of the conduct system.
23. Violation of federal, state or local law and any other Worcester State University policies, rules or regulations on Worcester State University premises or at Worcester State University-Sponsored or supervised activities or off-campus where Worcester State University jurisdiction applies.
24. Conduct that has a detrimental effect on the reputation of Worcester State University.
25. Failure to abide by the Tobacco Free Campus Policy.

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26. Conduct unbecoming of a member of the WSU Community, including but not limited to:
 - a. Conduct that is lewd
 - b. Conduct that is indecent such as stripping, public urination, public defecation, and/or streaking
 - c. Conduct that is Disorderly
 - d. Conduct that Disturbs the Peace
 - e. Aiding, abetting, or procuring another person to disturb the peace of be disorderly

 27. Violation of Worcester State Residence Hall Policies.
 28. Tampering with any mechanical, plumbing, or electrical infrastructure.
 29. Illegal or unauthorized occupation of an office.
 30. Disruption to the Worcester State University community.

TOBACCO FREE CAMPUS POLICY

Background

In 1997, the Massachusetts Legislature passed a law prohibiting smoking in State buildings. Mass. Gen. Laws Chapter 270, section 22. Specifically this law prohibits smoking in (1) the State House; (2) any building owned by the Commonwealth; and (3) any space occupied by a state agency or department of the Commonwealth but located in a building not owned by the Commonwealth. This law also prohibits smoking on public transportation and in all state vehicles.

Smoking in the Workplace

Pursuant to Mass. Gen. Laws Chapter 71 section 37H, smoking is prohibited in all public school buildings and grounds. All public school employees, students, and visitors are restricted from using any tobacco product, including smoking or chewing, within school buildings, the school facilities, or on school buses. Worcester State University accepts this law as binding upon its students and employees, as well as visitors to our school and buildings.

POLICY

1. Smoking and/or the use of tobacco products, including any nicotine delivery system, will not be permitted in or on University property, University- leased property, including buildings, dormitories, grounds, community garden, athletic fields, walkways, parking lots, and bus stops; all other property (enclosed or outdoors) owned, leased or operated by the University. The sale of any tobacco products, including smokeless tobacco, and nicotine delivery systems is prohibited on any property owned or leased by the University.
2. Smoking and/or the use of tobacco products in the University owned or leased vehicles is prohibited. Smoking and/or the use of tobacco products is also prohibited in personal vehicles when those vehicles are on University property.
3. Compliance with this policy is mandatory for all employees, faculty, staff, students, and visitors of the University.
4. Any employee who repeatedly violates this policy may be subject to disciplinary action.

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5. Any student who repeatedly violates this policy will be referred to the University's Student Conduct office for disciplinary action.
 6. The University will not tolerate retaliation against any person who takes any action in furtherance of the enforcement of this policy or who exercises any right conferred by this policy.
 7. The University expects that all members of the campus community will respect the intent of this Policy and will comply with it voluntarily; however, it is the responsibility of anyone observing or affected by a violation of the Policy to remind the user of the Policy. If such a reminder is not effective, the individual should report the violation to University Police. If the alleged violator is an employee or a student, the violator could be subject to disciplinary action.
 8. Worcester State University asks our students, employees, faculty, and staff to help maintain a positive relationship with our neighbors. Smoking off campus does not give any smoker the right to litter on private or public property. Worcester State will inform our neighbors about our new smoke-free standards, and will encourage our neighbors to contact the University should problems arise. Worcester State would also like to remind you that smoking is prohibited on public school grounds, including the two schools that surround the University's campus.

ALCOHOL POLICY

All policies and regulations regarding the consumption and/or sale of alcoholic beverages on the Worcester State University premises or off-campus where Worcester State University jurisdiction applies shall be in strict conformity to the appropriate Massachusetts General Laws, the regulations of the License Commission of the city of Worcester and in compliance with the Drug-Free Schools and Communities Act (DFSCA), and the Drug-Free Schools and Campuses Regulations.

References: Mass. General Law, Chap. 138, Sec. 34: Alcoholic Beverages (Procuring for persons under 21); Mass. General Law, Chap. 138, Sec 34A: Alcoholic Beverages (Procuring by false pretenses); Mass. General Law, Chap. 138, Sec. 34I3: Alcoholic Beverages (Liquor Purchase Identification Cards); Mass. General Law, Chap. 138, Sec. 34C: Alcoholic Beverages (Transportation by those under 21 years of age); Worcester City Ordinances Chap. 9 re: Open Alcoholic Beverage Containers.

In addition to the preceding laws and others which may be established by legislative bodies, the following rules and regulations apply to Worcester State University premises or off-campus where Worcester State University jurisdiction applies:

- Worcester State University prohibits the possession, consumption, storage or service of alcohol by students with the exception of prior approval from the Dean of Students Office or designee, and 21+ apartments designated by the Office of Residence Life and Housing.
- Students are not allowed in the presence or in possession of empty or full containers of alcohol, including decorative containers.
- Public intoxication is prohibited.
- Operating a vehicle under the influence of alcohol is prohibited.
- The manufacturing of any alcoholic beverage is prohibited.
- Students are responsible for informing their guests of Worcester State University's Alcohol Policy prior to any campus visit. The student will be held strictly accountable for an alcohol violation when their guest violates the alcohol policy. Guests are defined as any person visiting the student whether or not the guest has signed-in to the residence halls through official procedures. Guests, regardless of their age are not permitted to bring alcohol onto the Worcester State University campus.

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- Providing alcoholic beverages to a person under age twenty-one (21), whether gratuitously or for sale, is prohibited.
 - The possession or use of alcoholic container(s) which indicates the probability of common source drinking (e.g. kegs, punch bowls, beer balls, or the functional equivalent) is prohibited and shall result in a more severe sanction.
 - Drinking funnels, taps, ice luges or similar devices are prohibited.
 - Creating, offering, and playing drinking games such as beer pong are considered endangering behaviors and are prohibited.
 - Open alcoholic beverage containers (including cups containing alcohol) are prohibited.

ADDITIONAL GUIDELINES

- Intoxicated persons shall be subject to police intervention including medical transport, arrest, and/or other appropriate action.
- In the event that a student is suspended from Worcester State University housing or from Worcester State University for any disciplinary infraction(s), including but not limited to alcohol, no refund of any Worcester State University fees or tuition will be given to the student.
- Any backpack, bag or similar container that anyone carries onto campus shall be subject to inspection and search by a member of the Worcester State University staff whenever there exists reasonable suspicion to believe that the container is being used to bring onto campus any alcoholic beverage or other material in violation of Worcester State University Policy.
- Students are encouraged and expected to seek help from Worcester State University Police or other Worcester State University staff when they witness others who are incapacitated due to alcohol or other drug use.
- Residency in a bedroom, apartment, or suite in which any alcohol containers, (empty or full to include decorative containers) are present is a violation of the Policy. This includes the bedroom to which the person is assigned or in an adjacent common area.
- Visitation in a bedroom, apartment, or suite in which any alcohol containers, (empty or full to include decorative containers) are present, with reasonable opportunity to be aware of the presence of said item is a violation.

RESIDENCE HALL 21+ HOUSING

There are 21+ housing options that Residence Life and Housing offers in Chandler Village and Wasylean Hall only. Please see the specific policy located in the Residence Hall Handbook. Any violation of that policy will be considered an alcohol policy violation.

ALCOHOL AND DRUG EMERGENCY TRANSPORT/AMNESTY POLICY

Worcester State University considers the safety and personal well-being of the student body a priority. Worcester State University recognizes that there may be alcohol or other drug-related medical or safety emergencies in which the potential for disciplinary action could act as a deterrent to students who want to seek assistance for themselves or others.

Students who are evaluated for a substance abuse wellness check that may or may not result in being transported to a local hospital will be required to contact a member of the Office of Health Promotion within twenty four (24) hours of receipt of letter from the Office of Health Promotion. Failure to schedule and attend the sessions may result in conduct action.

When a student aids an intoxicated or impaired individual by contacting Worcester State University Police or Residence Life staff, neither the intoxicated individual nor the individual or student reporting the emergency will be subject to disciplinary action.

In the case of a second (2nd) transport; the student will attend two (2) educational meetings with the Office of Health Promotion followed by a minimum of three (3) sessions with a member of the Counseling Services staff.

In the unlikely case of subsequent transports, the student will meet with an administrative team to discuss the students' well-being, evaluate their residency status and/or visitation privileges within the residence halls, and potential conduct action.

STATEMENT ON MEDICAL/RECREATIONAL MARIJUANA

Massachusetts state law permits the use of medical and recreational marijuana. However, federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions, therefore Worcester State University will provide no change to its current drug policies. Please understand that the use, possession or cultivation of marijuana for medical or recreational purposes is not allowed in any Worcester State university property; nor is allowed at any University-sponsored event or activity off campus.

In addition, no accommodations will be made for any student in possession of a medical marijuana registration card. Worcester State University will release students from the occupancy license (with documentation) who needs to use or possess marijuana for medical purposes. Anyone who possesses or uses marijuana at WSU may be subject to civil citation, state or federal prosecution, and university discipline.

DRUG POLICY

All policies and regulations regarding illegal consumption/use, possession, sale/ traffic and/or manufacture of narcotics, controlled substances, prescription drugs, counterfeit substances, drug paraphernalia and substances releasing toxic vapor on the Worcester State University campus and its properties shall be in strict conformity to the appropriate Massachusetts General Laws and in compliance with the Drug-Free Schools and Community Act (DFSCA) and the Drug-Free Schools and Campuses Regulations. Detailed descriptions of infractions and penalties can be found in the Massachusetts General Laws, sections 94C and 270. Federal Drug Statute Title 21, USC 841 may also apply. Listed is a summation of these laws. **These laws are subject to change**

1. **Controlled Substances** are classified according to their chemical characteristics and their effect on the human body.

Class A

Heroin, Morphine, Flunitrazepan, Gamma Hydroxy Butyric Acid (aka GHB), Ketamine Hydrochloride (aka “Special K”)

Class B

Cocaine, Codeine, Methadone, Oxycontin and Oxycodone, Amphetamines, Fentanyl, Methamphetamine and its isomers

and salts, Phenacyclidine (PCP, Angel Dust), Lysergic Acid Diethylamide (LSD), Opium in certain amounts, P2P, PCH, PCC, MDMA (ecstasy), Phenmetrazine, Percodan, Dilaudid

Class C

Valium, Librium, Morphine and Codeine in certain amounts, Flurazepam, Hallucinogenic substances including Dimethoxyamphetamine, Mescaline, Peyote, Psilocybin (aka Mexican Mushrooms), Tetrahydrocannabinol (THC, active ingredient in marijuana)

Class D

Marijuana, Barbitol, Phenobarbital

Class E

Compounds containing a small percentage of Codeine, morphine or opium, prescription drugs not included in any other class.

Smelling Substance Releasing Toxic Vapor

Although not illegal to possess under certain conditions, these substance offenses occur when a person intentionally smells or inhales them. They include but are not limited to: glue, paint thinners, etc.

2. **Drug Paraphernalia** are objects used for the purpose of ingesting, injecting, inhaling, etc. any or all of the above substances. These include, but are not limited to, pipes (ceramic, metal, glass, etc.), syringes, or any other object modified for this purpose, (e.g. plastic containers, toilet paper rolls, etc.).
3. **Possession of a Controlled Substance** is simply proof the individual directly or constructively possessed some amount of a controlled substance without lawful authority.
4. **Possession with Intent to Distribute** does not require possession of a minimum quantity of a controlled substance where other signs of distribution exist, e.g. quantity (even a minute quantity can suffice), purity, street value, possession of a large amount of cash, uniform packaging, known drug area, behavior, possession of drug paraphernalia, etc.

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5. **Counterfeit Substances** are imitations intended to be offered off deceptively as a genuine controlled substance. Because fake substances are often more dangerous to ingest and because the dealer is attempting to make a profit while eliminating the risk of being caught with a controlled substance, possession and sale of a counterfeit substance are punishable crimes under the law.
 6. **The Drug-Free School and Park Zone Law** was designed to heighten safety and deter drug distribution in areas where children congregate most: schools and public parks. This law provides for an enhanced penalty for individuals who possess any illegal drug with the intent to distribute. This applies to a suspect within 100 feet of a public park or playground or 1000 feet of a public or private elementary, secondary or vocational school. **Worcester State University is within 1000 feet of two schools.**

In addition to the preceding laws and others which may be established by legislative bodies, the following rules and regulations apply to Worcester State University premises or off-campus where Worcester State University jurisdiction applies:

- Worcester State University prohibits the possession or use of drugs or drug paraphernalia.
- Operating a vehicle under the influence of drugs is prohibited.
- The manufacturing of any drug is prohibited.
- Students are responsible for informing their guests of Worcester State University's Drug Policy prior to any campus visit. The student will be held strictly accountable for a drug violation when their guest violates the drug policy. Guests are defined as any person visiting the student whether or not the guest has signed-in to the residence halls through official procedures.

ADDITIONAL GUIDELINES

- Any person shall be subject to police intervention including medical transport, arrest, and/or other appropriate action when reasonable suspicion that drugs are involved.
- In the event that a student is suspended from Worcester State University housing or Worcester State University for any disciplinary infraction(s), including but not limited to drugs, no refund of any Worcester State University fees or tuition will be given to the student.
- Any backpack, bag or similar container that anyone carried onto campus shall be subject to inspection and search by a member of the Worcester State University staff whenever there exists reasonable suspicion to believe that the container is being used to bring onto campus any drug or other material in violation of Worcester State University Policy.
- Residency in a bedroom, apartment or suite in which any drug or drug paraphernalia are present is a violation of the Policy. This includes the bedroom to which the person is assigned or in an adjacent common area.
- Visitation in a bedroom, apartment or suite in which any drug or drug paraphernalia are present, with reasonable opportunity to be aware of the presence of said item, is a violation.

Alcohol

The following is a chart of **MINIMUM** sanctions for violations of the **Alcohol Policy**. More severe sanctions may be imposed based on the severity of the violation (**including first offense**). Sanctions are determined on a case by case basis.

Level **Levels may be increased with number of violations.**

| 1 RESIDENT STUDENT | | COMMUTER STUDENT | |
|---|--|---|--|
| General Probation for one semester (15 weeks) | | General Probation for one semester (15 weeks) | |
| Complete an alcohol education course (\$30 registration fee to be paid at time of course) | | Complete an alcohol education course (\$30 registration fee to be paid at time of course) | |
| Parental/Guardian Notification for student under the age of 21 | | Parental/Guardian Notification for student under the age of 21 | |
| 2 RESIDENT STUDENT | | COMMUTER STUDENT | |
| General Probation for an additional one semester (15 weeks) | | General Probation for an additional one semester (15 weeks) | |
| Complete an online alcohol education course | | Complete an online alcohol education course | |
| \$100 fine | | \$100 fine | |
| Complete five (5) hours of service | | Complete five (5) hours of service | |
| Residence Hall Probation for up to one academic year | | Residence Hall Probation for up to one academic year | |
| Parental/Guardian Notification for student under the age of 21 | | Parental/Guardian Notification for student under the age of 21 | |
| 3 RESIDENT STUDENT | | COMMUTER STUDENT | |
| Disciplinary Probation for one semester (15 weeks) | | Disciplinary Probation for one semester (15 weeks) | |
| BASICS one on one educational course | | BASICS one on one educational course | |
| \$150 Fine | | \$150 Fine | |
| Residence Hall suspension for up to one academic year or residence hall expulsion | | Permanent No Trespass Notice for the residence halls | |
| Parental/Guardian notification for student under the age of 21 | | Parental/Guardian notification for student under the age of 21 | |
| 4 RESIDENT STUDENT | | COMMUTER STUDENT | |
| Suspension from Worcester State University for no less than (1) semester | | Suspension from Worcester State University for no less than (1) semester | |
| Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks upon return from suspension | | Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks upon return from suspension | |
| Parental/Guardian notification for student under the age of 21 | | Parental/Guardian notification for student under the age of 21 | |

*If students are found in the presence of or in possession of EMPTY containers of alcohol, they may be given a written warning. Please note that subsequent violations for being in the presence of or possession of empty containers of alcohol (including decorative containers) will result in increased sanctions and levels.

Marijuana

The following is a chart of **MINIMUM** sanctions for violations of the **Drug Policy (Marijuana)**. More severe sanctions may be imposed based on the drug class and the severity of the violation (**including first offense**). Sanctions are determined on a case by case basis.

Levels may be increased with number of violations.

Level

| RESIDENT STUDENT | | COMMUTER STUDENT | | 1 |
|---|--|---|--|----------|
| General Probation for one semester (15 weeks) | | General Probation for one semester (15 weeks) | | |
| Complete an online drug education course | | Complete an online drug education course | | |
| \$100 fine | | \$100 fine | | |
| Complete five (5) hours of service | | Complete five (5) hours of service | | |
| Parental/Guardian notification for student under the age of 21 | | Parental/Guardian notification for student under the age of 21 | | |
| RESIDENT STUDENT | | COMMUTER STUDENT | | 2 |
| Disciplinary Probation for one semester (15 weeks) | | Disciplinary Probation for one semester (15 weeks) | | |
| One on one drug education course/meeting | | One on one drug education course/meeting | | |
| \$150 fine | | \$150 fine | | |
| Complete ten (10) hours of service | | Complete ten (10) hours of service | | |
| Residence Hall Review+ | | Residence Hall No Trespass for up to one academic year | | |
| Parental/Guardian notification for student under the age of 21 | | Parental/Guardian notification for student under the age of 21 | | |
| RESIDENT STUDENT | | COMMUTER STUDENT | | 3 |
| Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks | | Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks | | |
| \$200 fine | | \$200 fine | | |
| Residence Hall suspension for up to one academic year | | Permanent Residence Hall No Trespass | | |
| Parental/Guardian notification for student under the age of 21 | | Parental/Guardian notification for student under the age of 21 | | |
| RESIDENT STUDENT | | COMMUTER STUDENT | | 4 |
| Suspension from WSU for no less than one (1) semester | | Suspension from WSU for no less than one (1) semester | | |
| Parental/Guardian notification for student under the age of 21 | | Parental/Guardian notification for student under the age of 21 | | |

+ Residence Hall Review: Together, the Office of Student Conduct and the Office of Residence Life and Housing will make a determination on the status of the student remaining a member of the residential community.

Other Drugs (Not Marijuana)

The following is a chart of **MINIMUM** sanctions for violations of the **Drug Policy (Not Marijuana)**. More severe sanctions may be imposed based on the drug class and the severity of the violation (**including first offense**). Sanctions are determined on a case by case basis. Levels may be increased with number of violations.

Level **Levels may be increased with number of violations.**

| 1 | RESIDENT STUDENT | COMMUTER STUDENT |
|----------|---|---|
| | General Probation for two semesters (30 weeks) | General Probation for two semesters (30 weeks) |
| | Complete an online drug education course | Complete an online drug education course |
| | \$100 fine | \$100 fine |
| | Complete five (5) hours of service | Complete five (5) hours of service |
| | Residence Hall Probation for up to one academic year | Residence Hall No Trespass Notice for up to one academic year |
| | Parental/Guardian Notification for student under the age of 21 | Parental/Guardian Notification for student under the age of 21 |
| 2 | RESIDENT STUDENT | COMMUTER STUDENT |
| | Disciplinary Probation for one semester (15 weeks) | Disciplinary Probation for one semester (15 weeks) |
| | BASICS one on one drug educational course | BASICS one on one drug educational course |
| | \$150 fine | \$150 fine |
| | Complete ten (10) hours of service | Complete ten (10) hours of service |
| | Residence Hall suspension for one academic year | Permanent No Trespass Notice for the residence halls |
| | Parental/Guardian Notification for student under the age of 21 | Parental/Guardian Notification for student under the age of 21 |
| 3 | RESIDENT STUDENT | COMMUTER STUDENT |
| | Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks (upon return from suspension if applicable) | Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks (upon return from suspension if applicable) |
| | Residence Hall Expulsion and/or suspension from Worcester State University | May be suspended from Worcester State University |
| | \$200 Fine | \$200 Fine |
| | Parental/Guardian notification for student under the age of 21 | Parental/Guardian notification for student under the age of 21 |
| 4 | RESIDENT STUDENT | COMMUTER STUDENT |
| | Suspension from Worcester State University for no less than one semester | Suspension from Worcester State University for no less than one semester |
| | Parental/Guardian notification for student under the age of 21 | Parental/Guardian notification for student under the age of 21 |
| | Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks (upon return from suspension if applicable) | Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks (upon return from suspension if applicable) |

SEXUAL VIOLENCE POLICY/TITLE IX

Title IX

Title IX of the Educational Amendments Act of 1972 is a federal law that prohibits sex discrimination in education.

It reads:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Title IX of the Education Amendments of 1972, and its implementing at 34 C.F.R. Part 106 (Title IX).

Note:

Sex discrimination includes sexual harassment and sexual assault.

Sexual Violence Policy/Title IX Procedures

Worcester State University has equitable procedures in place to promptly, thoroughly, and fairly address concerns and complaints of harassment or discrimination while being mindful of the rights and unique needs of all parties and of due process.

Both parties have an opportunity to meet (separately) with Title IX Investigators to present their perspectives, provide witnesses or information, to bring an advisor to the meeting, to ask questions and seek clarification.

Following the investigation of a complaint, a decision will be made about whether it is more likely than not that a violation of code or policy took place and sanctions, if appropriate, will be issued.

Sexual Violence Policy/Title IX Academic Accommodations

In certain instances Sexual Violence/Title IX issues may impact a student's academic performance and decisions regarding withdrawals, repeats, and the ability to continue in high-stakes programs need to be made. Academic Accommodations related to Sexual Violence/Title IX will be handled on a case by case basis by the Title IX Coordinator or their designee.

| | | |
|---|--------------|----------------------|
| Title IX Coordinator | | |
| Jennifer Quinn | 508-929-8243 | Student Center, 338 |
| Criminal Complaints & Reports Title IX Liaison | | |
| Officer Marjeta Skenderi | 508-929-8911 | Wasylean Hall 102D |
| Office of Student Conduct | | |
| Josh Katz | 508-929-8648 | Student Center, 339 |
| Counseling Resource | | |
| Sarah Valois | 508-929-8072 | Student Center, 325D |

**Options Outside of the University for Resolution of Violence/
Title IX Issues:**

Students may file a complaint under Title IX with the Office of Civil Rights, U.S. Department of Education.

Confidentiality:

Sexual Violence/Title IX complaints will be conducted confidentially to the extent possible, and when permitted by law.

Processing Complaints:

All complaints of violations of the Sexual Violence policy are administratively investigated pursuant to the Complaint Investigation and Resolution Procedures in the University’s Equal Opportunity Plan. Furthermore, when necessary, the University may investigate alleged incidents of sexual harassment and sexual violence of which it becomes aware, even if no formal complaint has been filed, or the individual(s) involved are unwilling to pursue a complaint or cooperate in an investigation.

False Complaints:

Students who knowingly file a false complaint under the University’s Sexual Violence Policy, or who knowingly provide false information to or intentionally mislead University officials who are investigating or reviewing a complaint, is subject to disciplinary action, up to dismissal.

For the full, detailed Equal Opportunity/Sexual Violence Plan you can visit www.worcester.edu/Title-IX. It is located on the policies page tab of the above referenced website.

Investigation/Administrative Review (violations of the Sexual Violence Policy). This is an investigation conducted by a Title IX Investigator in which the University will review all written complaints, conduct interviews, review documents and other physical evidence, and produce an executive summary of the incident(s) that contains factual findings based on preponderance of evidence standard “more likely than not”.

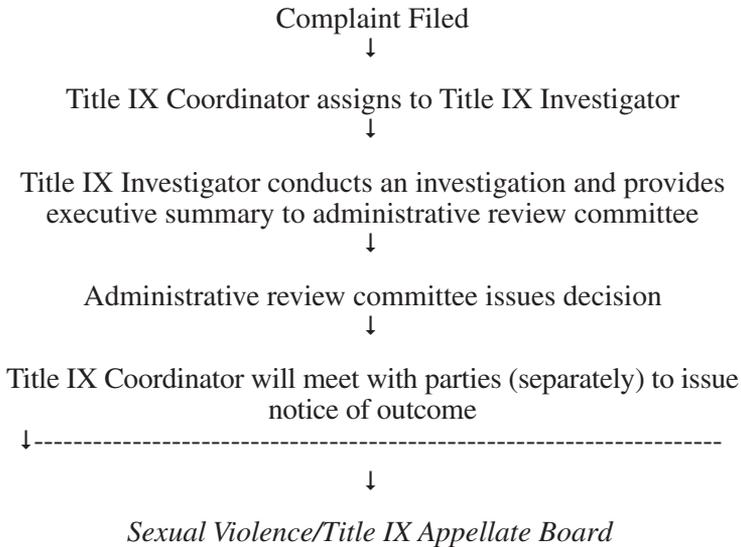
The executive summary will be reviewed by an administrative review committee who will issue the formal decision in the matter. The accused student will then meet with the Coordinator of Student Conduct to receive their results.

Sexual Violence Policy / Title IX Appeals

Appeals of the gender-based misconduct policy may be granted based on one or more of the following purposes:

- a. To determine whether the administrative investigation was conducted free from any material procedural error.
- b. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original investigation, because such information and/or facts were not known to the person appealing at the time of the investigation.

Sexual Violence/Title IX flow chart demonstrates due process of the investigatory system in place for these violations:



TITLE IX DEFINITIONS AND POLICY VIOLATIONS

Sexual Violence

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to a person's age or use of alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent)" All forms of sexual violence are prohibited by the University and Title IX

- a. **Rape** - Rape is the penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent. Rape is also the performance of oral sex or anal sex on another person without that person's consent.
- b. **Sexual Assault** - Sexual assault is any kind of sexual physical contact that involves any form of coercion, force or lack of consent. Sexual physical contact includes the intentional touching of another person on an area of the body generally recognized as a private part of the body, or touching any part of another person's body with a private part of one's own body or object, no matter how slight.
- c. **Sexual Exploitation** - Sexual exploitation is taking sexual advantage of another person for one's own benefit or the benefit of anyone other than that person without that person's consent.
- d. **Incest** - Incest is sexual intercourse between persons who are related to each other and whose marriage would be prohibited by law. Attempts to commit incest are also prohibited.
- e. **Statutory Rape** - Statutory rape is sexual intercourse with a person who is under the statutory age of consent, which is 16 in Massachusetts. Attempts to commit statutory rape are also prohibited.
- f. **Aiding in the Commission of Sexual Violence** - The aiding or assisting in the commission of an act(s) of sexual violence is prohibited. Examples of aiding in the commission of sexual violence include, but are not limited to:

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- Videotaping a friend having sex with a person who has passed out at a party;
 - Helping a friend to drug a friend's date's drink; and
 - Encouraging students to engage in sexual activity when one knows those students to be incapacitated by drugs or alcohol.

g. **Affirmative Consent** - Consent is an understandable exchange of affirmative words or actions, which indicate a willingness by all parties to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent. For example, a position of influence could include supervisory or disciplinary authority.

Silence, previous sexual relationships or experiences, and/or a current relationship may not, in themselves, be taken to imply consent. While nonverbal consent is possible (through active participation), it is best to obtain verbal consent. Similarly, consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly.

h. **Incapacitation** - An individual who is incapacitated by alcohol and/or drugs both voluntarily or involuntarily consumed may not give consent. Alcohol or drug related incapacitation is more severe impairment, being under the influence or intoxicated. Evidence of incapacity may be detected from context clues such as slurred speech, bloodshot eyes, the smell of alcohol on the breath, shaky equilibrium, vomiting, unusual behavior or unconsciousness. While context clues are important in determining incapacitation, they alone do not necessarily indicate incapacitation.

Persons unable to consent due to incapacitation also include, but are not limited to: persons under age sixteen; persons who are intellectually incapable of understanding the implications and consequences of the act or actions in question; and persons

who are physically helpless. A physically helpless person is one who is asleep, blacked out, involuntarily physically restrained, unconscious, or for any other reason, unable to communicate unwillingness to engage in any act.

2The use of alcohol or drugs to render another person mentally or physically incapacitated as a precursor to or part of a sexual assault is prohibited. The use of alcohol, medications or other drugs by the respondent or accused does not excuse a violation of this policy.

- i. **Force** - The use of physical strength or action (no matter how slight), violence, threats of violence or intimidation (implied threats of violence) as a means to engage in sexual activity. A person who is the object of actual or threatened force is not required to physically, verbally or otherwise resist the aggressor.

Sexual Harassment

Examples of sexual harassment may include, but are not limited to:

- Repeatedly pressuring another person for sexual activity;
- Making sexist remarks about an individual's clothing, body or sexual activities;
- Unnecessary touching, patting or pinching another person;
- Demanding sex from a subordinate while making threats concerning the subordinate's job;
- Demanding sex from a student while making threats concerning the subordinate's job;
- Demanding sex from a student while making implied threats concerning the student's grade;
- Electronically transmitting derogatory, demeaning or pornographic materials;
- Posting explicit sexual pictures on an exterior office door or on a computer monitor; and
- Sexually assaulting another person.

Hostile Environment

A hostile environment exists when sexual harassment is sufficiently serious to deny or limit a person's ability to participate in or benefit from the University's programs or activities. A hostile environment can be created by anyone involved in the University's programs or activities (e.g., administrators, faculty members, students, and campus visitors).

To make the ultimate determination of whether a hostile environment exists for campus community member(s), the University considers a variety of factors related to the severity, persistence, or pervasiveness of the sexual harassment, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected one or more person's education or employment.

A single or isolated incident may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to show evidence of a hostile environment, particularly if the harassment is physical.

- 1. Gender-Based Harassment** - Unwelcome conduct of a nonsexual nature based on a person's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes, is prohibited.
- 2. Domestic and Dating Violence** - Domestic and dating violence are acts of abusive or coercive behavior (physical, sexual, financial, verbal and/or emotional) used by a perpetrator to gain or exercise control over another, including any behaviors that intimidate, manipulate, humiliate, isolate, frighten, threaten, blame, hurt, injure, or wound someone. Domestic and dating violence can occur in relationships between persons of any gender. Domestic violence is such behavior directed against a current or former spouse, family member (blood, step, adoptive or foster), person with whom a child is shared, or cohabitant (possibly a roommate). Dating violence is such behavior directed against another person in a social relationship of a romantic or intimate nature, and where the existence of such a relationship is determined based on a consideration of the length and type of relationship and frequency of interaction between the persons involved.

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3. **Stalking** - Engaging in a course of harassing, threatening or unwanted behavior that would cause a reasonable person to suffer substantial emotional distress or fear for their safety or the safety of others. Stalking may occur in a range of formats including, but not limited to, in-person conduct, writings, texting, voicemail, email, social media, following someone with a global position system (GPS), and video-audio recording.
 4. **Retaliation** - Retaliation is prohibited against any person for making a complaint of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation, for assisting in making a complaint, for resisting or openly opposing such conduct, or for otherwise using or participating in the complaint investigation process under the Policy. Persons who file, or participate in the investigation or resolution of, claims or complaints of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation with outside agencies, law enforcement or otherwise pursuant to any applicable state or federal law, are also protected from retaliation by this Policy.

INAPPROPRIATE BEHAVIORS THAT WILL NOT BE TOLERATED

The following partial list of inappropriate behaviors depicts those behaviors, which may lead to a student's suspension or dismissal from Worcester State University whenever a determination of responsibility has been made. While not an exhaustive listing, students should use this list as a general reference. Immediate interim suspension pending a hearing will occur whenever the accused student is deemed a safety threat.

Acts against persons, including, but not limited to:

- Hate Crimes
- Murder
- Physical Assault

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

Jeopardizing the safety of self and/or lives of others,
including, but not limited to:

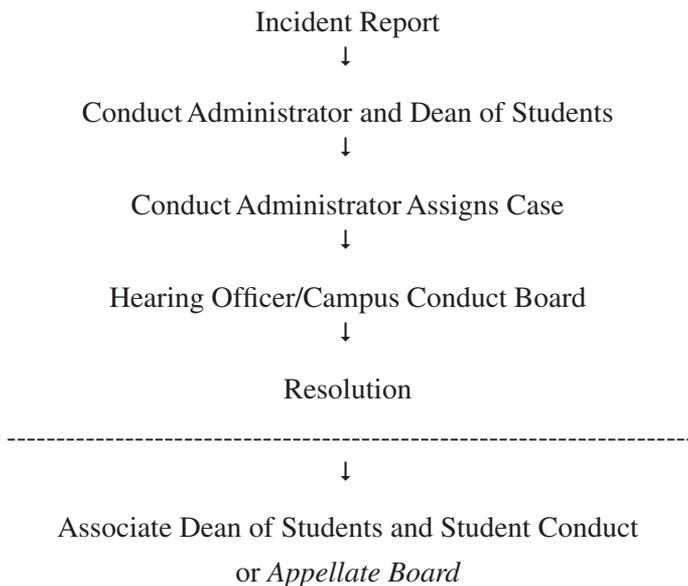
- Creating or false reporting of bombs
- Hazing
- Inciting a riot
- Resisting Arrest
- Intentionally tampering with fire safety equipment including
puling a fire alarm
- Driving under the influence of alcohol or drugs
- Level 4 offense of the alcohol policy or marijuana drug policy
- Level 3 offense of the drug policy (not marijuana)

VIOLATION OF LAW AND WORCESTER STATE UNIVERSITY DISCIPLINE

Worcester State University 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. CONDUCT PROCEDURES

The following flow chart demonstrates the due process of the conduct system:



A. **Conduct Authority**

1. The Conduct Administrator shall determine which conduct body shall be authorized to hear each case.
2. The Conduct Administrator shall develop and implement procedures for the administration of the conduct policies and the conduct of hearings that are consistent with provisions of the Student Code.
3. Decisions made by a conduct body and/or the Conduct Administrator shall be final, pending the normal appeal process.
4. A conduct 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 Worcester State University community may report any student for violation of the code of conduct. Reports shall be prepared in writing and directed to the Conduct Administrator. Reports should be submitted as soon as possible after the incident takes place, preferably within Thirty (30) days. The Conduct Administrator has the authority to extend this timeframe on a case-by-case basis.
2. The Conduct 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 Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the case cannot be disposed of by mutual consent, the Conduct Administrator may later serve in the same matter as the conduct body or a member thereof.
3. All charges shall be delivered to the accused student via email to his or her Worcester State University email address via the Maxient server. The hearing shall be scheduled not less than two (2) or more than fifteen (15) calendar days after the student has been notified. In the event of an emergency, the Student Conduct Administrator reserves the right to change the time limit for a hearing.
4. The Conduct Administrator at their discretion may schedule a Conduct Conference, Administrative Hearing or a Campus Conduct Board Hearing in accordance with the following:
 - a. A Conduct Conference is a meeting conducted by a Hearing Officer appointed by the Dean of Students or their designee on an annual basis in consultation with the Conduct Administrator. In the conduct conference, the conduct officer shall review all available information with the student to determine whether or not a decision can be made regarding the student's responsibility. If a decision cannot be reached, then the matter will be referred for an Administrative hearing.
 - b. An Administrative Hearing is a hearing conducted by a Hearing Officer appointed by the Dean of Students or their designee on an annual basis in consultation with the Conduct Administrator.

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- c. The Campus Conduct Board is comprised of faculty members, administrators and students. A full Board consists of five members. A quorum of three members must be present to convene a hearing. In addition to these members, the Board will be chaired by the Student Conduct Administrator or their designee, who will vote only in the event of a tie. The pool of board members will be appointed by the Dean of Students or their designee on an annual basis in consultation with the Student Conduct Administrator.
5. Hearings shall be conducted by a conduct body according to the following guidelines:
- a. The University will provide a prompt, fair, and impartial investigation and resolution of all matters subject to hearing.
 - b. All conduct conferences, administrative hearings and campus conduct hearings will be conducted by officials, including students who sit on the conduct board, who receive annual training on:
 - (i) Issues related to domestic violence, dating violence, sexual assault, and stalking, and
 - (ii) How to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

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

- c. Hearings normally shall be conducted in private, i.e. not open to the public.
- d. In hearings involving more than one accused student, the chairperson of the conduct body, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
- e. The complainant and the accused student have the right to be assisted by an advisor of their choice; **however advisors are not permitted to speak or to participate directly in any hearings before a conduct body.** Advisors will not be permitted admission into a hearing if the student they are advising does not attend the hearing. The complainant and/or the accused student are responsible for presenting his or her own information.

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- f. The complainant, the accused and the conduct body shall have the privilege of presenting witnesses, subject to the right of questioning by anyone present (except an advisor).
 - g. Admission of any person to the hearing shall be at the discretion of the conduct body and/or its chairperson.
 - h. Pertinent records, exhibits and written statements may be accepted for consideration by a conduct body at the discretion of the chairperson.
 - i. After the hearing, the conduct body shall determine (by majority vote if the conduct 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.
 - j. The conduct body's determination shall be made based on the preponderance of the evidence; meaning whether it is more likely than not that the accused student violated the student code.
 - k. Formal rules of process, procedure and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Worcester State University conduct proceedings.
 - l. The complaint process and the accused student(s) may request to review the report(s) prior to the hearing. This review will take place on campus. The timeframe to review the report(s) is at the discretion of the Student Conduct Administrator.
6. There may be a written and/or recorded summation or other type of record as determined by the conduct body and/or Conduct Administrator, of all hearings before a conduct body. The record shall be the property of Worcester State University.
 7. A student may not be found to have violated the Student Code solely because the student failed to appear before a conduct 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 they fail to attend.
 8. In the absence of a functioning conduct board or appeals board, such as during final 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 Conduct Administrator or

their designee for all students. Appeals during such time shall be heard by the Dean of Students or their designee.

9. A case may be reopened after the final decision is made if both of the following conditions are met:
 - a. There is newly available evidence which could not reasonably have been discovered and available at the time of the original hearing.
 - b. The request to reopen is made within the two academic semesters following the date of the original final decision. The Conduct Administrator has the authority to extend this timeframe on a case-by-case basis.
10. When a student has also been criminally charged, the accused student has the right to refuse to incriminate themselves. All statements made in the hearings or any information submitted is subject to subpoena.

C. Sanctions

Worcester State University adheres to and upholds a philosophy of progressive discipline whenever appropriate. The conduct 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 conduct body determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the conduct body. Following the hearing, the conduct body shall advise the accused, in writing, of its determination and of the sanction(s) imposed, if any.

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1. The following sanctions, included, but not limited to, may be *imposed, deferred, or held in abeyance*:
 - a. Warning
 - b. Loss of Privileges
 - c. Fines
 - i. Fines must be paid by cash, check or money orders ONLY. No debit or credit cards.
 - ii. All cash payments must be received in paper currency format. Coinage will not be accepted.
 - d. Restitution
 - e. Discretionary Sanctions, including but not limited to:
 - i. Service Hours
 - ii. Work assignments
 - iii. Educational Programs
 - iv. Written Assignments
 - v. Bulletin Boards
 - vi. Apology Letters
 - f. Probation
 - i. General Probation:* a probationary status imposed for a specified time period, 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. Further violations during the probationary period will result in additional, more severe disciplinary sanctions
 - ii. Disciplinary Probation:* a restrictive probationary status imposed for a specified time period, during which a student is prohibited from the following:
 1. Representing Worcester State University in intercollegiate (NCAA) varsity athletics and/or Club Sports,,
 2. Holding an elected or appointed student office, including Class Committee, academic governance committees, and executive board positions,
 3. Selecting their room for the following year during the lottery process. The student must wait until process is completed before selecting their space in accordance with the date set forth by Residence Life and Housing.

Additional conditions or restrictions may be imposed. Students found responsible for any further infraction of WSU policies, or who violate the conditions or restrictions of disciplinary probation, are subject to further conduct actions by Worcester State University, which may include suspension or expulsion from Worcester State University.

- iii. Residence Hall Probation:* formal notice to the student that his/her behavior is unacceptable in the residence halls and additional policy violations, however minor, may result in further disciplinary action not limited to room relocation or removal from the residence halls. Residence Hall Probation is for a specific time period. During probationary period, the student must demonstrate that they are willing and able to act in accordance with the behavior standards outlined in the Code of Conduct, Student Handbook, Residence Life Occupancy Agreement and the Residence Hall Handbook.
- iv. Residence Hall Review:* a review of the student's status as a member of the residence hall community. The review will be made in conjunction with the Office of Residence Life and Housing.
- g. Suspension

 - i. University Suspension:* separation of the student and the University for a defined Period of time, after which the student is eligible to return. Conditions for readmission may be specified. During the time period of the suspension, the student is not permitted on University premises without the expressed written permission of the Dean of Students or their designee. If a suspended student violates any University policy or any condition of the suspension, the student may be subject to further conduct action by the university.
 - ii. Residence Hall Suspension:* separation of the student from the residence halls for a defined period of time, after which the student is eligible to return to live in the residence halls. While suspended from the residence halls, the student loses all guest/visitation privileges.

iii. Interim Suspension: In certain circumstances the Dean of Students or their designee may impose a Worcester State University, residence hall, or organizational suspension prior to the hearing before a conduct body. During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other Worcester State University activities or privileges for which the student might otherwise be eligible, as the Dean of Students or their designee may determine to be appropriate. A student on whom an interim suspension has been imposed will be accorded a hearing as promptly as circumstances permit.

h. Expulsion

i. University Expulsion: permanent separation of the student from Worcester State University. The student is not permitted on Worcester State University premises without the expressed written permission of the Dean of Students or their designee.

ii. Permanent Residence Hall Separation: permanent separation of the student from the residence halls including permanent all guest/ visitation privileges.

i. No Contact Order

A no contact order may be used as a sanction or as an interim measure of needed. A no contact order prohibits a person from having contact—directly, indirectly, or through a third party, from another.

1. More than one of the sanctions listed above may be imposed for any single violation.
2. More severe sanctions shall be imposed for repeated violations of the same policy.
3. For serious violations, Worcester State University may impose a severe sanction for the first offense.
4. The conduct history of a student will be considered when determining sanctions for additional violations of Worcester State University policy. Conduct history is established at the time of the first documented policy violation and remains in effect through graduation or permanent separation from Worcester State University.
5. Disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's conduct record.

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6. A “disciplinary hold” may be placed on a student’s academic record. Students with a disciplinary hold may not be permitted to register, request transcripts, receive a diploma, add or drop courses, register for Worcester State University housing, or participate in other Worcester State University activities.
 7. Federal and State Notification Regulations:
 - a. As recommended by the Massachusetts Board of Higher Education and permitted by the Family Educational Rights and Privacy Act (FERPA), Worcester State University may notify parents/guardians when students under the age of 21 have been found responsible for violating Worcester State University’s Alcohol or Drug policies. (See minimum sanctions under Alcohol and Drug Policies.) In addition, the sanctions of removal from housing, suspension or expulsion from Worcester State University may be accompanied by parental notification.
 - b. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that the victim of a sexual assault be informed of the first outcome of any campus disciplinary proceeding against the alleged attacker in the matter of the sexual assault. 20 U.S.C. § 1092(f)(8)(B)(iv)(II) (2000). FERPA allows institutions to share the outcome of a disciplinary proceeding with the alleged victim of a “crime of violence.” 20 U.S.C. § 1232g(b)(6)(A) (2000). In 1998, FERPA was further amended to allow institutions to release to the public the first results of a campus disciplinary proceeding alleging a “crime of violence” when the Accused Student is found responsible. Pursuant to Title IX and the Educational Amendments of 1972, 20 U.S.C. § 1681, and the reauthorized Violence Against Women Act 42, U.S.C. § 14045(b) (“VAWA”), the university shall simultaneously notify both the accuser and the accused, in writing, of:
 - i. The outcome of the disciplinary proceeding involving sexual harassment, sexual assault, sexual violence, dating violence, domestic violence and/or stalking;
 - ii. the procedures for the accused and the victim to appeal the results;
 - iii. any change in the results that occurs prior to the time the results become final; and
 - iv. when the results become final.

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9. Failure to complete any sanction will may result in one, or more, of the following until the original sanction has been completed:
 - a. Imposition of Disciplinary Probation
 - b. Imposition of a more severe sanction, if the student is already on Disciplinary Probation
 - c. A disciplinary hold being placed on a students account

D. Appeals

1. A decision reached by a conduct body may be appealed by the accused student(s) to the Appellate Board or Associate Dean of Students no later than 5:00 p.m. on the fifth (5) calendar day from the date of the decision letter. You must complete the appeal form found in the *Student Services* portion of your MyWSU student portal.
2. If you fail to appear at your original hearing without consent of your Hearing Officer you may lose your right to appeal.
3. An appeal is not a new hearing but 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 or 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.
 - c. To determine whether the sanction(s) imposed were appropriate.

A request for an appeal shall be denied if the Conduct Administrator determines that it does not meet the above criteria.

4. The appellate board reserves the right to change the sanctions which may include a more severe sanction than previously as signed.

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5. Upon completion of the appellate hearing, the Appellate Board or Associate Dean of Students 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 appeal 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 Conduct 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 appeal is denied and the findings and/or sanctions stand.
 6. In the case of extraordinary circumstances, the Dean of Students, or their designee, may waive the deadline for filing an appeal. The decision to waive a deadline shall be final.
 7. The decision of any appellate board or the Associate Dean of Students is final.

No disciplinary sanction shall be imposed while an appeal is pending unless the Conduct Administrator determines that such action would be in the best interests of the accused or other members of the Worcester State University community. An **Interim Suspension** shall remain in force while an appeal is pending unless the Conduct Administrator directs otherwise.

INTERPRETATION AND REVISION

- A. Any question of interpretation regarding the Student Code shall be referred to the Conduct Administrator or their designee for final determination.
- B. Worcester State University policies may be established or revisions made to 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 Conduct Administrator.
- D. AOD policies and cases shall be reviewed at least every other year to determine effectiveness and consistency of sanction enforcement in order to identify and implement any changes

GLOSSARY

Appellate Board: At least three persons authorized by the Dean of Students to consider an appeal of a conduct body's determination of findings/results and/or sanctions. The Dean of Students shall serve as chairperson of the Appellate Board.

Conduct

Administrator: The Worcester State University official who coordinates and oversees the implementation of the Student Code of Conduct and the Conduct System.

Conduct Body: Any person or persons authorized by the Dean of Students to determine whether a student has violated the Student Code and to determine sanctions.

Deferred: When a sanction is postponed to be completed at a predetermined date in the future. Manipulate, humiliate, isolate, frighten, threaten, blame, hurt, injure, or wound someone. Domestic and dating violence can occur in relationships between persons of any gender.

Domestic violence is such behavior directed against a current or former spouse, family member (blood, step, adoptive or foster), person with whom a child is shared, or cohabitant (possibly a roommate).

Dating violence is such behavior directed against another person in a social relationship of a romantic or intimate nature, and where the existence of such a relationship is determined based on a consideration of the length and type of relationship and frequency of interaction between the persons involved.

Guest: Includes but is not limited to, any person(s) a student invites to their room, apartment, building, or to Worcester State University premises; and/or person(s) present and involved in activity within their room, apartment, building, or elsewhere on the Worcester State University premises.

Hate Crime(s): An incident or incidents of mistreatment because of race, gender, disability, age, marital status, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran status, genetic information, or other personal characteristic(s).

GLOSSARY (CONTINUED)

- Held in Abeyance:** When a sanction is suspended for a set period of time rather than being imposed immediately. If the student is found responsible for any other policy violation during the prescribed time period, the sanction may be imposed immediately in addition to any other sanctions assigned for the new violation.
- Imposed:** When a sanction is assigned to be completed within the time limit delineated in the results letter.
- May:** Is used in the permissive sense
- Member of the Worcester State University Community:** Includes any person who is either a student or employed/contracted by Worcester State University. The Dean of Students and/or Conduct Administrator shall determine a person's status when in question.
- MPAA:** Motion Picture Association of America
- Organization:** Any fraternity, sorority, association, corporation, order, society, corps, athletic group or team, cooperative, club, service, social or similar group, whose members are or include students, operating at or in conjunction with Worcester State University.
- Policy:** The written regulations of Worcester State University as found in, but not limited to, the Student Code, Residence Life Handbook, Student Handbook, and Graduate/Undergraduate Catalog.
- Recognized Worcester State University Officials:** Faculty, Worcester State University staff and students who are employed by Worcester State University and acting on behalf of Worcester State University.
- RIAA:** Recording Industry Association of America.

GLOSSARY (CONTINUED)

- Shall:** Is used in the imperative sense
- Student:** “Student” includes an individual who has paid an acceptance fee, registered for classes, or otherwise entered into a contractual relationship with the university to take instruction.
- Volunteer:** Individuals who participate in athletic or academic experiences and for extracurricular activities during periods in they are not registered for academic credit do so on a volunteer basis. **If individuals are involved in activities that are not related to course in which they enrolled, they are considered volunteers.**
- Worcester State University**
- Premises:** Includes all land, buildings, facilities, and other property in the possession of, owned, used, rented/leased, or controlled by Worcester State University including adjacent streets and sidewalks.

EMERGENCY PHONE NUMBERS

COUNSELING

| | |
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| Worcester State University Counseling Center | 508-929-8072 |
| Campus Ministry | 508-929-8017 |

DOMESTIC VIOLENCE SERVICES

| | |
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| Daybreak | 508-755-9030 |
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HOSPITALS

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|--------------------------|--------------|
| UMass Memorial Hospital | 508-334-1000 |
| Worcester Medical Center | 508-363-6025 |
| UMass Medical Center | 508-793-6611 |

HOTLINES

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|---------------------------------|----------------|
| Rape Crisis Center of Worcester | 508-852-7600 |
| Suicide Crisis Center | 508-791-6561 |
| Cocaine Hotline | 1-800-COCAINE |
| AIDS Action Committee | 1-617-437-6200 |
| Massachusetts Statewide | 1-800-235-2331 |
| National GLBT Task Force | 1-800-221-7044 |
| National STD'S | 1-800-235-2331 |
| Public Health Services | 1-800-922-2275 |

POLICE

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|--|-------------------|
| Worcester State University Police | 508-929-8911/8044 |
| Worcester Police Department (emergency only) | 911 |
| (Non-emergency) | 508-799-8606 |
| State Police, Holden | 508-829-4431 |

SUBSTANCE ABUSE

| | |
|------------------------------------|----------------|
| Alcoholics Anonymous | 508-752-9000 |
| AdCare Hospital of Worcester, Inc. | 1-800-345-3552 |