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ACADEMIC CALENDAR

2012 FALL SEMESTER
August 27  Fall Classes begin 8:00 AM
August 31  Last day for applying for degrees awarded in October
September 3  Labor Day – No Classes
September 4  Last Day to Add Course(s) Without the Instructor’s Permission
September 11  Last Day to Add Course(s) or Change from Audit to Credit or Credit to Audit with the Instructor’s Written Permission
September 28  Last Day to Withdraw from the first 7 ½ week Course Offerings
October 5  In-Progress Closing of Grades (100 Level) to SAS
October 8-9  Fall Recess – No classes
October 15  October degrees awarded
October 17  2nd 7 ½ week Courses Begin
October 19  In-Progress Closing of Grades (200 + Level) to SAS
November 1-16  Priority Registration for Winter session & Spring 2013 Semester
November 2  Last day for applying for degrees awarded in February
November 5  Last day for withdrawing from course(s) – “W” issued
November 16  Last Day to Withdraw from the second 7 ½ week Course
November 21-23  Thanksgiving Recess, No Classes
December 7  Last Day of Classes
December 8 & 9  Study Days
December 10-14  Final Exam Period
December 15  Final Exam “snow day” (make-up day for inclement weather)
December 17  Fall Final Grades Due to SAS by noon
Dec. 17 – Jan. 1  Winter Recess, No Classes
January 1  New Year’s Holiday

2013 WINTER SESSION
January 2-11
2013 SPRING SEMESTER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 14</td>
<td>Spring Classes begin 8:00 AM</td>
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<tr>
<td>January 21</td>
<td><em>Martin Luther King Day – No Classes</em></td>
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<tr>
<td>January 22</td>
<td>Last day to add course(s) without the Instructor’s permission</td>
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<td>January 25</td>
<td>Last Day for Applying for Degrees Awarded in May</td>
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<td>January 28</td>
<td>Last day to resolve Fall incomplete grades - unresolved Fall “I” grades are converted to “F”’s</td>
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<tr>
<td>January 28</td>
<td>Last Day to Add Course(s) or Change from Audit to Credit or Credit to Audit with the Instructor’s Written Permission</td>
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<tr>
<td>February 15</td>
<td>February degrees awarded</td>
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<tr>
<td>February 15</td>
<td>Last Day to Withdraw from 7½ week Course Offerings</td>
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<tr>
<td>March 6</td>
<td>2nd 7 ½ week PEHR Courses Begin</td>
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<tr>
<td>March 8</td>
<td>In-Progress Closing of Grades to SAS</td>
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<td>March 11</td>
<td>Start of Summer Registration</td>
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<td>March 18-22</td>
<td><em>Spring Break Recess</em></td>
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<tr>
<td>April 1</td>
<td>No Day Classes- Classes begin at 5:00 p.m.</td>
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<tr>
<td>April 2</td>
<td>Last Day for Withdrawing from Course(s) - “W” issued</td>
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<tr>
<td>April 2-16</td>
<td>Priority registration for Fall Semester</td>
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<tr>
<td>April 12</td>
<td>Last day to withdraw from the 2nd 7 ½ week PEHR courses</td>
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<tr>
<td>May 3</td>
<td>Graduating Senior LBC Completion Deadline</td>
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<td>May 3</td>
<td>Last day of classes</td>
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<td>May 4 &amp; 5</td>
<td>Study Days</td>
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<td>May 6-10</td>
<td>Final Exam period</td>
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<td>May 13</td>
<td>Spring final grades due to SAS by noon</td>
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<td>May 18</td>
<td>Commencement</td>
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Laylat al-Qadr begins at sundown
### WEEKLY GOALS:

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<th>Monday 20th</th>
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“Life shrinks or expands in proportion to one’s courage.” – Anais Nin
effusive – gushy. They gave us such an effusive welcome it was quite embarrassing.
### WEEKLY GOALS:

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“Keep your face always toward the sunshine – and shadows will fall behind you.” – Walt Whitman

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<thead>
<tr>
<th>Date</th>
<th>Monday 27</th>
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<tbody>
<tr>
<td>First Day of Classes</td>
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<tr>
<td>4:00 PM - College of Pharmacy White Coat Ceremony (Rivers Auditorium)</td>
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<tr>
<th>Date</th>
<th>Tuesday 28</th>
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<tr>
<td>10:00 AM - Student Employment Fair (Rivers Auditorium)</td>
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<td>12:00 PM - Catholic Luncheon (Campus Center Room 8)</td>
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<td>12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)</td>
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<tr>
<th>Date</th>
<th>Wednesday 29</th>
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- *-pell*, *-puls* (to drive) - repel, expel, propellant, compulsion, pulsate

www.thezonelive.com
facetious – inappropriately flippant. He showed his disapproval with facetious remarks.
SEPTEMBER 2012

3 Labor Day

4

5

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12

17

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19

24 Yom Kippur begins at sundown

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www.thezonelive.com
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<th>SATURDAY &amp; SUNDAY</th>
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Rosh Hashanah begins at sundown

First Day of Autumn
WEEKLY GOALS:


“Never let the fear of striking out get in your way.” – George Herman “Babe” Ruth

Monday

Labor Day

NO CLASSES

2:00 PM - BEAR Olympics
(Campus Center Lawn)

Tuesday

Last day to add course(s) without
the Instructor’s permission
12:00 PM - Catholic Luncheon
(Campus Center Room 8)
12:00 PM - Community
Engagement Fair (Campus
Center Mall)
12:00 PM - Havurah Bagel
Schmooze (Campus Center
Room 6)
12:30 PM - Protestant Fellowship
Luncheon (Campus Center
Room 7)

Wednesday

aster (star) - asterisk, asteroid, disaster
lachrymose – tearful. The wedding guests became lachrymose when the couple shared their vows.
“My future starts when I wake up every morning…every day I find something creative to do with my life.” – Miles Davis

Monday

-put-, -putat- (to trim, to calculate) - computation, amputate, putative

3:30 PM - Meet & Greet Hosted by SWAT (Bear’s Den)

Tuesday

Last day to withdraw from a class without a “W” on transcript
12:00 PM - Catholic Luncheon (Campus Center Room 8)
12:00 PM - Havurah Bagel Schmooze (Campus Center Room 6)
12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)

Wednesday

Hall Council Elections Hosted by RHA (Online)
5:00 PM - Fall One Act Festival Auditions (Sleith 100)
flagging – weak, drooping. The team’s spirit was flagging toward the end of the game.

Rosh Hashanah begins at sundown

www.eventlink.com
WEEKLY GOALS:

“Whoever is happy will make others happy, too.” – Anne Frank

Monday, September 17

Constitution Week Hosted by College Republicans (Rock Cafe)
8:00 AM - 5:00 PM - Yearbook Senior Portraits (Campus Center Room 5)

Tuesday, September 18

Constitution Week Hosted by College Republicans (Rock Cafe)
8:00 AM - 5:00 PM - Yearbook Senior Portraits (Campus Center Room 5)
12:00 PM - Catholic Luncheon (Campus Center Room 8)
12:00 PM - Havurah Bagel Schmooze (Campus Center Room 6)
12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)

Wednesday, September 19

Constitution Week Hosted by College Republicans (Rock Cafe)
Student Senate Elections (Online)
8:00 AM - 5:00 PM - Yearbook Senior Portraits (Campus Center Room 5)
augury – omen, prediction. Dan hoped his early victory was an augury of a winning season.
People with goals succeed because they know where they’re going.” – Earl Nightingale

contra- (against) - contradict, contrary, contrast, contraband, contravene
zephyr – soft breeze. The zephyr helped to cool the farm laborers.
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<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<td>Columbus Day (Observed)</td>
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<td>Halloween</td>
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<td>THURSDAY</td>
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<td>SATURDAY &amp; SUNDAY</td>
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Eid al-Adha begins at sundown
### Weekly Goals:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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“All I can do is be the best me that I can. And live life with some gusto.” – Michelle Obama

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Location</th>
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<tbody>
<tr>
<td>Oct 3</td>
<td>12:00 PM - Catholic Luncheon</td>
<td>Campus Center Room 8</td>
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<tr>
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<td>12:00 PM - Havurah Bagel Schmooze</td>
<td>Campus Center Room 6</td>
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<td>12:30 PM - Protestant Fellowship Luncheon</td>
<td>Campus Center Room 7</td>
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<tr>
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<td>12:30 PM - Re-Dedication of Herman Hall/Fall Gathering</td>
<td>Herman Hall</td>
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- *cura* (to care) - curator, sinecure, secure
clamor – noise. It was difficult to hear over the clamor in the train station.
**WEEKLY GOALS:**

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“Success is how high you bounce when you hit bottom.” – General George Patton

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td><strong>Monday 8</strong></td>
<td><strong>Columbus Day (Observed)</strong>&lt;br&gt;Fall Recess&lt;br&gt;NO CLASSES</td>
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<tr>
<td><strong>Tuesday 9</strong></td>
<td>Fall Recess&lt;br&gt;NO CLASSES</td>
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<tr>
<td><strong>Wednesday 10</strong></td>
<td>8:00 AM - 5:00 PM - Yearbook&lt;br&gt;Senior Portraits Final Sitting&lt;br&gt;(Campus Center Room 5)</td>
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- *dat* - (to give) - data, mandate, date
ignoble – of low character. Because Beth knew of the man’s ignoble reputation, she didn’t hire him as a security guard.
“Don’t live down to expectations. Go out there and do something remarkable.” – Wendy Wasserstein

dee- (down, away) - debase, decant, depart, default

OCTOBER

WEEKLY GOALS:


Canned Food Drive Hosted by SWAT (Campus Center Mall & Residence Halls)
October degrees awarded

Canned Food Drive Hosted by SWAT (Campus Center Mall & Residence Halls)
12:00 PM - Catholic Luncheon (Campus Center Room 8)
12:00 PM - Havurah Bagel Schmooze (Campus Center Room 6)
12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)

Canned Food Drive Hosted by SWAT (Campus Center Mall & Residence Halls)
2nd 7 1/2 week courses begin
sapient — wise. Grandmother was often consulted because she was sapient in giving advice.
**WEEKLY GOALS:**

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“Life is what we make it, always has been, always will be.” – Grandma Moses

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<th>Tuesday 23</th>
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<tbody>
<tr>
<td>12:00 PM - Catholic Luncheon (Campus Center Room 8)</td>
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<tr>
<td>12:00 PM - Havurah Bagel Schmooze (Campus Center Room 6)</td>
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<tr>
<td>12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)</td>
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<th>Wednesday 24</th>
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<tr>
<td>12:00 PM - Penny Wars Hosted by Dance Team - Until Nov. 3rd (Campus Center Mall)</td>
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**deb-, -debit-** *(to owe) - debt, indebtedness, debenture*
quash – crush. Her dreams of medical school were quashed when she failed her entrance exams.
### Weekly Goals:

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“Sometimes something worth doing is worth overdoing.” – David Letterman

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
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<tbody>
<tr>
<td><strong>Monday 29</strong></td>
<td>Freak Week Hosted by CAB</td>
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</table>
| **Tuesday 30** | Freak Week Hosted by CAB  
12:00 PM - Catholic Luncheon  
(Campus Center Room 8)  
12:00 PM - Havurah Bagel Schmooze (Campus Center Room 6)  
12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7) |
| **Wednesday 31** | Halloween  
Freak Week Hosted by CAB |
### Golden Bears

Western New England University

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<th>Thursday</th>
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<th>Saturday</th>
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<td><strong>37</strong></td>
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</table>

**explicate** – explain in detail. The students explicated each step of their science project.

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2012 Calendar:

<table>
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<tr>
<th>October</th>
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**GOLDEN BEARS**

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- **36**
- **37**

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**Freak Week Hosted by CAB**

- Priority registration for Winter Session & Spring Semester begins
- 8:00 PM - CAB Event (Sleith 100)

---

**Freak Week Hosted by CAB**

- Last day for applying for degrees awarded in February
- 9:00 PM - FRIDAYS: Midnight Madness (Alumni Healthful Living Center)
- 11:00 PM - Late Night: BINGO Hosted by WJAS (Rock Cafe)

---

**Last day for applying for degrees awarded in February**

- 11:00 PM - Late Night Hosted by Commonwealth Hall Council (Rock Cafe)

---

**Standard Time returns**

- 8:00 PM - CAB Event (Sleith 100)

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**www.eventlink.com**
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
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<td>Veterans Day</td>
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www.eventlink.com
WEEKLY GOALS:

__________________________________________

__________________________________________

__________________________________________

“Dream as if you’ll live forever. Live as if you’ll die today.” – James Dean

Monday

Last day for withdrawing from course(s) - “W” issued

Tuesday

Election Day

12:00 PM - Catholic Luncheon
(Campus Center Room 8)
12:00 PM - Havurah Bagel Schmooze (Campus Center Room 6)
12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)

Wednesday
7:30 AM - Veteran’s Day Ceremony (Rivers Auditorium)
7:00 PM - Fall One Act Festival Hosted by Stageless Players (Sleith 100)
9:00 PM - FRIDAYS: Hosted by Class of 2015 Council (Rock Cafe)
11:00 PM - Late Night: “Kid in a Candy Store” (Rock Cafe)

Outing Club Event: Go Karting Trip (Off Campus)
7:00 PM - Fall One Act Festival Hosted by Stageless Players (Sleith 100)
11:00 PM - Late Night Hosted by Hampden Hall Council (Rock Cafe)

Veterans Day OPEN HOUSE

umbrage – offense. He took umbrage over not landing the lead role.
“We must use time creatively, and forever realize that the time is always ripe to do right.” – Nelson Mandela

- cap-, -cip- (head) - decapitate, captain, capital

Monday

Tuesday

Wednesday

12:00 PM - Catholic Luncheon (Campus Center Room 8)
12:00 PM - Havurah Bagel Schmooze (Campus Center Room 6)
12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)
7:00 PM - “So You Think You Can Dance?” Hosted by Dance Team (Rivers Auditorium)

Muharram begins at sundown
The lyrics on the rapper’s new album were so hackneyed, the critic couldn’t listen any longer.
WEEKLY GOALS:


“Failure is a signpost to turn you in another direction.” – Oprah Winfrey

Monday

Tuesday

Wednesday

Thanksgiving Recess

-agog (leader) - demagogue, pedagogue, synagogue

12:00 PM - Catholic Luncheon (Campus Center Room 8)
12:00 PM - Havurah Bagel Schmooze (Campus Center Room 6)
12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)
9:00 PM - Residence Halls Close for Thanksgiving Recess

www.thezonelive.com
quiescent – quiet, tranquility. The quiescent seaside setting helped her relax.
**WEEKLY GOALS:**

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“No bird soars too high if he soars with his own wings.” – William Blake

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<th>Monday</th>
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</table>

- **Monday, November 26**
  - 12:00 PM - Catholic Luncheon (Campus Center Room 8)
  - 12:00 PM - Havurah Bagel Schmooze (Campus Center Room 6)
  - 12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)

- **Tuesday, November 27**
  - 12:00 PM - Catholic Luncheon (Campus Center Room 8)
  - 12:00 PM - Havurah Bagel Schmooze (Campus Center Room 6)
  - 12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)

- **Wednesday, November 28**
  - 12:00 PM - Catholic Luncheon (Campus Center Room 8)
  - 12:00 PM - Havurah Bagel Schmooze (Campus Center Room 6)
  - 12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)
abeyance – temporary suspension. Kara held her excitement in abeyance while waiting for the judge’s score.
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<th>MONDAY</th>
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<td>24</td>
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<tr>
<td>Christmas</td>
<td>Kwanzaa begins</td>
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DECEMBER 2012

www.thezonelive.com
WEEKLY GOALS:

“Whether you believe you can do a thing or not, you are right.” – Henry Ford

Monday

Tuesday

Wednesday

12:00 PM - Catholic Luncheon (Campus Center Room 8)
12:00 PM - Havurah Bagel Schmooze (Campus Center Room 6)
12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)
mollify – soothe, soften in feeling. He tried to mollify his wife by giving her flowers.
### WEEKLY GOALS:

- [ ]
- [ ]
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“It is best to learn as we go, not go as we have learned.” – Leslie Jeanne Sahler

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
</table>
| Monday | Final Exams  
8:00 PM - 12:00 AM - RHA Grilled Cheese Night |
| Tuesday | Final Exams  
Wednesday | Final Exams |

-rid-, -ris- (to laugh) - derision, risibility, ridiculous

www.thezonelive.com
Final Exams

Final Exams
9:00 PM - Residence Halls Close

Final Exam “Snow Day” (make up day for inclement weather)

ribald – unrestrained, profane. His ribald stories offended the wedding guests.
“It is our choices…that show us what we truly are, far more than our abilities.” – J.K. Rowling
bifurcate – divide into two. Once another employee is hired, the company will bifurcate the woman’s duties.
“As long as you’re going to be thinking anyway, think big.” – Donald Trump

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Winter Recess</td>
<td></td>
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<tr>
<td>Monday 24</td>
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<td>Tuesday 25</td>
<td>Christmas</td>
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<tr>
<td>Wednesday 26</td>
<td>Kwanzaa begins</td>
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</table>

WEEKLY GOALS:

-chron- (time) - chronometer, chronological, synchronize, chronic
mutable – changeable. A folding screen creates a mutable partition in a large room.
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
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<tbody>
<tr>
<td>New Year's Day</td>
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<td>16</td>
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<tr>
<td>Martin Luther King, Jr. Day (Observed)</td>
<td>21</td>
<td>22 Mawlid al-Nabi begins at sundown</td>
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### Weekly Goals:

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“Think it more satisfactory to live richly than die rich.” – Sir Thomas Browne, Sr.

<table>
<thead>
<tr>
<th>Monday</th>
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<tbody>
<tr>
<td>31</td>
<td>Winter Recess</td>
<td>Winter Recess</td>
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</tbody>
</table>

- Winter Session Classes
- New Year’s Day
- Winter Recess

**dia-** (across) - diagonal, diameter, diagram
canard – lie, falsehood. Her ridiculous excuse was clearly a canard.
WEEKLY GOALS:

"There is nothing in life more liberating than to fight for something more than yourself." – John McCain

<table>
<thead>
<tr>
<th>Monday 7/8</th>
<th>Winter Session Classes</th>
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<tbody>
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<td>Monday 7/8</td>
<td>Winter Session Classes</td>
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<td>Monday 7/8</td>
<td>Winter Session Classes</td>
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-diurn- (day) - diary, diurnal, journey
knell – solemn sound of a bell. The funeral knell made the stormy day even more grim.
“Be yourself. Who else is better qualified?” – Frank J. Giblin II

Monday, January 14
Classes Begin

Tuesday, January 15
12:00 PM - Catholic Luncheon (Campus Center Room 8)
12:00 PM - Havurah Bagel Schmooze (Campus Center Room 6)
12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)

Wednesday, January 16

WEEKLY GOALS:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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dis-, dif- (not) - discord, differ, distrust

www.thezonelive.com
halcyon – peaceful, calm. Amidst the turmoil, she dreamily recalled her halcyon days on the beach.
"Dreams come true; without that possibility, nature would not incite us to have them." – John Updike
choleric – irritable, short-tempered. The choleric receptionist became enraged by several prank phone calls.
WEEKLY GOALS:

“I am not afraid of storms, for I am learning how to sail my ship.” – Louisa May Alcott

Monday 28

Tuesday 29

Wednesday 30

12:00 PM - Catholic Luncheon (Campus Center Room 8)
12:00 PM - Havurah Bagel Schmooze (Campus Center Room 6)
12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)

Last day to resolve Fall incomplete grades

-www.thezonelive.com
acumen – keenness of intellect. She has considerable financial acumen.
FEBRUARY 2013

- Lincoln's Birthday: 11 February
- Ash Wednesday: 12 February
- Presidents' Day: 18 February
<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Groundhog Day</td>
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<td>7</td>
<td>Chinese New Year</td>
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<td>14</td>
<td>Valentine's Day</td>
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<td>21</td>
<td>Washington's Birthday</td>
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### WEEKLY GOALS:

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"If it wasn’t hard, everyone would do it. It’s the hard that makes it great." – Tom Hanks

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<th>Monday, February 4</th>
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<th>Tuesday, February 5</th>
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<td>12:00 PM - Catholic Luncheon (Campus Center Room 8)</td>
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<td>12:00 PM - Havurah Bagel Schmooze (Campus Center Room 6)</td>
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<td>12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)</td>
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- **-dynam-** (power, strength) - dynamic, dynamite, dynamo
coterie – group of persons with a similar purpose. The women’s coterie liked to discuss their favorite books.

Chinese New Year

9:00 PM – FRIDAYS Event (Rock Cafe)
11:00 PM - Late Night (Rock Cafe)

11:00 PM - Late Night (Rock Cafe)
“Learn to listen. Opportunity could be knocking at your door very softly.” – Frank Tyger
diluvial – pertaining to a flood. Saturday’s rain brought yet another diluvial disaster to the region.
WEEKLY GOALS:


“Talk about a dream, – try to make it real.” – Bruce Springsteen

<table>
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<th>Monday, 18th</th>
<th>Presidents’ Day</th>
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<td>12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)</td>
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<td>12:00 PM - Catholic Luncheon (Campus Center Room 8)</td>
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<td>12:00 PM - Havurah Bagel Schmooze (Campus Center Room 6)</td>
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<td>12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)</td>
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<th>Wednesday, 20th</th>
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<td>12:00 PM - Catholic Luncheon (Campus Center Room 8)</td>
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<td>12:00 PM - Havurah Bagel Schmooze (Campus Center Room 6)</td>
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<tr>
<td>12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)</td>
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</table>
ebullient – exhilarated, enthusiastic. The contestant was in an ebullient mood after winning the grand prize.
“Don’t cheat the world of your contribution. Give it what you’ve got.” – Steven Pressfield
feckless – ineffective, worthless. His girlfriend’s father felt he was feckless, even though he tried to find a job.
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<td>First Day of Spring</td>
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<td>Passover begins at sundown</td>
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MARCH 2013
### WEEKLY GOALS:
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“*The lips know only shallow tunes. The heart is where great symphonies are born.*” – Calvin Miller

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<th><strong>MARCH</strong></th>
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<tr>
<td>12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)</td>
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<th><strong>Wednesday 6</strong></th>
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<td>2nd 7 1/2 week courses begin</td>
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- **-leg-, -lect** (to read, to choose) - legible, eligible, election, select

www.thezonelive.com
In-Progress closing of grades to SAS
9:00 PM – FRIDAYS Event (Rock Cafe)
11:00 PM - Late Night (Rock Cafe)

OPEN HOUSE
11:00 PM - Late Night (Rock Cafe)

Daylight-Saving Time begins

apathy – lack of interest. Student apathy forced the club to dissolve.
WEEKLY GOALS:


“Nobody gets to live life backward. Look ahead, that is where your future lies.” – Ann Landers

Start of Summer Registration

12:00 PM - Catholic Luncheon (Campus Center Room 8)
12:00 PM - Havurah Bagel Schmooze (Campus Center Room 6)
12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)

- luc- (light) - elucidate, lucid, translucent

www.thezonelive.com
foible – minor weakness. While the employee’s resume is outstanding, her late arrival is a foible.
**WEEKLY GOALS:**

<table>
<thead>
<tr>
<th>Monday</th>
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“*The way to get ahead is to start now.*” – William Feather

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<th>Monday 18</th>
<th>Spring Break Recess</th>
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<th>Tuesday 19</th>
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<th>Wednesday 20</th>
<th>First Day of Spring</th>
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* -erg- (work) - energy, ergonomic, ergometer, metallurgy
Palm Sunday
1:00 PM - Residence Halls Re-Open

laudatory – praiseworthy. The principal commended our laudatory work.
“You have to believe in yourself when no one else does – that makes you a winner right there.” – Venus Williams

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<td>12:00 PM - Havurah Bagel Schmooze (Campus Center Room 6)</td>
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<td>12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)</td>
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Passover begins at sundown

- fid-, -fide-, -feder- (faith, trust) - confidante, fidelity, confident, infidel, federal, confederacy
penury – poverty. The decrepit buildings gave the area a mark of penury.
<table>
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<tr>
<th>MONDAY</th>
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<th>WEDNESDAY</th>
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<tr>
<td>April Fools' Day</td>
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### WEEKLY GOALS:

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**“If you’re walking down the right path and you’re willing to keep walking, eventually you’ll make progress.” – Barack Obama**

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<tr>
<th>Monday</th>
<th>April Fool's Day</th>
<th>No day classes - Classes begin at 5:00 p.m</th>
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<tr>
<th>Tuesday</th>
<th>Priority registration for Fall Semester begins</th>
<th>Last day for withdrawing from course(s) - “W” issued</th>
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- **phon-** (sound) - symphony, telephone, phonetic, phonograph, euphony, cacophony, telephone
anomalous – deviating from the normal. Her anomalous teaching methods inspired students who had tired of lectures.
WEEKLY GOALS:

“The point is not to pay back kindness, but to pass it on.” – Julia Alvarez

Monday 8

Tuesday 9

Wednesday 10

12:00 PM - Catholic Luncheon (Campus Center Room 8)
12:00 PM - Havurah Bagel Schmooze (Campus Center Room 6)
12:30 PM - Protestant Fellowship Luncheon (Campus Center Room 7)
impious – lacking reverence or respect. His callous attitude toward others reflects his impious character.
WEEKLY GOALS:

“Hard work, sacrifice and focus will never show up in tests.” – Lance Armstrong
kitsch – tacky decorative objects. Their home is full of 1950s kitsch.

www.eventlink.com
“Only those who will risk going too far can possibly find out how far one can go.” – T. S. Eliot

- **Monday 22**
- **Tuesday 23**
- **Wednesday 24**

**April 22**

- **12:00 PM** - Catholic Luncheon (Campus Center Room 8)
- **12:00 PM** - Havurah Bagel Schmooze (Campus Center Room 6)
- **12:30 PM** - Protestant Fellowship Luncheon (Campus Center Room 7)

**April 23**

**April 24**

- Earth Day

**April 25**

- **12:00 PM** - Catholic Luncheon (Campus Center Room 8)
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itinerant – traveling from place to place. The itinerant circus will make its next stop in my town.
Monday 29

Tuesday 30

Wednesday

WEEKLY GOALS:

“There is nothing like a dream to create the future.” – Victor Hugo

- sed-, -sess-, -sid- (sit) - sediment, session, obsession, possess, preside, president, reside, subside

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assuage – make less severe. The government has tried to assuage the public’s fears.
**WEEKLY GOALS:**

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“You were born to win, but to be a winner, you must plan to win, prepare to win, and expect to win.” – Zig Ziglar

- tort- (twist) - torture, retort, extort, distort, contort

**Final Exams**
enigmatic – puzzling. The Mona Lisa has a famously enigmatic smile.

Mother’s Day

Final Exams

9:00 PM - Residence Halls Close

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WEEKLY GOALS:

“"The character of every act depends upon the circumstances in which it is done."” – Oliver Wendell Holmes, Jr.

Monday 13

Tuesday 14

Wednesday 15

Final Grades Due to SAS by Noon

-vale-, -vai-, -valu- (strength, value) - equivalent, valiant, validity, evaluate, value, valor
jettison – to cast overboard, discard. Before their move to Florida, the couple jettisoned their winter clothes.
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<td>ante- (before)</td>
<td>antecedent, antediluvian, ante-nuptial</td>
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“You have to trust in something – your gut, destiny, life, karma, whatever. This approach has never let me down....” – Steve Jobs
evanescent – vanishing, not lasting. Lovely yet evanescent, the sunrise lifted her spirits.
“No one is useless in this world who lightens the burdens of another.” – Charles Dickens

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<th>May 27</th>
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temerity – reckless boldness. She had the temerity to call me a liar.
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JUNE 2013
WEEKLY GOALS:  

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<th>Monday</th>
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“Leadership is action, not position.” – Donald H. McGannon
maladroit – awkward, tactless, inept. His maladroit response to criticism upset would-be voters.
WEEKLY GOALS:

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-astr- (star) - astronomy, astrology, astronaut, astrophysics, astrolabe

“The only way to have a life is to commit to it like crazy.” – Angelina Jolie
demagogue – leader who appeals to people’s prejudices. The demagogue blamed immigrants for the lack of jobs.
WEEKLY GOALS: 

“A wise man will make more opportunities than he finds.” – Francis Bacon

- aud-, -audit- (hear) - audible, auditorium, audience
First Day of Summer

kismet – destiny, fate. Jane likes movies depicting characters accepting their true kismet in life.
WEEKLY GOALS:

“Even if you are on the right track, you’ll get run over if you just sit there.” – Will Rogers

auto- (self) - autocracy, automobile, autobiography

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gustatory – relating to sense of taste. Sara’s cooking was full of gustatory delights.
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Ramadan begins at sundown
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Independence Day
“If you can imagine it, you can create it. If you can create it, you can become it.” – William Arthur Ward
retrogress – go backward. The project’s failure forced the team to retrogress.
“We can do anything we want as long as we stick to it long enough.” – Helen Keller

bene-, bon- (well, good) - benefactor, benevolence, bonus

Ramadan begins at sundown
beatific – bestowing bliss or the like. The woman had a beatific smile that made her look years younger.
“I come from a long line of family whose belief was, you can do it, but you have to work really hard.” – Condoleezza Rice
belfry – bell tower. Several times a year, the church belfry needed to be cleaned of cobwebs.
**WEEKLY GOALS:**

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“Life is a promise; fulfill it.” – Mother Teresa

**bi-** (two) - bicameral, biennial, bicycle

www.thezonelive.com
<table>
<thead>
<tr>
<th>Day</th>
<th>Content</th>
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<tbody>
<tr>
<td>Thursday</td>
<td>irascible – easily angered. Her frequent outbursts show she’s becoming more irascible as she ages.</td>
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<td>Friday</td>
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“Success is a journey, not a destination. The doing is often more important than the outcome.” – Arthur Ashe
Laylat al-Qadr begins at sundown.
AUGUST 2013

5

6 Eid al-Fitr begins at sundown

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<th><strong>(THURSDAY)</strong></th>
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<td>Laylat al-Qadr begins at sundown</td>
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WEEKLY GOALS:

“The reward of a thing well done is to have done it.” – Ralph Waldo Emerson

-brev- (short) - brevity, abbreviate, breviary

Eid al-Fitr begins at sundown
spurious – false, not genuine. They made spurious claims of personal injury.
WEEKLY GOALS:

“I believe that if you’ll just stand up and go, life will open up for you.” – Tina Turner

-ac, -ic (like, pertaining to) - cardiac, aquatic, dramatic, metallic

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gourmand – lover of fine food. Jeff became a real gourmand after years of peanut butter sandwiches in college.
SECTION I
CAMPUS RESOURCES AND OFFICES
ALCOHOL AND DRUG EDUCATION SERVICES
Campus Center, Room 249B, 413-782-1360
lore.detener@wne.edu
www.wne.edu/ade
The mission of Alcohol and Drug Education Services is to contribute to a safe and healthy university atmosphere where students can make low-risk and abstinence choices about drug and alcohol use. This office provides confidential counseling and support for students with concerns about their own, a family member’s, or friend’s use of alcohol and/or drugs and maintaining one’s recovery from abuse/addiction. Brief Alcohol Screening and Intervention (BASICS) is a personalized check-up about drinking, which has received very positive feedback from WNE students. Other services include: a resource center for anyone in the University community; training for student leaders, faculty, and staff; outreach in the residence halls; support for the student Peer Education Network; and classroom presentations.

ATHLETICS
AHLC, 782-1202
www.wne.edu/athletics
INTERCOLLEGIATE COMPETITION
Western New England University is a NCAA Division III institution and competes primarily in The Commonwealth Coast Conference (CCC). The University offers highly successful varsity intercollegiate programs for both men and women in a variety of sports. Currently, men’s programs are offered in: baseball, basketball, cross country, football, golf, ice hockey, lacrosse, soccer, tennis, and wrestling. Women’s programs include: basketball, bowling, cross country, field hockey, lacrosse, martial arts, soccer, swimming, volleyball, softball and tennis. The University also offers men’s and women’s bowling and men’s and women’s martial arts as non-NCAA sports.

WELLNESS AND RECREATION
Western New England University offers a variety of activities and educational programs to meet the fitness and recreational needs of students.
• Intramural Sports: A major interest on campus is the intramural program, which is open to the entire university community. Intramurals begin in early September and continue throughout the academic year. Opportunities include: flag football, outdoor and indoor soccer, basketball, volleyball, team handball, wallyball, kickball, softball, ultimate Frisbee and disc golf. All intramural information can be found online at the intramural website at www.wnegoldenbears.com
• Fitness Center: The comprehensive fitness center and strength training facility is open daily. The Wellness staff is available for questions regarding fitness programming.

CAMPUS CENTER AND CAMPUS EVENTS
Campus Center, Room 135 & 137C 782-1567
https://app1.wne.edu/ess/
The Campus Center is part of the educational program of the University. In cooperation with other offices on campus, it provides cultural, social, and recreation activities to incorporate leisure time into the learning environment. The Campus Center has been designed with the student’s interests in mind, yet it serves the entire campus community. Several offices are located throughout the Campus Center. Office space for student organizations can be found on the first floor. Student service offices, including: Student Activities, Residence Life, the Office of First-Year Students & Students in Transition, Food Services, Campus Events, Career and Human Resources and several conference rooms are found on both floors. Programming spaces available for student use include: the Art Gallery, the Rock Cafe and the Game Room.
PLANNING AN EVENT/RESERVING CAMPUS FACILITIES AND RESOURCES

1. Reservations for all campus facilities are made through the Campus Events office. To reserve a space on campus, use the online scheduling system at https://app1.wne.edu/ess/. The scheduling system may also be accessed through the Campus Events page on the University website.

2. Certain spaces are either not available for reservation or subject to specific approval. Campus Events should be consulted before plans are made for these spaces:
   • Any Classroom
   • Dining Areas
   • Student Senate Conference Room
   • Downes Hall of Fame Room (AHLC)
   • Evergreen Commons
   • Rock Café
   • Mall Area (upper & lower)
   • LaRiviere Center Great Room
   • Welcome Center Room (Conference Room #1)
   • Bear’s Den
   • Athletic Facilities

3. All online registration is due in the Campus Events office at least two weeks before the date of the event. Campus Events has the option to deny the use of facilities if the request is not timely. Campus Events may reassign requested space as necessary to avoid conflicts with other scheduled events.

4. The online registration is the only way to reserve space. Feel free to call if you have any questions at x1567.

5. Campus Events coordinates the efforts of:
   • Food Services
   • Maintenance, Housekeeping, and Facilities Management
   • Marketing and Communications
   • Audio-Visual Services
   • Public Safety
   Services from these areas must be requested via the online registration. All costs are the responsibility of the reserving party. On-campus parties will be required to provide an account number for billing.

6. Additionally, requests and questions about catering needs should be directed to Food Services. All food requests must be made at least 10 days before an event. Any requests less than 10 days must be specifically approved by Food Services before the reservation can be made.

7. Any changes to the reservation must be made through the Campus Events office. The office will notify affected departments and areas.

8. Campus Events has specific requirements for setup and clean up. Persons making reservations will be informed of these at the time of the reservation.

9. All events are subject to University policies and procedures, including the serving of alcohol. Events that may include alcohol must follow the Alcohol Policy found on the online registration; any requests for alcohol must be made on the system and approved by the Student Activities office.

10. The hours of various facilities vary. The Campus Events office should be consulted about the timing of events.

11. Any off-campus group not sponsored by a Western New England University organization must first consult Campus Events to plan an event.
CAMPUS MINISTRY
Campus Center, Room 249 782-1628
Campus Ministry offers a broad-based ecumenical and interfaith program and opportunities for one to worship, as well as to enter dialogue with those of similar and differing faiths. Campus Ministry serves as a resource for information about local places of worship and other faith-based organizations in the area, as well as providing on-campus opportunities for religious expression and exploration.

CAREER CENTER
Campus Center, Room 220 782-1217
www1.wne.edu/careercenter/

The Career Center, located on the second floor of the St. Germain Campus Center, offers career related programs, workshops and seminars, including classroom presentations in collaboration with the faculty. The career staff implements the University’s strong commitment to the development of the student’s career decision-making by providing individual career advising and assistance in identifying career options, major and occupational exploration, and job search strategies to include conducting mock interviewing, graduate school decision-making, and internships. Programs, events, and workshops are developed to educate and inform students. The Career Center also collaborates with faculty, the Office of Student Affairs, the Office of First Year Students and Students in Transition, Athletics, and the Office of Alumni Relations and with student organizations to facilitate these activities.

The Career Center is dedicated to providing effective career planning, and has an exceptional staff of professional counselors to assist students in their career decision-making processes. Individualized career counseling and advising is available to all students by a career counselor assigned to the College of Arts and Sciences, the College of Business, and the College of Engineering. Students who have not officially declared a major are encouraged to utilize the services of our Counselors who will utilize a variety of assessment inventories and exploration tools to assist students in deciding on majors.

Four different career planning guidelines are offered by the Career Center to students at each level of their university education, with the emphasis shifting from academic to professional. All students are advised to begin career planning by knowing themselves, exploring options, and building and expanding their skill base. Academically, students are urged to explore interests through a variety of courses, identify potential majors that relate to their interests and abilities, and focus on time management and study skills. The University’s internship program is coordinated by the career services staff. This program adds value to a student’s education by providing the opportunity to bring life to the theories and concepts learned in the classroom and apply them in local businesses, industries, and organizations. The benefits of the internship experience include a confirmation of the student’s choice of career path, related job experience, networking opportunities, and greater time and stress management skills. Students also gain experience working as a team member in an environment with needs and problems that have real constraints and consequences.

All students are strongly encouraged to register with the Career Center Online (www.wne.edu/careercenter), a robust interactive career service management system. Once registered, each student can: create a profile, manage a calendar, make appointments with their career counselor, register with the Career Center Partners, upload a résumé and other job search documents, and look for internships and jobs including Federal Work Study, Institutional, summer, part-time, and full-time. Access to the Career Center Online continues after graduation for alumni of the University.

Other resources, such as web-based career guidance programs (DoWhatYouAre and FOCUS II), job boards and Internet sites relating to a wide variety of options, provide students with the knowledge to make informed career decisions. The University’s network of alumni can connect students with alumni actively employed in their fields and who are eager to share occupational information.
The Career Center staff brings students in contact with employers through dynamic on-campus recruiting, employer information sessions, and career fairs. In addition, students are assisted with resources for part-time and summer employment. A weekly Career Paths newsletter is published online at www.wne.edu/careercenter/ and serves as one tool for alerting students to employment opportunities, internships, recruiting schedules, and workshops. The Career Center’s effective combination of educational career programs and job search services is a valuable complement to a student’s academic experience.

CENTER FOR CIVIC ENGAGEMENT
Campus Center 782-1687
www1.wne.edu/lbc/

The Center for Civic Engagement provides students with learning opportunities to support their exploration of active citizenship in the community. The Center offers students, faculty, academic departments, and community partners opportunities to share knowledge, skills, and resources to meet the needs of the community and enhance student learning. Through available resources, student can enroll in workshops and trainings on service and engagement, tutor students in public school and adult education centers, apply to the AmeriCorps Student Leaders in Service Program, and/or participate in the Alternative Spring Break program. Through intentional direct service experiences, students will explore and discuss social issues, diversity, leadership, and their collective roles in creating change in the community.

COMPUTER RESOURCES
Office of Information Technology
Churchill Hall, 3RD Floor Room 301 796-2200
www.wne.edu/oit

- All students, faculty and staff have Email accounts with privileges to forward campus Email to personal Email accounts.
- Virus and SPAM Detection software is available at no charge to all.
- A campus-wide fiber network links all academic, dormitory, library, and administrative buildings.
- A student portal, Connect2U, is available for all students (Undergraduate, Graduate, and Law). It permits easy access to Web-mail, Manhattan Learning Management software and the ASAP system for online schedules, grades, billing, and financial aid information.
- Wireless networks are available in the Law School, College of Engineering, Campus Center, D’Amour Library, the Center for Sciences and Pharmacy, and Southwood. Further expansion is planned.
- More than 450 PCs are located in public access areas.
- Campus-wide there are 50+ classrooms that have full multi-media capability with PCs connecting to the Internet, ceiling mounted projection systems, DVD/VCR players, and full sound features.
- Churchill Hall has 30+ computers available on the 3rd floor.
- The Writing Center, located in Herman Hall, is equipped with PCs in two computer rooms and includes printing services.
- The mathematics and computer science classroom and lab in Herman Hall has high-end PCs. A Computer Science Lab is also available in Herman Hall.
- D’Amour Library has access to numerous online catalogues and databases. It also has a large number of public access PCs with printing services. The Library also houses a classroom (available to faculty upon demand) of PCs and dual multi-media projection technology. D’Amour Library is the home of the Digital Learning Center (DLC), which contains over 30 high-end PCs.
- The Educational Technology Center, located on the ground level of the D’Amour Library, includes a training/conference room with MAC computers and multi-media projection technology.
• The LaRiviere Living and Learning Center is home to a state-of-the-art computer classroom with over 25 PCs. Multi-media projection technologies are also present in 4 classrooms in this facility.
• The College of Engineering has 3 rooms with 20+ laptops each for discipline related studies.
• The School of Law has 8 classrooms with multi-media capabilities.
• The School of Law provides a wireless network that permits students with laptops to connect directly to the campus network and the Internet from the Law Library, classrooms, and lounges. The School also has dedicated networks connecting to external law research databases.
• The School of Law library houses two computer labs with 20+ PCs and MAC technology, which are reserved for law school students. There are additional public access PCs with printing services as well.
• Loaner Laptops for special courses are available in D’Amour and Law School Libraries.
• D’Amour Library is home to a state-of-the-art TV Studio and classroom with digital editing workstations for both audio and video content preparation.

For a more complete list of resources, along with policies and procedures related to technology at Western New England University, go to http://www.wne.edu/oit/ and select “Policies” and then “OIT Handbook”

COUNSELING SERVICES
Campus Center, Room 249 782-1221
www1.wne.edu/counselingservices/

Caring, licensed professionals provide confidential help to students with personal, social, and educational concerns. Common areas of concern include: adjustment to university life, anxiety, depression, relationships and sexual orientation, eating disorders, substance abuse, sexual/physical abuse, and test anxiety. Services include: individual, couple, and family counseling, as well as crisis intervention. We can provide a list of off-campus therapists when requested. Psychiatric consultations are available in our office upon referral.

D’AMOUR LIBRARY
D’Amour Library 782-1535
http://libraries.wne.edu/

Open 100 hours a week during the academic year, D’Amour Library provides students with access to millions of pieces of information through on-site availability, electronic reserves, numerous electronic books and databases, and cooperative agreements with other institutions. The Library provides space to study, to conduct research, to read, to write, and to collaborate on group projects. There are 128 computers available for student use, which provide access to numerous software applications as well as to the Internet. Wireless connectivity is available throughout the Library. All printing is free. A limited number of study rooms are available for individual use or group projects. Librarians are available in-person or virtually via email or instant messaging to provide reference assistance daily except Saturdays. The WNE identification card also serves as a student’s library card. A library bar code and personal identification number (PIN) are needed to gain access to electronic resources from off-campus as well as to all electronic reserve materials. Late night access to the computer laboratory and the digital editing room on the ground floor of the Library is available for all current students on a Monday through Friday basis during the academic year. Please visit the D’Amour Library website at http://libraries.wne.edu/ for more information about the Library’s resources, services, and hours.
DINING AND FOOD SERVICES
Campus Center, Room 244 782-1228
The Campus Center is home to the newly renovated Dining Room (featuring the latest concept, Real Food on Campus (RFoC)), C3 Convenience Store and the Java City Bistro. All dining areas including the Rock Café and the “C store” feature food items that you can purchase with food points. The Rock Cafe features burgers, made to order deli sandwiches, etc. Grab a soft drink or coffee before heading to class!
Our Catering Department offers a wide variety of snacks and meals to accommodate your club and group functions.

DIVERSITY PROGRAMS AND SERVICES
Campus Center, Room 226 782-1594
www.wne.edu/diversity
The Office of Diversity Programs and Services promotes an understanding, appreciation and celebration of diversity on campus. This is achieved through various multi-cultural programs, outreach, and support services that help students transition into university life while enhancing their academic success. Services offered include multi-ethnic and multicultural workshops and programs, including: World Festival, Black History, Women’s History and Hispanic Awareness Month celebrations. Various presentations and workshops are presented in a variety of classes on issues of diversity, inclusion, civility and sensitivity. The office serves all students, regardless of culture or ethnic background, student input and participation is valued, and attendance is encouraged for all activities of the office.
The office also advises students from under-represented populations by working closely, with the university’s multicultural organization, known as United and Mutually Equal (U&ME), and works with and supports the activities of the Gay Straight Alliance (GSA). Additionally, the office supports the transition of the incoming international student population in a variety of ways, most importantly, adjusting to the nuances of life in the United States and at the university. The office serves as the advisor to the International Student Association (ISA). The office is also responsible for processing immigration paperwork and acting as the liaison between international students and the United States Immigration Office. Together with the Diversity Task Force, projects and programs are co-sponsored to ensure inclusion in all areas of the campus community. The Task Force is comprised of members of the faculty, staff and student body. Religious differences are also celebrated and embraced. Finally, the office acts as an advocate for all students dealing with acts of incivility and or bias.

OFFICE OF FIRST YEAR STUDENTS & STUDENTS IN TRANSITION AND ACADEMIC SUPPORT CENTER: A NETWORK OF SUPPORT
Campus Center, Room 137 782-1312
www1.wne.edu/firstyear
The Office of First Year Students and Students in Transition and Academic Support Center pays particular attention to creating a network of support persons whose intention is to provide proactive interaction with first and second year students, as well as transfer students. The office works closely with each of the undergraduate Colleges and departments, Student Affairs staff, faculty, student leaders and alumni to promote the success of first year, second year and transfer students.

SELECTED DIMENSIONS OF THE FIRST YEAR PROGRAM
♦ Peer Advisors ~ The 2012-2013 Peer Advisor team serves as university life mentors during the first year. Each new student is assigned to an upper class student who is trained to serve as a source of information, point of first contact and conduit to program and services. Peer Advisors coach each student in the formation of the personal success plan and act as an advocate for student success. The personal success plan provides a framework for establishing specific, reasonable, measurable, attainable, realistic and timely goals for the first semester.
♦ Faculty Advisors ~ Faculty teach, faculty advise, faculty care. One of the unique links in the first year is the connection of advisor to instructor. To promote frequency of contact and out of class interaction, each student’s first year seminar instructor also serves as the academic advisor for the first year.

♦ First Year Seminar ~ First year students are required to take a first year course designed to aid in the challenge of transitioning from high school to university life, both inside and outside of the classroom. The course focuses on transition challenges and development of techniques fostering satisfaction with university life and beyond. Topics include: critical thinking, information literacy, and oral presentations. Students also learn to work in teams, create a personal mission statement, explore career options, and become more familiar with particular academic disciplines.

♦ First Year Seminar Assistants ~ FSA’s are upper-class students chosen to help facilitate student learning in the First Year Seminar environment. Like a PA, he or she serves as an academic mentor with a special focus on developing classroom participation.

♦ Freshman Focus Programs ~ These programs touch upon challenges and choices that students might encounter throughout their university career, more specifically in the first year. Previous topics included: diversity issues, dating violence, and issues involving character development.

♦ Freshmen Council ~ The Freshmen Council represents an assembly of 15-20 first year students whose main objective is to facilitate class unity by providing opportunities for students to participate in a variety of social activities. This is an experience of student governance-collegiate style.

♦ Accolades Board ~ Located outside of the Office of First Year Students and Students in Transition, this display is intended to recognize the accomplishments and achievements of first and second year students’ commitment to community.

♦ Community Covenant ~ In any community, there are certain norms that set a standard for interaction and provide a framework against which each person can evaluate his or her decisions. Based on commonly developed expectations, each student affixes his or her signature to the Community Covenant during Fall Convocation.

♦ Summer Reading ~ Higher Education is a place of ideas that can be shared in a common forum. This notion gives rise to the summer reading assignment that highlights intellectual inquiry and critical reading.

ACADEMIC SUPPORT CENTER
Campus Center, Room 137 796-2027
www1.wne.edu/academicsupportcenter

Part of the Office of First Year Students and Students in Transition and located next door, the Academic Support Center provides outreach and support to all students, but primarily to first and second year students. The Academic Support Center conducts individual meetings as well as monthly workshops, focusing on time management, effective learning strategies, test taking tips, etc. The University recognizes that students face not only academic challenges but life challenges as well and developed the Academic Support Center to help turn those challenges into opportunities.

DIMENSIONS OF SUPPORT

♦ Life Skills Study Coach ~ In an effort to promote the holistic development of student-athletes, this program provides the opportunity for one on one academic support for first year student athletes. Life Skills Study Coaches seek to model how to effectively balance the many demands of being a university student, while maintaining a commitment to an athlete’s sport.

♦ Supplemental Instruction ~ Certain courses have been recognized as particularly challenging for students. On a select basis, specially trained and selected student leaders hold weekly sessions to help develop strategies to master the material, akin to learning how to learn.

♦ Peer Tutors ~ Peer Tutors provide one on one assistance to student to aid in the development of content mastery. Tutoring is available in most 100-200 level courses and is free of charge.

♦ Academic Progress Monitors and Success Coaches ~ These are typically academic support specialists, graduate students or undergraduate seniors who have demonstrated a high level of academic success in their coursework, Monitors and Coaches meet regularly with students to develop better study skills, time management strategies, test taking skills and many other academic skills known to foster academic success.
HEALTH SERVICES
CSP, Suite 235 782-1211
www1.wne.edu/healthservices/

Health Services is directed by a full-time certified family nurse practitioner and staffed with nurse practitioners, physician assistants, and a part-time physician. Health care is available Monday and Thursday 7:00 a.m. to 6:00 p.m. and Tuesday, Wednesday and Friday 8:30 a.m. to 4:00 p.m. while undergraduate classes are in session. During times when Health Services is not open, a nurse practitioner is on-call to provide medical advice and direction. For students who need specialist care, referrals are provided. Treatment at Health Services is provided at no cost to students; however, students are responsible for costs associated with outside medical services. These include but are not limited to: laboratory fees, radiology charges, prescription medications, and visits to offcampus health care providers.

IMMUNIZATION AND HEALTH RECORDS

Within 30 days of the first day of classes, all full-time students are required to have on file with Health Services a medical history and recent physical examination. A completed immunization record is mandatory and should include evidence of immunizations (documentation or titer values) against: measles, mumps, rubella, tetanus, diphtheria, three doses of Hepatitis B, meningitis and for health science students, varicella and Tb testing. Failure to provide this information can result in removal from classes.

UNIVERSAL HEALTH CARE

The Commonwealth of Massachusetts requires that undergraduates taking nine credits or more and graduate students taking seven or more credits must either purchase insurance through the University or complete an online waiver form with pertinent information about their private insurer. Failure to complete a waiver or enrollment form will result in the student being automatically enrolled in the University’s insurance program. All international students must purchase the University’s insurance policy. For more information, contact Health Services.

LEARNING BEYOND THE CLASSROOM
Campus Center, Room 227 782-1687
www1.wne.edu/lbc/

Learning Beyond the Classroom (LBC) is one of the unique features of a Western New England University education. As part of the University’s General Education Requirements, LBC provides students with the opportunity to apply theory to practice in authentic learning situations. We want students to understand that their complete experience at the University is an educational one – and that their growth will be much more than one-dimensional. It is our belief and practice that experiential learning deepens students’ understanding of their chosen discipline, the field in which they will work, and the society in which they will live. For more information, visit our website at www1.wne.edu/lbc.

MAIL SERVICES
Campus Utilities Building 782-1509
http://wne.edu/mailroom

All mail and package deliveries are made to Campus Mail Services located in the Campus Utilities Building. From there, USPS and intra-campus mail is delivered to student mailboxes located in the Campus Center. Student mail is usually delivered to the Campus Center in the early afternoon.

All resident students are assigned a mailbox. Commuter students may also be assigned mailboxes and can receive keys by visiting Mail Services. If a package arrives that will not fit in the student mailbox a notice will be placed in the box. The student can pick up packages at Mail Services. Hours of operation are Monday-Friday 8:00AM-4:00PM and Saturdays (during the school year) from 8:00AM-Noon. When picking up a package, student must bring the notice and a valid University ID.
Please address all student mail as follows:

Student Name
Mailstop # _________ (Mailstop # is box number assigned by Mail Services)
Western New England University
1215 Wilbraham Road
Springfield, MA 01119

Students keep the same mailbox as long as they are an active student.

Students leaving the University (graduating, withdrawing, transferring, suspension, etc.) must return their mailbox key to Mail Services prior to leaving. Seniors are to return key prior to Commencement. There is a $45 charge for unreturned mailbox keys.

If a resident student moves off-campus and becomes a commuter he/she must notify Mail Services at 413-782-1509 if they no longer want an on-campus mailbox. Unless you request that Mail Services close the box, University departments will continue to send important mail to your campus mailbox. Mailbox key must be returned to Mail Services to avoid the $45 charge.

Mail services available include: overnight and international shipping, FedEx, UPS, certified mail, postal services and shipping supplies. Stamps are available at Mail Services and at the University Bookstore.

MATH CENTER

Herman Hall, Room 303
www1.wne.edu/mathcenter/

The Math Center provides a student-assistance program where upper-level students act as tutors and mentors for students taking mathematics courses. Math Center tutors have all completed the courses in which they are involved as tutors, and are highly recommended by their instructors. Each semester, a Math Center schedule is posted; listing times when tutoring is available for specific courses. Individual appointments are available but are not required, as walk-ins are welcome. Students who wish to set up an individual tutoring appointment may fill out an online tutor request form, may stop by Herman 306A, or may call the Director of the Math Center, Mrs. Rodriguez, at 782-1692. For more information, including a copy of the current semester’s tutoring schedule and the online tutor request form, please see the Math Center website, www1.wne.edu/mathcenter/.

MEDIA SERVICES

D’Amour Library - ground floor 782-1319

The Office of Media Services provides a variety of equipment to facilitate the recording or playback of audio and/or visual material; in either analog or digital format. Equipment is available to members of the faculty and administration, as well as to students who have been authorized by staff members. Typically, the office is open Monday through Thursday from 8am to 8pm, and Friday from 8am to 4:30 pm.

PUBLIC SAFETY

Public Safety Building 782-1207
http://www1.wne.edu/dps/?ql

EMERGENCY: 782-1411

The Department of Public Safety provides a full range of safety and crime prevention services, including 24-hour police patrols on foot, on mountain bikes, and in cruisers; fire safety efforts; emergency and safety phones throughout campus; emergency medical response/first responders; and educational programs on alcohol and drugs, personal safety, rape aggression defense, and fire safety.

The Department is staffed with trained and qualified personnel, including a director, administrative lieutenant, operations lieutenant, four sergeants, eleven public safety officers, and six dispatchers. Each public safety officer is certified under Massachusetts law and has full special state police powers. In addition, the Department of Public Safety employs a trained security staff assigned to specific buildings throughout the Western New England campus.
SECURITY AT EVENTS
Public Safety officers are sometimes required for co-curricular and public functions held on campus, especially those that include alcohol. Necessary arrangements are made by the sponsoring organization through the Student Activities Office. Actual costs for use of Public Safety officers are the responsibility of the sponsoring organization.

RESERVE OFFICER TRAINING CORPS (ROTC)
1260 Wilbraham Road
Air Force ROTC 796-2258
Army ROTC 782-1332
The University offers both Army and Air Force ROTC programs. Freshmen and sophomore ROTC classes are open (with no obligation) to students interested in the development of leadership, study skills, and outdoor skills. Further ROTC training can lead to a commission as an officer in the Army or Air Force, with service in the reserve or on active duty. Merit scholarships are available and provide funds for two to three years.

RESIDENCE LIFE
Campus Center, Second Floor 782-1317
http://www1.wne.edu/residence-life
Residence Life Mission Statement
As the Office of Residence Life, we seek to create an environment that supports and enhances the curricular and co-curricular development of our students. We encourage students to become more self-aware, self-reliant, and actively engaged in campus life by providing a variety of educational, social, and personal growth opportunities. We seek to provide a residential environment that is culturally inclusive and celebrates the uniqueness and dignity of the individual while fostering an environment of mutual respect for diversity of backgrounds, beliefs, and identities.

RESIDENCE LIFE WEBSITE
The Residence Life website is available at http://www1.wne.edu/residence-life/, or you may access it via the University’s homepage. Our website includes a wide variety of detailed information on policies and procedures, as well as an online copy of the Resident Student Housing Agreement, the primary publication for all students who live on campus.

RESIDENCE FACILITIES
Different types of residential living units are available to students as they proceed from their freshmen to their senior year at Western New England University. To be considered for campus residency, the student must be actively enrolled at the University as a full time, undergraduate degree candidate. Since campus residency is optional at the university, the student must initiate a request for accommodations through the provision of a nonrefundable, non-transferable payment. Receipt of this payment authorizes student-initiated participation in the online housing selection process, known as the Housing Management Application or HMA. To confirm campus residency, the student is responsible for completing all components of the online process. Otherwise, the University presumes the student has made other arrangements for accommodations as a commuter.

GENERAL INFORMATION ON POLICIES AND PROCEDURES
The policies and procedures provide a framework for students, individually and collectively, as members of a larger community during their time at Western New England University. These policies and procedures are not simply a list of essential expectations for personal behavior or use of physical space; they exist to inform students of both their rights and their responsibilities as students.

We recognize that not every student chooses to live on campus; however, numerous commuting students do visit their peers where they reside on campus. Comprehensive information may be found on the Residence Life website and other resources provided by the department.
VISITATION IN THE RESIDENCE AREAS
A guest (any person who is not a Western New England University undergraduate) or a visitor (a Western New England University undergraduate student who is not assigned to that particular location he/she is visiting) may interact with a student in his/her assigned place of residence. Guests must be 18 years of age or older; guests under the age of 18 need to provide written documentation from parents/guardians for consent. Visitation is a privilege and may be limited or revoked if abused. Displacement and/or inconveniencing of any member of the residential community in order to accommodate a guest or a visitor are unacceptable and subject to accountability. The presence of an overnight guest or visitor should normally not exceed two consecutive nights. Please refer to “Registration and Visitation Policies in Campus Housing” in the Student Code of Conduct for additional information.

CLOSING OF RESIDENCE FACILITIES
All residence facilities are closed during regularly scheduled vacation periods (including the semester break) and students are not allowed to maintain residency during those times. Exceptions to this policy may be granted by the Office of Residence Life. If approved, occupancy is limited to Evergreen Village or Gateway Village, on a space available basis, and an additional fee for lodging will be assessed.

Any student in housing without approval will be assessed a fine for unauthorized presence and may be required to immediately depart.

Students may also register as a late departure, so as to remain in their assigned place of residence until the morning after the residence areas officially close. Departure must occur by 10:00 a.m.

SEXUAL MISCONDUCT ADVOCATE AND RESPONSE TEAM (SMART)
(413) 575-7194
smart@wne.edu

SMART is a group of dedicated volunteer students (men and women) who are trained to assist and provide confidential support to students who have encountered any form of sexual misconduct, and educate the Western New England University community about these issues. If you have been sexually mistreated, we urge you to contact a SMART representative who will offer emotional support, explain all your options, and be there to help you with whatever course of action you choose.

STUDENT ACTIVITIES AND LEADERSHIP DEVELOPMENT
Campus Center, Room 220 782-1203
www.wne.edu/studentactivities

The Office of Student Activities and Leadership Development seeks to provide a variety of programs that incorporate social interaction and personal growth outside the formal classroom setting. The office’s programs and services enhance the formal educational experience by offering a balance of cultural, recreational, and social programs. The diversity of co-curricular activities is reflected in such programs as:

- Weekend and Late Night programs
- Creative and performing arts
- Contemporary music
- Travel and recreation
- Films
- Lectures
- Comedy series
- Multi-cultural programs
- Commuter services
- Student media
- Leadership and personal development
Joining a club or organization can offer many benefits. We collaborate with many other offices to provide a wide range of weekend programs (including FRIDAYS and Late Night programs) that occur every week of each semester. The office is also responsible for an extensive four-year leadership program, choral and band ensembles and other arts related activities.

Other services offered include: This Week @ WNE, a weekly newsletter of events; and a student voucher program for the Springfield Symphony Orchestra and CityStage (the regional theatre company). Updated programs and services can be found on the office’s website. The office is located on the second floor of the Campus Center.

STUDENT ADMINISTRATIVE SERVICES
D’Amour Library, Ground Level 796-2080
www1.wne.edu/sas/

Student Administrative Services (SAS) combines the different financial aspects of student’s lives by centralizing: billing, collections, financial aid and records and registration in one area. In addition to the services above, students with a valid ID may cash checks at SAS. Maximum amount per day is $75.

Banking hours vary, but the Bank is typically open during SAS hours. SAS is open Monday through Thursday from 8:00 am until 5:00 pm and Friday from 8:00 am until 4:30 pm.

Graduation
The University confers degrees four times during the year: August, October, February and May. However, the only formal commencement ceremony is conducted in May. August, October and February graduates will receive their diplomas in the mail shortly after the graduation date. Please note that all graduating seniors must indicate on the Application for Degree form their intention to graduate and to participate in the May commencement. Changes must be reported to SAS.

STUDENT DISABILITY SERVICES
Herman Hall, Room 105 782-1258, 782-1257 or 782-1513
www.wne.edu/sds

The Student Disability Services Office is designed to provide support for students who choose to voluntarily identify themselves and provide documentation of their disability(ies). The office works with students and faculty to ensure that necessary services and accommodations are provided in a timely and efficient manner. Specific requests are reviewed and recommendations made on a case-by-case basis. In the case of either permanent or temporary mobility impairment, it is critical that the Office of Student Disability Services (SDS) is notified immediately, so that classes can be moved to more accessible locations, and elevator keys can be provided as needed. Furthermore, students with temporary conditions (e.g. broken leg, sprained ankle, and emergency surgery) may obtain permission to park in more convenient spaces if they request this from SDS and provide a letter of verification from a doctor. For more information, see our web page at www.wne.edu/sds. The Assistant Dean and Assistant Director of the office are also available to address questions and problems, and where needed, serve as referral sources.

STUDENT EMPLOYMENT
Campus Center, Room 220 782-1217
www.wne.edu/careercenter

The Office of Human Resources, located on the second floor of the St. Germain Campus Center, administers the Student Employment program. There are three types of Student Employment opportunities: Federal Work Study, Institutional and also regular part-time employment with local companies.
STUDENT EMPLOYMENT-FEDERAL WORK STUDY

The Federal Work Study Program provides funds for jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to each student’s course of study. Federal Work Study Program is need-based and requires a completed financial aid application on file with the University. The Federal Work Study wages are partially funded by the federal government, which is why many University offices prefer to hire students who have an award. While a department may prefer to hire a student with an award, it does not mean that students without Federal Work Study awards cannot work on campus, as there are Institutional and other jobs available. Federal Work Study funded jobs can be on campus or off campus. If a student works on campus, they will usually work for the University. If the student works off campus, the employer will be a not-for-profit organization or a public agency, such as a school system, and the work performed must be in the public interest. Western New England University has agreements with not-for-profit employers for Federal Work Study jobs, which must be judged relevant to the student’s course of study to the maximum extent possible. Off campus jobs are with federal programs such as America Reads, a Community Service program and with various not-for-profit organizations. Some Federal Work Study jobs involving direct and unmonitored contact with children do require criminal offender record information (CORI) checks.

STUDENT EMPLOYMENT-INSTITUTIONAL

For students not receiving a Federal Work Study award, some University offices have Institutional jobs available. Wages for Institutional jobs are fully paid for by the University. Students typically need to identify the various offices they are interested in and inquire about job availability. It is important for students to promote their special skills such as using computer applications or having a current life saving certificate.

REGULAR PART-TIME EMPLOYMENT

Many employers, such as restaurants, private companies and shopping malls, are located within an easy commute from the University. The two private companies on-campus are ARAMARK, our food service provider, and Follett Corporation, which operates the Blue and Gold Bookstore. The CareerCenter publishes a weekly online newsletter at www.wne.edu/careercenter/newsletter, which contains many up-to-date job postings.

GETTING A JOB

Jobs are posted with “CareerCenter Online”. To view and apply for jobs, students must register online with the CareerCenter at www.myinterfase.com/wne/student/ using their six-digit student ID number. Once the student’s information has been reviewed by CareerCenter staff, students will receive an email notifying them that their CareerCenter profile has been activated. Students can then log into the CareerCenter Online to update their profile, upload a résumé, view and apply for jobs by following the application instructions, and save their searches, as well as view their activity. Students who merely view and apply for jobs online or attend the Student Employment Fair will not be guaranteed that they will receive the job. Students must actively follow up with their potential employers. For further assistance, please contact Wendy Tietz, Assistant to the Executive Director of Human Resources and the CareerCenter at wtietz@wne.edu or at 413-782-1679.

STUDENT EMPLOYMENT JOB FAIR

A Student Employment Fair is held annually during the first or second week of classes. In attendance are representatives from many University offices and departments which will be recruiting student employees. For students who did not receive a Federal Work Study award, area employers who typically offer part-time jobs will also be represented. Students will have an opportunity to speak with potential supervisors about the nature of the job responsibilities.
Have you been keeping up with your course work (the readings as well as attending class), but are still having difficulty understanding a particular lesson or principle? Have you missed a portion of the course work, due to an unexpected circumstance, and now need some help to catch up? It is not unusual for students to experience academic difficulties for any number of reasons. The University recognizes that students face academic challenges and has developed a Peer Tutoring Program to help turn those academic challenges into academic successes.

Peer Tutors are chosen for their successful performance in a particular class and are available to assist students in 100 and 200 level courses. Though most tutoring is short term in nature, it allows for one on one individual attention. While tutoring is helpful and has proven to be the difference in successfully completing a course, tutoring is not a substitute for attending class, reading the text or studying for an exam. Tutoring assistance can be requested by contacting the Academic Support Center or by visiting the First Year Program website at www1.wne.edu/firstyear. In addition, specialized tutoring assistance can be obtained through the Engineering Labs, Accounting Lab, Math Center, and Science Center. Student Disability Services also provides tutoring assistance for students registered with that office.

The University Bookstore carries the required textbooks necessary for all courses and includes a stock of educational supplies. A variety of Western New England University clothing, gifts and apparel, reference books, soda, candy and school supplies are also available. The Bookstore is typically open Monday through Thursday from 9:00 am until 6:00 pm, Friday from 9:00 am until 4:00 pm, and Saturday from 11:00 am until 3:00 pm. The University Bookstore website can be accessed at www.wne.bkstr.com

The Writing Resource Center, in conjunction with the Writing and Reading Program, provides critical support services designed to assist all students with the challenges of University-level writing and reading. Students may use one-on-one writing support services, request help with reading difficulties or, for bilingual students, seek support geared towards English language development. Here are some examples of assistance available through the Writing Resource Center:

- Experience dynamic discussions designed to assist students with idea and paper development
- Learn organizational and rhetorical strategies relevant to specific assignments
- Develop study skills
- Learn to analyze assignments and prompts
- Improve language skills, including command of sentence structure and grammar
- Learn documentation conventions appropriate to various disciplines: MLA and APA
- Use new assistive technologies that emphasize the student’s learning styles and strengths

The Writing Resource Center is open Monday through Thursday 8:00 a.m. until 8:00 p.m.; Friday from 8:00 a.m. until 4:00 p.m.; Saturday – closed; Sunday from 5:00 p.m. until 9:00 p.m.
SECTION II

ACADEMIC REGULATIONS AND POLICIES
ABSENCE DICTATED BY RELIGIOUS BELIEF
The General Laws of Massachusetts, Chapter 151C, Section 2B stipulate: “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 (or her) 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 or study or work requirement which he (or she) 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 the school.”

ACADEMIC ADVISING: COURSE SCHEDULING
It is the student’s responsibility to understand the requirements of the chosen degree program and plan for orderly fulfillment of degree requirements. Each full-time student is assigned a faculty advisor who can assist in making decisions in relation to a student’s academic and professional goals. Though the advisor can be helpful, the ultimate responsibility for decisions remains with the student. Part-time students have access to advising through their school.

Students’ academic programs are under the supervision of the Dean of the College in which the student is enrolled. A complete record of students’ progress is maintained there. It is available at any time, particularly at each registration period. Students are strongly encouraged to pay special attention to this record, as it is an important tool in keeping track of degree requirements and credits earned. Students are reminded that ultimate responsibility for their academic schedule and completion of degree requirements remains with the student. Endorsement of the faculty advisor, however, must be obtained prior to completing any course registration request.

ACADEMIC INTEGRITY
Honesty in all academic work is expected of every student. This means giving one’s own answer in all class work, quizzes, and examinations without help from any source approved by the instructor. Written material is to be the student’s original composition. Appropriate credit must be given for outside sources from which ideas, language, or quotations are derived. Students are cautioned that purchasing term papers from any source is a violation of academic honesty. Additional information on academic honesty may be found in the Student Code of Conduct. In the event that a student commits an action of academic integrity, a range of sanctions may be applied. In the event that a student has two violations of academic integrity, suspension or dismissal may be a consideration. In these cases, the hearing body will be the All-University Disciplinary Board or the Dean of Students Office.

AWARD OF DEGREES POLICY
The University does not guarantee the award of a degree or a certificate of satisfactory completion of any course of study or training program to students enrolled in any instructional or training program. The award of degrees and certificates of satisfactory completion is conditioned upon satisfaction of all current degree and instructional requirements at the time of such award, compliance with all University policies and regulations, as well as meeting bona fide expectations of the faculty.

CHANGE OF ADDRESS
Students should report changes of address promptly to Student Administrative Services. A form is available in SAS for this purpose. Students who live off-campus are required to keep the University informed of their current local address. Students graduating or leaving campus must complete a change of address card so the U.S. Post Office can forward mail. These cards are available at the Campus Post Office.

CLASS ATTENDANCE
Students are expected to attend all class sessions for courses in which they are enrolled. However, each individual instructor is free to evaluate the importance of attendance in determination of course grades. Accordingly, each instructor must present a written statement that addresses the role of absences, makeup examinations, and other attendance matters that will affect student performance. This statement must be shared at the first class meeting.

For emergencies, if students are not able to attend class, please inform the Dean of Students office.

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CLASS CANCELLATIONS
Cancellation of classes because of inclement weather is rare. When classes are cancelled due to extreme weather conditions, this information will be announced on local radio and television stations that broadcast closure information, as well as on the University’s website. This information can be heard beginning at 6:30 am.

FINAL EXAMINATIONS
The normal pattern is that final examinations are given in all courses in accordance with a schedule published by Academic Scheduling. In case an instructor decides not to give a final examination, the instructor must inform the appropriate academic Dean.
Final examinations must be given on the date and at the time scheduled unless other arrangements have been made in advance. Under no circumstances are final examinations to be administered during the final week of classes. Further, during the last week of classes, hour examinations are permitted only in those courses where there is a final examination, semester paper, or semester project requirement due the week of final examinations. The chair of each department is responsible for the adherence of the latter policy by all members of the department. In addition, no examinations or quizzes may be administered the last day of classes (if that day is a Monday) or on the last two scheduled days of classes (if the last day of classes falls on Tuesday or later). This policy does not in any way relieve students of responsibility for material covered in the last days of classes.
The final examination schedule for each semester is designed to accommodate no more than two exams on any given examination day. If more than two exams are scheduled, the student must give notice to their Dean’s Office within ten (10) calendar days after the posting of the final revisions of the examination schedule.
In the case of a student who is scheduled for three (3) final examinations on one day, the examination in the middle time will be rescheduled at the convenience of both the student and the faculty member. There are two exceptions, however.
The first is that if the student can move any of the three examinations to the examination for another section of the same course, taught by the same instructor, he or she must do so if the move does not cause another conflict. The second, is that if the middle examination is a “combo” examination, one of the other two will be rescheduled by joint agreement between the affected faculty members.
If an agreement cannot be reached, a decision will be jointly made by the Deans of the colleges in which these two courses are housed

FINANCIAL AID
Students in need of financial aid or with questions concerning financial aid are encouraged to contact Student Administrative Services for information on scholarships, grants, loans, or simply to discuss financial planning options. Priority consideration for financial awards is given to students whose FAFSA is completed by by April 15 of each year. Applications received after April 15 will be processed in accordance with the availability of funds. Students must re-apply for aid each year. Regardless of whether financial aid awards are made, students are encouraged to seek guidance from SAS’ professional staff or online at www1.wne.edu/sas.
The University encourages part-time employment and a significant number of students work during the academic year. The Office of Human Resources is responsible for coordinating all on-campus employment and publishes off-campus positions. Academic achievement remains the University’s primary concern, however, and a 7-to-15-hour work week is typical.

STANDARDS OF SATISFACTORY PROGRESS
(can also be viewed at www1.wne.edu/sas)
The Higher Education Amendments of 1976 and 1983 obligate institutions to define, measure, and enforce Standards of Progress is both a qualitative and quantitative manner. Further, students must regularly be monitored for satisfactory progress in the event a student not currently receiving financial aid applies for aid in the future. In compliance with these regulations, Western New England University has established this policy.
SATISFACTORY PROGRESS (QUALITATIVE MEASURE)
For purposes of determining satisfactory progress, academic records of undergraduate students are reviewed after the spring semester grades are posted. Satisfactory progress is measured in two ways.

REQUIRED CUMULATIVE AVERAGE
At the end of the Spring semester, the student must have attained a cumulative average of at least:

• 1.30 for 1-56 semester hours (1-61 in the College of Engineering)
• 1.90 for 57-86 semester hours (62-94 in the College of Engineering)
• 2.00 for 87+ semester hours (95+ hours in the College of Engineering)

In addition to meeting the above grade point requirements, students must have also completed during the academic year, the following number of credit hours:

• Full-time students (enrolled in 12+ hours per semester): 24 credit hours
• Part-time students (enrolled in under 12 hours for one or both semesters): Students must have successfully completed at least 75% of all courses attempted during the year.

All students should note that hours attempted includes any course for which a letter grade (including I or W) is received.

FAILING TO MAKE SATISFACTORY PROGRESS
New students, who at the end of the fall semester have attained a cumulative average of less than the required minimum, will continue to be eligible for financial aid on a probationary basis for the following semester. Returning students who have not attained the required GPA are considered to have not made satisfactory progress, and may not be eligible for financial aid. In either situation, all students must have met the required qualitative and quantitative standards at the end of the spring semester. Students enrolled for only a single semester in any academic year must have attained the minimum cumulative average listed, and have successfully completed one-half of the credit hours required for the year.

For purposes of determining eligibility for financial aid, students earn credit for passing grades only. Marks for failure (F), withdrawal (W), and incomplete (I) are not interpreted as earned credits, although they do count as attempted credits. Credit earned for a repeated course is considered only when a student has previously failed that course.

APPEAL PROCEDURE
Students notified by Student Administrative Services that they have not maintained satisfactory progress may submit a letter of appeal to the Director of Financial Aid if mitigating circumstances have affected the student’s progress or if grade changes (including the resolution of incomplete courses) have occurred. Appeals must be filed with SAS within 14 days of a student’s notification of loss of aid eligibility. The appeal will be reviewed by the Director of Financial Aid who subsequently notifies the student as to the action taken.

• If an appeal is upheld, the student will continue to be eligible for financial aid the following semester.
• If no appeal is filed or if the appeal is denied, the student must enroll for courses at her/his own expense. In order to regain eligibility for aid, the student must earn the appropriate minimum cumulative GPA listed, and make up any deficiencies and the student must apply to SAS for reinstatement of financial aid.

Students should also note:
• If a student has a sufficient cumulative GPA, but did not receive enough credits for the year, the student may take credits during the summer to make up the credit deficiency. The work can be completed at WNE or another college or university. A grade of C or better must be earned for all courses taken at other colleges or universities; in addition, these courses must be applicable toward degree requirements and approved by the Dean’s office of your College.
• If a student does not attain the minimum cumulative GPA at the end of the spring semester, s/he must attain the minimum cumulative GPA by taking credits during a semester or summer. Courses may only be taken at WNE or through the exchange program of the Cooperative Colleges of Greater Springfield.

CONCERNING CLASS STATUS

The eligibility requirements mentioned above are basic minimums and are designed primarily to satisfy the requirements of the Higher Education Amendments of 1976 and 1983. However, some state scholarship and/or loan programs require advancing to the next academic level (sophomore, junior, or senior respectively) before receiving additional monies. Consequently, a student may be eligible for financial aid under these Standards of Satisfactory Progress, yet not qualify for eligibility under other programs. Therefore, students should be aware of both these financial standards and the requirements of class status. The following summarizes the current classifications for class status:

• Freshmen: 26 credits or less (27 credits in the College of Engineering)
• Sophomore: 27 – 56 credits (28 – 61 credits in the College of Engineering)
• Junior: 57 – 86 credits (62 – 94 credits in the College of Engineering)
• Senior: 87+ credits (95+ credits in the College of Engineering)

For complete information concerning satisfactory progress in relation to financial aid, contact Student Administrative Services at 413.796.2080 or online at www1.wne.edu/sas.

PROCEDURES FOR HANDLING PLAGIARISM ALLEGATIONS

When a student is alleged to have committed an academic offense, and suspension or dismissal from the University is not an initial consideration, the original hearing body is the Department Chair of the faculty member making the allegation. Any request for review of decisions is made to the academic Dean of the College involved. Except when suspension or dismissal from the University is recommended, the decision of the academic Dean is final and binding. If the Department Chair is the initiator of the allegation, the initial hearing body will by the chair’s academic Dean and the Vice President for Academic Affairs.

Typical sanctions are an F grade on the paper, or other work involved, or an F in the course as a whole. The F grade in the course remains in the student’s grade point average and cannot be removed by re-taking the course. The student may re-take the course, but both grades are counted in the grade point average.

When suspension or dismissal from the University is a consideration, the hearing body will be the All-University Disciplinary Board or the Office of the Dean of Students. The Board’s recommendation will be forwarded to the Assistant Dean of Students for consideration of implementation. The review agent for such cases will be the Vice President for Student Affairs. The full procedures of the All-University Disciplinary Board are outlined in the Student Code of Conduct.

PATENT POLICY

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

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

All male students who have not served either on active military duty, or are not members of the Reserves and/or National Guard, or are not citizens of specific Federal States or Trust Territories, within 30 days of their eighteenth birthday, must register with the Selective Service. Furthermore, under Federal Regulations, Sub-part C: Statement of Educational Purpose and Selective Service Registration Status, Sections 668.31, .32, and .33, appropriate registration with Selective Service is necessary before receiving any funds under Title IV, Higher Education Act Programs. Until the student has filed the appropriate statement of educational purpose, he is ineligible to receive such funding, including Perkins Loans, Direct Ford Student Loans, Supplemental Loans, Pell Grants, University Work Study, and similar federal program monies. Male students can register for Selective Service at www.sss.gov.

**GRADUATION**

The University confers degrees four times during the year: August, October, February, and May. However, the only formal commencement ceremony is conducted in May. August, February, and October graduates will receive their diplomas in the mail shortly after the graduation date. Please note that all graduating seniors must indicate on the Application for Degree form their intention to graduate and to participate in the May commencement. Changes must be reported to SAS.

**IN-PROGRESS (MID-TERM) GRADES**

At approximately the mid-point of each semester, a set of grades is issued to students as a means of monitoring progress in the course. The intent of in-progress grades is to give the student some idea of where s/he stands in that course at that time. In-progress grades are typically based on work completed to date in the course. While not all courses lend themselves to in-progress grades, students are encouraged to closely monitor their progress, in consultation with the classroom instructor. In-progress grades are not part of a student’s permanent record.

**STUDENT RECORDS AND CONFIDENTIALITY**

Western New England University adheres to a policy of compliance with the Family Educational Rights Privacy Act (FERPA). This policy:

- permits students to inspect their educational records
- limits the disclosure of information from educational records; and
- provides students with the opportunity to seek correction of their educational records when appropriate.

I. Definitions

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

B. Educational records include those records that contain information directly related to a student and are maintained as official files by the University. The following are not educational records:

1. records about students made by professors or administrators for their own use and not shown to others;
2. campus police records maintained solely for law enforcement purposes and kept separate from educational records;
3. employment records, except where a currently enrolled student is employed as a result of her/her status as a student;
4. records of a physician, psychologist, or other recognized professional or paraprofessional made or used only for treatment purposes and available only to persons providing treatment;
5. records that contain only information relating to a person’s activities after that person is no longer a student at the University.
C. Directory information is limited to name, addresses, telephone number, email address, photograph, major field of study, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards, activities, and other institutions recently attended.

D. Record means any information or data recorded in any medium, including but not limited to handwritten or printed materials, tapes, computerized information, or film.

II. Student Right of Access - Students may inspect and review their educational records in accordance with the procedure outlined here. The University reserves the right to deny students access to the following records:

A. Financial statements of the student’s parents;

B. Letters of recommendation received prior to January 1, 1975; and

C. Records that are excluded from the FERPA definition for educational records (defined above)

III. Recommendations and References - A student may waive her/his right of access to confidential recommendations in three areas: admission to the University; job placement; and receipt of honors and awards. The University will not require such waivers as a condition for admission or receipt of any service of benefit normally provided to students.

IV. Types and Locations (in parenthesis) of Educational References

A. Academic Records (Student Administrative Services): This file includes a student’s official transcript, admission application and supporting credentials, and records of actions affecting academic status (e.g., petitions and corrections of academic records). Transcripts are maintained permanently.

B. Student Progress File (Dean of Students Office): This file includes correspondence, notations of disciplinary actions, housing records, and student activity records.

C. Financial Aid and Student Loans (Student Administrative Services): This file contains financial aid applications, needs analysis statements, correspondence, and awards made.

D. Student Placement Records (Office of Career and Human Resources): This file contains recommendations, unofficial copies of academic records, and correspondence.

E. Health Records (Health Services or Counseling Services)

V. Procedure for Access to Records

Requests for access specifying the records to be inspected should be made in writing to the office maintaining the file. The University will comply with the request within a reasonable time, at most within 45 days. In the usual case, arrangements will be made for the student to read her/his records in the presence of a staff member.

VI. Request for Copies of Records

A student may also obtain copies of her/his records by paying reproduction costs of $.25 per page. Requests for copies should be made in writing to the office maintaining the file. The University will comply with the request within a reasonable time, at most within 45 days. The University will not provide copies of transcripts from other schools.

The University reserves the right to deny copies of transcripts or educational records if the student has an unpaid financial obligation to the University or where there is an unresolved disciplinary action against the student.
VII. Policy on Release of Information

The University will disclose information from a student’s educational records only with the written consent of the student, except:

A. To University officials who are legitimate educational interests in the records;
   1. University official refers to any person who is a trustee, officer, agent, or employee of the University;
   2. A University official has a legitimate educational interest if the official is performing an authorized task, activity, or determination on behalf of the University and for which the information contained in the educational record is necessary or appropriate. Tasks, activities, or determinations include those relating to a student’s education, the discipline of a student, and the mission of the University.

B. To officials of another school in which a student seeks enrollment; upon her/his written request, the student will be provided with a copy of the records that have been transferred;

C. To federal, state, and local governmental authorities, in connection with publicly supported education programs, or in connection with the enforcement of, or compliance with, legal requirements;

D. To organizations or persons conducting educational research, if access to personal data is limited and such data is destroyed upon completion of studies;

E. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid or to enforce the terms of the aid;

F. To parents of an eligible student who claim the student as a dependent for income tax purposes;

G. To accrediting organizations for the purpose of carrying out their functions;

H. To state and local officials to whom such information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974;

I. To appropriate parties in connection with an emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals; and

J. In response to a court order or subpoena; the University will make reasonable efforts to notify the student before complying with a court order.

VIII. Record of Requests for Disclosure

The University will maintain a record of all requests for and/or disclosures of information from a student’s educational record. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information.

IX. Directory Information

The University may disclose directory information without the student’s prior consent, unless notified at the beginning of the semester. An Information Waiver Form is available in Student Administrative Services for that purpose.

X. Correction of Educational Records

Students may ask to have records that they believe are inaccurate, misleading, or in violation of their privacy rights corrected. Students do not have the right to use this process to challenge substantive judgments (e.g., a grade assignment or disciplinary action) that are correctly recorded. The procedures for the correction of records is as follows:
A. Students who believe that the information contained in her/his educational record is inaccurate, misleading, or in violation of her/his privacy rights may submit a written request to SAS specifying the document(s) being challenged and the basis for the complaint. The request will be sent to the responsible person at the origin of the record in question. Within a reasonable period of time of receipt of the request, the University will decide whether to amend the records in accordance with the request. If the decision to amend is refused, the student will be notified and advised of her/his right to an appeal hearing.

B. Upon a request by a student, the University will provide an opportunity for a hearing to challenge the content of the student’s record. A request for a hearing should be submitted in writing to SAS. Within a reasonable time of receipt of the request, the student will be notified in writing of the date, place, and time of the hearing. A University official who does not have a direct interest in the outcome will conduct the hearing. The student will have a full and fair opportunity to present evidence relevant to the issues raised. A member of the University community or an attorney (at the student’s expense) may assist the student. The University official conducting the hearing will make a recommendation to SAS after consideration of all relevant information.

C. Within a reasonable period of time following the conclusion of the hearing, the University will notify the student in writing of its decision. The decision will be based solely on the evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision. If the University decides that the information on the student’s record is inaccurate, misleading, or a violation of the student’s privacy rights, the University will amend the records accordingly.

D. If the University decides that the information is not inaccurate, misleading, or a violation of the student’s privacy rights, the University will inform the student of the right to place in her/his record a statement commenting on the information and/or explaining the reasons for her/his disagreement with the University. Any such explanation will be kept as part of the student’s record as long as the contested portion is kept and will be disclosed whenever the contested portion of the record is disclosed.

SUMMER SCHOOL AND STUDY AT OTHER INSTITUTIONS
If students desire to take courses during the summer at another college or university, they must obtain a description of the course they wish to take from an appropriate catalog or some other official source. Students must then obtain written approval from their academic Dean. When Western New England University receives a transcript from a school for courses taken at another institution, credit will be given for courses in which a grade of C or better is earned. Credit may not be granted for courses taken at other institutions without approval in advance. The grades received for any courses taken at other institutions will not be computed in determining the cumulative grade point average.

TRANSCRIPTS
Transcripts of students’ academic records are available from Student Administrative Services. This service is free to all students and alumni.
SECTION III

STUDENT CODE OF CONDUCT
SECTION ONE: GUIDING PHILOSOPHY

The goals of this Student Code of Conduct and the corresponding review processes are to help students understand and accept their obligations as members of this community and to advance the University’s educational mission by defining and establishing certain norms of behavior. The rules and policy statements that follow serve to clarify commonly accepted standards of conduct by members and prospective members of this University community.

SECTION TWO: STUDENT CODE OF CONDUCT

ARTICLE I: SENSITIVITY WITHIN A DIVERSE COMMUNITY

In any community, the value placed on the individual member constitutes its commitment to understand and respect diverse traditions, life circumstances, birth origins, and cultural beliefs, thereby celebrating differences among groups and individuals. This commitment further determines how learning is viewed.

Western New England University believes that education should both enable and empower each student to live and work in a global environment with sensitivity to persons who may or may not share the same age, cultural tradition, ethnicity, gender, gender expression, geographic origin, life circumstance, physical or intellectual ability, political orientation, race, religion, sexual orientation, socio-economic station or veteran’s status. Diversity is to be understood in a global context and education should be viewed as a vehicle that encourages pluralistic understanding, honors human dignity, and seeks to protect the integrity and rights of all citizens.

Western New England University seeks to bring together students, staff, and faculty who represent a world-view. It seeks to foster an environment that promotes independent and tolerant thinking and, through its curricular and out of class experiences, brings divergent voices into the learning dialogue. It seeks to build a community defined by global diversity, which is characterized by a safe, positive, and supportive environment.

A distinguishing characteristic of Western New England University is a commitment to civility in all interactions between and among the individuals and groups making up our academic community, as well as in dealings with visitors to the Campus and the larger community in which we reside. In this context, respect for the worth and dignity of the individual and an appreciation of differences should be such that derogatory or defaming remarks, ethnic slurs, offensive humor, and such other behaviors that cast aspersions on individuals or groups for whatever reason are not acceptable to the University community, and may be subject to action under this Student Code of Conduct.

Bias and Bias-based incidents

Western New England University is firmly committed to addressing all bias and bias-based incidents in a timely manner. Any complaints of bias and/or unlawful discrimination shall be addressed according to the policies and procedures set forth in the Western New England University Discrimination/Sexual Harassment Grievance Policies and Procedures, referenced in the student and also contained in the student and employee handbooks, which can be found at: http://assets.wne.edu/45/sexualharassmentdiscriminationbooklet.pdf. Information is also contained in the student and employee handbooks Adjudication of issues that may be violations of the bias/civility policy may be pursued in accordance with the University’s Student Code of Conduct and/or the University’s Discrimination/Sexual Harassment Grievance Policies and Procedures. Based on recommendations of the Bias Response Committee, Western New England University defines bias as any stereotypical opinion or attitude toward a person(s) based upon actual or perceived membership in a group, including, but not limited to: sex, race, color, creed, religion, ethnic or national origin, age, disability status, sexual orientation, gender identity or gender expression, or veteran’s status. A bias-based incident is an event which has the intent or effect of demeaning or degrading an individual or group and is motivated in whole or in part by the perpetrator’s personal bias. Certain bias-based incidents may also be violations of state and/or federal discrimination laws. Although not an exhaustive list, bias-based incidents may take the form of:
• Threatening written, verbal, or electronic communication
• Graffiti
• Physical assault
• Sexual assault or harassment
• Stalking
• Vandalism
• General harassment or coercion
• Behavior that creates an unwelcoming and hostile environment

Bystander Intervention: Assisting & Reporting an Act of Bias

Persons witnessing an act of bias should provide all possible support to the victim of such activity but should refrain from any act that might lead to an escalation of the situation. If assistance in resolving a situation is needed, Public Safety and/or Residence Life staff should be contacted immediately. If you have experienced or witnessed any act of bias or discrimination on the campus, or involving any member of the Western New England University community, information pertaining to this incident should be reported immediately and confidentially to:

<table>
<thead>
<tr>
<th>Dr. Jeanne S. Hart-Steffes</th>
<th>Chief Adam S. Woodrow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President for Student Affairs and Dean of Students</td>
<td>Office of Public Safety</td>
</tr>
<tr>
<td>413-782-1282</td>
<td>413-782-1207</td>
</tr>
<tr>
<td><a href="mailto:jsteffes@wne.edu">jsteffes@wne.edu</a></td>
<td><a href="mailto:awoodrow@wne.edu">awoodrow@wne.edu</a></td>
</tr>
</tbody>
</table>

ARTICLE II: STATEMENT OF GENERAL EXPECTATIONS OF STUDENTS

Students and prospective students of Western New England University are expected to conduct themselves in a manner that is consistent with the educational mission of the University. Certain community standards and values are expected of all students. They include, but are not limited to: respect and concern for others, honesty, integrity, and a commitment to intellectual and personal growth. Students are expected to use reasonable judgment in their daily lives both on and off-campus, and to show concern for the wellbeing of others. Basic respect for human dignity, for individual differences, for individual rights and resources, and for the well-being of the community should guide a student’s thinking and behavior. Western New England University recognizes that our community is not limited to our physical campus and includes “on-line” and “off-line” interactions and postings. Students are expected to be honest and forthright in their dealings with University officials, faculty, staff, offices, committees, and each other. Violations of this provision will be considered sanctionable offenses.

As in any community, there are limits on behavior for the ‘common good’ of all its members. One intervention tool utilized by University staff (Public Safety and Residence Life) is a communication / violation form, often referred to as a C/V form that documents a number of behavioral concerns. It is intended to help students make more productive choices consistent with the University’s expectations. This form includes matters of mutual respect and consideration, as well as a variety of safety concerns and aspects of the alcohol policy. It can be a stand-alone document that simply confirms that a situation has occurred as a ‘teachable moment’ for a student or, depending on the circumstances, may require additional follow up through a conduct hearing.

The University fulfills its responsibility to notify students through internal systems of communication: the assigned campus mailbox, campus-assigned e-mail, and/or voice mail if applicable. Students are expected to regularly and consistently check their mail. Communication through these formats will be assumed as delivered by the University and therefore received by the student.
ARTICLE III: SPECIFIC STANDARDS OF BEHAVIOR

Certain behaviors by any student, students, or student organizations can violate the Student Code of Conduct. Prohibited behaviors include, but are not limited to:

A. Offenses Against Another Person(s), such as:
   - Stalking, threatening or causing physical harm to another person;
   - Intentionally or recklessly threatening or causing another person emotional distress;
   - Intentionally or recklessly demonstrating abusive behavior toward another person, including, but not limited to, verbal or written statements (including Internet/electronic communications) that constitute a form of expression unprotected by law (e.g., obscenity, fighting words, defamation, etc.);
   - Any recording (audio and/or visual) of a person without his or her knowledge or consent; or
   - Any actual or threatened non-consensual sexual act or misconduct. Non-consensual presumes that the other person is able to make a reasonable judgment under the circumstances and is not impaired by intoxication, unconsciousness, or other incapacity. If the other person is impaired, a student may not guess, assume, or infer consent. This includes hazing.

Hazing: Under Massachusetts General Laws, Chapter 269, Sections 17, 18 and 19, any form of hazing is considered to be a criminal offense punishable by a fine and/or imprisonment. Furthermore, persons who are knowledgeable of, or witness hazing incidents and fail to report them, are also subject to similar penalties.

Each Western New England University student organization, at the beginning of each year, and every student at the time of registration, is provided with a copy of Massachusetts General Laws concerning hazing. The officers of student clubs and organizations are required to sign a formal statement acknowledging receipt of such regulations, and verifying their adherence to refrain from any practice of hazing, harassment, or activities which may serve to cause embarrassment to prospective members, initiates, or pledges. Any student organization found to be involved in such hazing or harassment of members or prospective members will have its recognition immediately withdrawn and be required to disband. Any participant in hazing will be subject to strong disciplinary action, including immediate dismissal from the University, and will be referred to the appropriate off-campus authorities.

B. Offenses of Possession, such as:
   - Possession, use, being in the presence of, and/or distribution of any narcotic, drug, chemical compound, or other controlled substances, except as expressly permitted by law; or
   - Possession of drug paraphernalia (pipes, bongs, hookahs, clips, scales), whether used, unused, or decorative. Such items are subject to confiscation.

C. Offenses that Threaten Campus Order, such as:
   - Creating any safety or health hazard;
   - Disrupting the classroom and/or campus learning environment (including insubordination or disrespectful conduct) that may result in immediate dismissal from class by the faculty member and/or participation in any co-curricular event, activity, or organization by the appropriate supervisor or administrator;
   - Disorderly conduct;
   - Falsely reporting fire or other emergency situations;
   - Failing to cooperate with reasonable requests by University officials, including Public Safety officers;
   - Completing assigned educational sanctions;
   - Operating a motor vehicle in violation of traffic rules or so as to endanger people or property including, but not limited to, operating under the influence of alcohol and/or any other controlled or illegal substance;
• Littering or any similar behavior/activity that shows disregard for the care and upkeep of space and property;
• Possession, distribution of, or selling of any form of false identification;
• Failing to appear before the appropriate disciplinary body on campus when called to do so;
• Intentionally furnishing or conveying false or misleading information to any University official; or
• Possession or use of any device that could result in harm to others including, but not limited to, any weapon, firearm or projectile firing device.

D. Offenses of a Criminal or Immoral Nature, such as:
• Violating the laws of federal, state, or local governments; or
• Demonstrating moral depravity.

E. Offenses against Property, such as:
• Destroying or vandalizing property;
• Trespassing;
• Unauthorized use of property;
• Duplicating or possessing property without permission;
• Stealing or any activity that involves possession of another’s property without the person’s knowledge or consent;
• Embezzling; or
• Intentionally or recklessly interfering with another person’s use of his or her property.

F. Responsibility for Standards of Behavior
Students are also responsible for all the policies in Section III of this handbook entitled, “Standards of Behavior and Student Accountability”.
• Student Code of Conduct
• Acceptable Use of Technical Resources
• Social Media Policy
• Gaming Policy
• Alcohol Policy
• Civility Statement/Pledge
• Sexual Harassment and Sexual Misconduct Policy
• Additional Standards and Policies (Americans with Disabilities Act, Controlled Substance Act, Firearms and Weapons Possession, Gambling, Non-Discrimination Policy, Parking and Traffic Violations)

G. Additional Responsibilities for Standards of Behavior
In addition to the aforementioned Section III Standards of Behavior, students are also responsible for the standards of behavior set forth in the following documents:
• Resident Student Housing Agreement
• Residence Life Website
• Community Covenant
• Other Documents (as published by the University or Residence Life)

H. Academic Integrity
Students are responsible for University policies and procedures regarding academic integrity. A copy of the policy may be obtained from the offices of the Dean of each College, the Dean of Students, the Provost, and within the “Academic Regulations and Policies” statement of the Student Handbook.
I. An Educational Community Committed to Civility

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

Students are responsible for University policies and procedures regarding incidents of bias. A copy of the policy may be obtained from the offices of the Dean of Students, the Deans of each College, the Western New England University Discrimination/ Sexual Harassment Grievance Policies and Procedures, within the “Student Code of Conduct” section of the Student Handbook and at the following link http://www1.wne.edu/studentaffairs/.

ARTICLE IV: INTERIM ACTION

The University reserves the right to take necessary and appropriate action to protect the educational environment and the safety and well-being of members of the University community. The Vice President for Student Affairs and Dean of Students, or his/her designee, has the authority to take steps to temporarily (yet immediately) revoke or restrict a student’s presence on the campus when it is reasonable to believe he/she poses a credible danger to others, to property, or to himself or herself, or whose presence might disrupt the operations of the University.

Based on the circumstances, the student’s presence on campus and ability to use University facilities may be revoked through a summary suspension. This status precedes a conduct review for consideration of suspension or dismissal from the University. The student may not return to campus until the scheduled time for his or her pre-hearing meeting and the scheduled time for the conduct review. At the close of the hearing, the student must immediately depart from campus and may not return until notified otherwise, in writing.

Based on the circumstances, the student may be restricted from all University property and facilities or specific aspects of the campus environment, as follows:

1. Restricted from some or all residential areas, including the adjacent grounds (sidewalks and entrance landings, parking lots, etc.)
2. Restricted from all areas other than the facilities in which the student is taking his or her scheduled courses; unless otherwise indicated, he or she may use commuter parking lots to attend these classes.
3. Restricted from particular location(s) on the campus, to be clarified in the written notification. The student will be notified within 72 hours of the ‘next steps’ to resolve this situation. Further action may include specific provisions, such as a behavioral agreement, or a conduct review for alleged violation of one or more standards for behavior within the Student Code of Conduct.

As part of interim action, the University reserves the right to place a hold on University documents (including, but not limited to; a diploma, degree certification or transcript) until the situation has been resolved through a conduct review or other action taken by the University.
SECTION THREE: OVERVIEW OF THE STUDENT JUDICIAL SYSTEM

ARTICLE I: INTRODUCTION
The purpose of the judicial process at Western New England University is to maintain the integrity of the educational mission of the institution while promoting the safety and dignity for each of its members. The process is educationally purposeful and provides students with the opportunity to recognize, and take responsibility for, their actions and behavior. Through intentional conversations, we strive for outcomes that are fair, nonjudgmental, and tailored to the individual. We are dedicated to helping students have a better understanding of college policies in order to promote responsibility, accountability, and personal development.

ARTICLE II: DEFINITIONS
The complainant is the person, group, or the University reporting an incident or act that allegedly violates a policy, procedure, guideline, or philosophy of the University. The respondent is the student(s) or student organization allegedly in violation of the applicable policy, procedure, guideline, or philosophy of the University.

ARTICLE III: INDIVIDUAL RESOLUTION OF COMPLAINTS AND GRIEVANCES
The University encourages open and honest communication between members of its community. Most conflicts can be resolved by the individuals involved; those individuals are encouraged to confront issues of disagreement or conflict and to explore joint solutions consistent with the University’s mission and philosophy. In addition, the University provides a number of resources to individuals who need assistance in informal conflict resolution. Those resources include fellow students in leadership roles (i.e., resident advisors, peer advisors), para-professional and professional staff within departments such as Residence Life, Public Safety, and Counseling Services.

ARTICLE IV: ALTERNATIVE ON-CAMPUS AUTHORITIES
In cases where conflicts cannot be mutually and informally resolved with reasonable satisfaction, the University offers several formal grievance procedures, dependent on the substance or severity of the claim. Individuals who want to pursue a complaint or grievance against another member or members of the campus community should first consider the substance of the claim and should then utilize the appropriate process for resolution. In this regard, the University reserves the right to determine the most appropriate process or procedure for addressing and resolving the problem or concern.

A. For Claims of Sexual Misconduct
   The grievance procedures are available through the Offices of Human Resources and of the Vice President for Student Affairs and Dean of Students. More information can be found in the Sexual Harassment and Misconduct brochure.

B. For Grievances Regarding Faculty, Staff, or Administration
   See applicable sections in the faculty and staff handbooks.

C. For Disputes Over Student Educational Records
   See policy on Student Records and Confidentiality in Section II of this Handbook.

D. For Claims or Grievances Stemming from Student Misconduct
   The student judicial system described below has jurisdiction over all students and student groups. All students who violate the University’s Student Code of Conduct, either as individuals or as members of a group, are under the authority of the student judicial system. The University reserves the right to pursue grievances or complaints pursuant to one or more of the available processes, as circumstances warrant.
ARTICLE V: MISCONDUCT AND OFF-CAMPUS AUTHORITIES

The University reserves the right to take disciplinary action against Western New England University students involved in any inappropriate, criminal or non-criminal conduct that occurs off-campus, particularly when such incidents have implications for campus safety and/or the reputation or operation of the University. The University may initiate disciplinary proceedings for off-campus conduct whether or not legal sanctions have been or may be imposed.

Students are accountable to both external authorities and to the University. Acts that constitute violations of the law and the Student Code of Conduct are subject to both University disciplinary proceedings and civil liability, criminal prosecution, or other University proceedings. Respondents may not challenge the University disciplinary proceedings on the grounds that criminal charges, civil actions, or other University proceedings regarding the same incident are pending, may be initiated, or are under investigation. The University and/or Public Safety will refer matters to and cooperate with federal, state, and local authorities for prosecution when appropriate.

Official reports from any off-campus authority may be obtained by the University and/or admitted as information presented at any administrative or hearing board disciplinary proceeding. If such reports are not available at the time of the scheduled hearing, an agent of the University (such as a Campus Police officer) may present a summary report based on his/her access to this information. Access includes, but is not limited to, a conversation with the individual(s) who prepared the report/s and/or the opportunity to read the actual report(s). Furthermore, if the report(s) is/are part of information presented at the hearing, clarification and/or supplemental information may be presented by the agent of the University during the hearing.

ARTICLE VI: STRUCTURE

The student judicial system is composed primarily of administrative officers (the Vice President for Student Affairs and Dean of Students, the Assistant Dean of Students/Student Activities and Leadership Development, the Assistant Dean of Students/Residence Life, and staffs within their departments) and Boards that serve as recommending bodies for student accountability (the All-University Disciplinary Board and the Peer Review Board). The Vice President for Student Affairs and Dean of Students is ultimately responsible for the integrity of the judicial system.

ALL-UNIVERSITY DISCIPLINARY BOARD (AUDB)

The All-University Disciplinary Board (AUDB) consists of three faculty, three students, and three administrative representatives. The faculty representatives are selected by the Faculty Senate; the student representatives are selected by the Student Senate; and the administrative representatives are selected by the Vice President for Student Affairs and Dean of Students. Selections for service on the AUDB are made in late spring for the next academic year only. Members may serve successive terms if selected to do so. The Board elects its own Chair. Any combination of five members is satisfactory to conduct hearings. A majority vote of those present is required for recommending action. Recommendations of the AUDB are forwarded to the Assistant Dean of Students for consideration and approval. Requests for review of decisions conveyed by the Assistant Dean of Students may be made only to the Vice President for Student Affairs and Dean of Students. In cases where the University is not in active session and the AUDB has not been established or is not available, or where the University is in session and the AUDB has not been established or is unavailable, the designated administrative officer (the Assistant Dean of Students) serves as the original hearing body. Requests for review of decisions conveyed by the Assistant Dean of Students may be made only to the Vice President for Student Affairs and Dean of Students.

Peer Review Board (PRB)

The Peer Review Board (PRB) consists of five upper-class students selected by majority vote of a committee composed of the Assistant Dean of Students/Residence Life, the Assistant Dean of Students/Student Activities and Leadership Development, the President of the Residence Hall Association, and the President of the Student Senate. Elections to the PRB occur in late April and the term of office is for the next academic year. Members may serve successive terms if selected to do so.
The Assistant Dean of Students/Student Activities and Leadership Development serves as the administrative advisor to the PRB, without the right to vote. The Board elects its own Chair. In order to conduct hearings, at least three voting members of the Board must be present. A majority vote of those present is required for recommending action. In the event of a tie, the decision reverts back to the administrative officer who originally referred the case.

In cases where the University is not in active session and the PRB has not been established or is not available, or where the University is in session and the PRB has not been established or is unavailable, the appropriate administrative officer serves as the original hearing body and the other designated administrative offices (the other Assistant Dean of Students) serves as the reviewing agent.

ARTICLE VII: RANGE OF SANCTIONS

The severity of the penalty imposed will be based on both the current case and the respondent’s previous record(s) of misconduct, as maintained in the Office of the Vice President for Student Affairs and Dean of Students. Students found in violation of the Student Code of Conduct are subject to one or more of the following range of sanctions:

A. Dismissal from the University

Dismissal is permanent removal from University programs, facilities, and property without the privilege of re-admission or access. This sanction will be recorded in the student’s file and on the student’s transcript. Notations in the transcript will be for a minimum length of time, to be designated by the hearing officer at the time other sanctions are imposed. Once disciplinary action against a student has been initiated, including the appeal process, a hold will be placed on any requests for transcripts.

The range of time that notations will remain on the transcript is as follows:

- Offenses against another person: 1-6 years;
- Offenses against property: 1-3 years;
- Offenses of possession: 1-3 years;
- Offenses that threaten campus order: 1-3 years; or
- Offenses of a criminal/immoral nature: 1-3 years

These time ranges may be assigned consecutively or concurrently. A dismissed student may petition to delete this notation from her/his transcript after the length of time has elapsed.

B. Suspension from the University

Suspension from the University is a sanction for a stated period of time or until specific conditions have been met. During the period of suspension, the student is not permitted access to University property, facilities, or programs. Suspension is noted in the student’s file and on the student’s transcript during the term of suspension. If suspension occurs during a semester in progress, University practice mandates that all courses become administrative withdrawals.

C. Removal from University Housing

This sanction entails forfeiture of student housing privileges for a stated period of time, including visitation restrictions to any residence area owned or operated by the University. If loss of residency occurs during a semester, the balance of the room and board fee is non-refundable and non-transferable.

D. Disciplinary Probation

A serious sanction, disciplinary probation may be assigned for a stated period of time during which a student’s ability to participate in co-curricular or University sponsored activities, to use facilities, or to benefit from other University privileges may be limited or removed. During the probationary period, any violation by the student may be grounds for removal from university housing or suspension or dismissal from the University.
E. Censure

Censure is a written statement given to the student for misconduct warranting a stronger reprimand than a simple written warning. Further misconduct of a related or similar nature will warrant probationary status at a minimum. Censure may be taken into account in judging the seriousness or determining sanctions for future violations.

F. Warning

This is an oral or (usually) written statement to the student that s/he has violated the Student Code of Conduct. A warning may be taken into account in judging the seriousness or determining sanctions for future violations.

G. Educational Sanctions

Educational sanctions are intended to promote student learning as a result of misconduct and may include counseling referrals, community or campus service, a formal apology, assignments to educational programs, a research or self-reflection paper or any other type of similar action. A failure to fulfill educational sanctions may be cause for further accountability of a more serious nature.

H. Fines or Restitution

This sanction entails reimbursement to the University or a third party for damage done to person or property and/or accountability for specific acts of misconduct.

I. Removal from University Sponsored Travel or Travel Booked Through the University

This sanction involves the forfeiture of traveling privileges for a stated period of time or for a specific trip sponsored by or booked through the university. All students must be in good standing with the University to be eligible to participate in these initiatives. Examples of University sponsored travel include, but are not limited to: international study abroad programs, alternative spring break trips, and extended trips by athletic teams of the University. Any deposit paid by a student for University sponsored travel will be nonrefundable should the student be removed from the trip due to academic, disciplinary, or other reasons prior to departure.

It should be noted that disciplinary sanctions are not limited to the above, and that the outcomes noted above simply serve as examples of internal sanctions commonly considered. The University also reserves the right to take criminal or civil action through the courts as necessary and desirable. Sanctions may be imposed immediately, even if the respondent seeks a review as outlined in Section Four, Article III.

ARTICLE VIII: DISCLOSURE TO PARENTS OR LEGAL GUARDIANS

The University reserves the right to share a student’s educational records with parents and legal guardians without a student’s knowledge or consent if a student is a dependent for income tax purposes.

The University also reserves the right to share a student’s conduct records with parents and legal guardians without a student’s knowledge or consent if a student is a dependent for income tax purposes. Notification involving disciplinary action includes, but is not limited to: cases in which the outcome is dismissal or suspension from the University, removal from University housing, disciplinary probation, and censure status. Notification may also occur when disciplinary action is pending, such as a summary suspension. In addition, the University reserves the right to share information with parents and legal guardians without a student’s knowledge or consent, regardless of status for income tax purposes, when the student’s behavior poses a potential or actual danger to him/herself or other person(s).

University officials also reserve the right to initiate notification when, in their professional judgment and discretion, it is in the best interests of the University and the student to do so. This may occur without the student’s knowledge or consent.
SECTION FOUR: JUDICIAL PROCESS

ARTICLE I: PROCESS FOR REPORTING ALLEGED CODE VIOLATIONS
Any member of the University community may report an incident by a student/s or student organization/s that allegedly violates the Student Code of Conduct. Reports may be made by or on behalf of any member of the University community. Reports can be made orally or in writing to any member of the Vice President for Student Affairs and Dean of Students staff, who then refers the matter to the appropriate administrative officer. In reviewing incidents of alleged misconduct, including written report(s), oral statement(s) and/or audio or video recordings, the appropriate administrative officer or hearing board will base conclusions on what it is reasonable to believe occurred at a certain time (what more likely than not transpired during the situation in question.) This approach to decision-making is particularly relevant when information is being disputed and an agreement or consensus cannot be reached during the hearing.

ARTICLE II: INITIAL SCREENING
Based on the complainant’s report, the administrative officer will determine whether further action should be taken, and whether the alleged violation could lead to a sanction of suspension or dismissal from the university.

In making the determination of whether an alleged violation could lead to a sanction of suspension or dismissal from the University, the administrative officer will consider the totality of the circumstances surrounding each case. To aid the administrative officer in directing each case to the appropriate forum, he/she may consider, but is not limited to, any of the following:

- Nature and gravity of the offense;
- Past disciplinary record; or
- Any and all information gathered as a result of a preliminary investigation.

The appropriate administrator will make a reasonable effort to contact the student to initiate the judicial process. A reasonable effort shall include outreach by one of the following means: notification in writing, including university issued email; or orally, including a message left on the student’s university land line voicemail, if applicable, or his/her cell phone voicemail. This communication is presumed to have been received by the student. If the student fails to respond or fails to appear, the judicial process shall still occur.

ARTICLE III: CASES INVOLVING CONSIDERATION OF SUSPENSION OR DISMISSAL FROM THE UNIVERSITY
(See Standards of Behavior and Student Accountability: Student Code of Conduct: Section Three: Article IV: Items A-C)

A. Respondents are Entitled to:

1. A pre-hearing informational meeting with the administrative officer, during which:
   a. the report(s) about the alleged misconduct will be read and explained, in that s/he is not entitled to a copy;
   b. a written outline of the judicial process and an oral explanation of that process is provided; and
   c. a written statement identifying the section of the Student Code of Conduct that was allegedly violated and the possible sanction(s) that might apply.

2. Two days written notice in advance of the hearing, unless circumstances, as determined by the administrative officer, warrant otherwise or the Respondent agrees to a different time frame. This notification shall include:
   a. the name(s) of person(s) asked to attend the hearing by the administrative officer;
   b. the date, time and location of the hearing; and
the specific charge(s) relating to the alleged misconduct. If the Respondent fails to appear for a scheduled meeting (and does not contact the administrative officer within 24 hours to reschedule) or does not provide an accurate postal mail address, valid email address and/or current phone number to convey information to him/her after the meeting, the University will proceed with the judicial process.

B. Respondents are Responsible for:

1. Cooperating with University officials during the judicial process;
2. Notifying the University of any change in residence or address, including phone number and email address to contact him/her;
3. Reading any and all materials provided in connection with the judicial process and seeking clarification in advance of the hearing;
4. Attending scheduled meetings and hearings on time;
5. Providing, in accordance with University procedures, a list of witnesses and/or advisor(s) requested to attend a hearing and recognizing that a failure of one or more of these person(s) to attend will not delay the hearing itself; and
6. Providing or presenting, if (s)he so chooses, a written statement at the time of the hearing. The respondent’s failure to appear for a pre-hearing meeting may result in the scheduling of a hearing without the opportunity to review the information beforehand. The respondent’s failure to appear for a hearing will result in a decision being rendered on the basis of reports and witnesses in attendance, thereby forfeiting his/her right to seek further review of any and all decisions made during the judicial process.

C. When the University is in session and the All-University Disciplinary Board is available, respondents may choose from among the following hearing alternatives:

1. The respondent may elect to have the case heard by an administrative officer, typically either the Assistant Dean of Students/Residence Life or the Assistant Dean of Students/Student Activities and Leadership Development.
2. The respondent may elect to have the case heard by the All-University Disciplinary Board. If an alleged offense includes either sexual harassment or sexual misconduct, an administrative hearing may include male and/or female administrator(s) acting as hearing officer( s), as circumstances warrant. The All-University Disciplinary Board (AUDB) is not an option for this type of hearing. The respondent must select a hearing body (administrative officer or AUDB) within 24 hours of receiving written notice of the report. The selection must be in writing and directed to the administrative officer. If the deadline has not been met, the case will automatically be heard by an administrative officer. A deadline will be set by the administrative officer for the Respondent to submit the name(s) of his/her advisor and/or witness(es) on his/her behalf.

D. In the event that the University is not in session or the AUDB is not available, the administrative officer will serve as the original hearing body.

E. Entitlement to an Advisor from the University Community:

1. Any student who has allegedly violated one or more of the University’s behavioral standards and is involved in a discipline hearing that may result in separation from the University for a stated period of time, or permanent removal, may seek assistance from an advisor of the student’s choice, provided that the advisor is a member of the University community (current student, faculty member, or staff member) and is not legal counsel.
2. Any student who is an alleged victim of sexual misconduct and is involved in a discipline hearing that may result in separation from the University for a stated period of time, or permanent removal, may seek assistance from an advisor of the student’s choice, provided that the advisor is a member of the University community (current student, faculty member, or staff member) and is not legal counsel.
3. Advisors are permitted to attend meetings and hearings, but may not speak during hearings.

4. Parents, legal guardians, and/or legal counsel, regardless of their affiliation with complainants, respondents, and/or witnesses, are not permitted to attend any discipline hearing, be it administrative or a hearing board.

5. If a parent or legal guardian believes that (s)he has first-hand information about an incident or situation, (s)he may prepare a written statement that the student may provide to the hearing officer or hearing board at the time of the scheduled hearing.

F. Hearing Procedures:

1. During the hearing, respondents are entitled to appear in person, to hear all witness statements, to present relevant evidence, and to direct questions to the hearing board or officer.

2. The hearing board or administrative officer may refuse to hear any evidence that it deems irrelevant or unreliable. The hearing board or administrative officer will determine what is reliable and relevant under the circumstances of the case. Rules of evidence used in courts of law are not used in this process.

3. The hearing board or administrative officer may question the respondent and witnesses and seek clarification throughout the hearing.

4. The hearing board, after hearing the evidence, will meet in closed session to deliberate. The respondent is not entitled to hear the hearing board’s deliberations.

5. In cases before the hearing board, the board forwards the recommended decision of “in violation” or “not in violation” and recommended sanctions, if any, to the administrative officer.

6. The administrative officer may accept, reject or amend the hearing board’s recommended decision and/or sanctions, and may impose a different decision or sanction.

7. If an alleged offense involves either sexual harassment or sexual misconduct, an administrative hearing may include male and/or female administrator(s) acting as hearing officer(s), as circumstances warrant.

G. Notice of Decision:

The administrative officer will notify the respondent of the decision (and sanctions, if any) within three working days of the date the hearing(s) is/are concluded for the alleged misconduct. The decision may be conveyed verbally, if written communication to the student and other relevant documentation cannot be completed within this timeframe.

H. Review of Conduct Decisions:

1. Complainants, with the support and consent of the hearing officer, may request a review.

2. Respondents or complainants are not entitled to a re-hearing of the case. Respondents may seek review only on the basis of one or more of the following:
   a. a procedural error that unfairly and materially affected the outcome of the case;
   b. the discovery of new information that could reasonably be expected to alter the decision and was not available of the time of the hearing; or
   c. the sanction is inconsistent with the gravity of the offense.

3. Complainants may only seek review based on Clause C listed above.

4. A respondent or complainant must submit to the Vice President for Student Affairs and Dean of Students, or his/her designee, a written request for a review by the deadline conveyed in the decision letter from the administrative officer. The request must state the grounds for review.

5. Reviews will be made by the Vice President for Student Affairs and Dean of Students, or his/her designee, who will review a report of the hearing and additional relevant information provided by the respondent.
6. The Vice President for Student Affairs and Dean of Students, or his/her designee, can affirm the original findings and sanction(s), or can impose a new decision and sanction(s). In this regard, his/her decision may either increase or decrease the severity of the original outcome.

7. The decision of the Vice President for Student Affairs and Dean of Students, or his/her designee, is final and binding.

ARTICLE IV: CASES INVOLVING SANCTIONS OTHER THAN SUSPENSION OR DISMISSAL FROM THE UNIVERSITY

(See Standards and Behavior and Student Accountability: Student Code of Conduct: Section Three: Article VII: Items D-K)

A. Informal Resolution

In many cases, the respondent can meet with the administrative officer and agree that the Code of Conduct has been violated and can agree on a mutually acceptable sanction. If that is the case, the respondent waives the right to a hearing or review of the decision. The complainant has no right to challenge a decision or sanction imposed under these circumstances. Decisions made informally are recorded with the office of the Vice President for Student Affairs and Dean of Students. Barring the unforeseen, the respondent will be sent a confirmation letter within five days of such a meeting.

B. Cases Involving Sexual Harassment or Misconduct

If an alleged offense includes either sexual harassment or sexual misconduct, an administrative hearing may include male and/or female administrator(s) acting as hearing officers, as circumstances warrant. The Peer Review Board (PRB) is not an option.

C. Formal Resolution

In cases where the administrative officer determines, based on a review of the incident report(s), whether or not a hearing is warranted, or the respondent and the administrative officer cannot agree on a violation or sanction, the respondent is entitled to:

1. The opportunity to meet with the administrative officer, during which the report will be reviewed, in that the student is not entitled to a copy him/herself;
2. A written statement of the specific charge(s) for alleged wrongdoing and an oral explanation of the hearing process;
3. A written statement that indicates the possible (pending) or actual (final) outcomes as determined by the administrative officer; and
4. Advance notice of a hearing, in writing, if the administrative officer is referring the incident to the Peer Review Board (PRB).

D. Respondents are Responsible for:

1. Cooperating with University officials during the judicial process;
2. Notifying the University of any change in residence, address and/or phone number;
3. Reading any and all materials provided in connection with the judicial process;
4. Attending scheduled meetings and hearings on time, knowing that a failure to appear will result in the administrative officer rendering a decision based on the information available to him/her at that time, as well as forfeiture of the right to request further review of any and all decisions made during the judicial process; and
5. Providing a list of witnesses (a minimum of 24 hours in advance) who have been requested to attend the hearing (for cases referred to the Peer Review Board).

E. In cases where an informal resolution cannot be reached, or the administrative officer believes that student input would be valuable, s/he may refer the case to the Peer Review Board. The board will follow the same procedure of reviewing evidence and making a finding of “in violation” or “not in violation” and in recommending an appropriate sanction as outlined above for the All-University Disciplinary Board.
F. Respondents may request further review only in matters where the sanction was disciplinary probation and/or removal from university housing. Requests for review must follow the same process outlined for cases in consideration of suspension or dismissal from the University but are directed to the Assistant Dean of Students rather than the Vice President for Student Affairs and Dean of Students.

ARTICLE V: MISCONDUCT OF STUDENTS WHO ARE AFFILIATED WITH THE UNIVERSITY FOR NON-ACADEMIC REASONS

Students who are affiliated with the University for non-academic reasons (including, but not limited to: participation in senior week, campus employment, semester break, athletic pre-season training, vacations, and summer lodging for special circumstances) are expected to abide by all standards for conduct. In that participation in events and/or campus residency is at the discretion of the University, the decision of the administrative hearing officer is final and binding. If the decision includes removal from housing, departure is expected within 24 hour of verbal notification. A failure to abide by these terms of the decision and/or further conduct related concerns will be cause for further accountability. For graduating seniors, this accountability may include forfeiture of the privilege of participation in any and all commencement events. The decision of the administrative hearing officer is final in these matters and there is no appeal.

ARTICLE VI: STUDENT’S RIGHT TO A DRUG USE TEST

Any student who has been reported for alleged use of any narcotic, drug, chemical compound, or other controlled substance may request a drug test (urine analysis) through the university’s Health Services. This test shall be at the student’s expense. The student must contact a member of the Health Services staff within 6 hours of the incident either by going directly to the Health Services office, if open, or calling the on-call provider if the office is physically closed. To speak with an on-call provider, call 413-782-1211 and follow the prompts.

If the student so chooses, the results of the drug test may be submitted as new information for consideration of a student-initiated request for further review (an appeal.) The student must sign a waiver at Health Services, authorizing release of this information to the administrator who will review the appeal and render a final decision. Release of the drug test results also permits a professional within Health Services to discuss any and all aspects of the test results with this administrator.

ACCEPTABLE USE OF TECHNICAL RESOURCES

Preamble

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

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

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

The University’s resources are limited and the manner in which each individual utilizes these resources impacts the successful efforts of others. With respect for individual needs and limited resources in mind, the University has established standards and policies to permit the acceptable use of these resources.

It is important that everyone be cognizant of their obligations, what is meant by proper use and behavior, an understanding of actions that inhibit the success of others, and adhering to and honoring the following basic principles, standards and policies.
ACCEPTABLE USE OF TECHNICAL RESOURCES

Office of Information Technology
Churchill Hall, 3RD Floor Room 301 796-2200

The following are restricted:

• Using the University’s technical resources to engage in any activities not directly related to the University’s academic, research, administrative, or residential life activities.
• Using the University’s technical resources to engage in illegal activities, including violation of local, state, federal, or international law.
• Using the University’s technical resources for storing or transporting copyrighted material, documents/photos/software/music/video or files containing such items.
• Connecting devices other than computers in residential hall network jacks. Acceptable devices include: PCs, laptops and gaming consoles. Prohibited devices include: hubs, switches, routers, wireless access points or other such devices that permit more than one device to connect a single network jack. Devices that interfere with other devices or users on the network may be disconnected.
• Connecting devices to the University network without appropriate virus and worm related detection software. All computers must have virus protection software. OIT provides this software at no charge to students, faculty, and staff.
• Using the University’s technical resources in an excessive manner or one that causes degradation, incapacitates, compromises, or in any way jeopardizes others’ use of the University’s technical resources.
• Interfering with, or attempting to interfere with, service to the University community by modifying computer hardware in offices, labs, or classrooms; distribution of technology viruses; or intentionally creating resource consuming programs that force ‘denial of service’.
• Sharing your account or password with anyone.
• Attempting to gain access to other individual’s accounts, private files or email.
• Conducting any harassing activities toward University users.
• Revealing or disclosing confidential information or invasion of another’s personal privacy through electronic or other means.
• Inclusion in e-mail messages or web pages the personal audio, image, or video material of individuals, or materials owned by them, without their approval and written authority.
• Use, or placement, of content materials that are abusive, profane, or obscene in email, web pages or other network transport mechanisms.
• Using technical resources for commercial or revenue generating activities that are not authorized by the University.
• Distributing chain letters or other media that engages individuals with unannounced solicitations that are not related to University business.
• Removing software or hardware components on University computers or servers supplied by the Office of Information Technology.

E-MAIL

E-mail is considered an official source of correspondence and University records. All students, faculty, and staff are responsible for University information sent to their “WNE.EDU” account.

PRIVACY

The University does not routinely monitor, examine or otherwise review users’ online activities. However, the University does reserve the right to access, monitor, audit and examine network traffic in order to abate network performance issues, or if there is reason to believe that a user is in violation of the Acceptable Use Policy.
FORGERY
Falsifying or misrepresenting one’s identity, or otherwise attempting to impersonate or pass oneself off as another, is a violation of the Acceptable Use Policy unless prior written consent has been provided from the representee to the University.

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

DISCLAIMER
The University is responsible for backup, transfer, migration, and recovery of University data that is stored on the University’s systems. The University does not guarantee that technical resources are free of objectionable material, defects, errors, viruses, worms, or other malicious content.

Rev 05/05/10

ALCOHOL POLICY

INTRODUCTION
The University recognizes the importance of personal and communal responsibility with regard to its alcohol policy. Members of the University community are expected to make responsible choices regarding their use or non-use of alcohol. Intoxication is not an acceptable excuse for irresponsible behavior. The University rightfully assumes that any student who has consumed alcohol is responsible for this choice and his/her resulting behavior. As part of the educational process, personal accountability includes acceptance of the consequences for violating specific standards of behavior in the University’s Alcohol Policy and Student Code of Conduct, as well as other learning-based outcomes, which may include a referral for substance use/abuse counseling.

For information on judicial proceedings, please refer to Sections Three and Four of the Student Code of Conduct.

Alcohol consumption is permitted within the United States, based upon a person attaining a specific age. In the Commonwealth of Massachusetts, the law permits individuals who have achieved the age of twenty-one (21) to possess, purchase, and/or consume alcoholic beverages. University officials are authorized to enforce all state laws regarding the possession, use, and consumption of alcoholic beverages, including those that prohibit these activities by individuals under the age of 21. This includes prohibiting students of legal age from purchasing or providing underage students with alcohol. The terms of this policy apply both to students residing in university-owned housing and students who reside off-campus.

GENERAL USAGE OF ALCOHOL

ARTICLE I: STATEMENT OF EXPECTATIONS
Western New England University supports social interaction based on sound decisionmaking and, if that social interaction includes the use of alcohol, expects its use to be made in a responsible and moderate manner and in accordance with the laws of the Commonwealth of Massachusetts. Persons who abuse alcohol and therefore pose a threat to themselves or others, inflict damage to property, or disrupt any segment of the campus community as a result of the use or misuse of alcohol are subject to appropriate sanctions within the judicial proceedings of the University.

Students under the age of 21 are prohibited from possessing, transporting or consuming alcohol. The University also makes a distinction between underage and legal age residence areas on the campus. On this basis, students of any age (and their guests) may not possess, provide or consume alcohol in any underage residence facility. These facilities include: Berkshire, Commonwealth, Franklin, Hampden and Windham Halls, as well as the LaRiviere Center and Plymouth Complex. Students who are 21 or older and who live in Evergreen Village, Gateway Village, and Southwood may socialize with alcohol, so long as it is done in a manner consistent with the terms of this policy.
If it is apparent that the terms of this policy are being violated or, in the judgment of University officials, the presence of alcohol causes such issues as excessive noise or ‘crowd control’, the student(s) responsible for the situation will be expected to immediately terminate the socializing. Alcohol and alcohol paraphernalia may be confiscated and disposed of by University officials, even if the residents are of legal age. Students may also be held accountable through the judicial process.

ARTICLE II: RESPONSIBLE USE

The University views responsible use as any activity or behavior that focuses on, and results in, the consumption of alcohol in moderation with an emphasis on the personal safety and welfare of others. Whenever alcohol has not been consumed in a responsible manner, and there is concern for the physical and/or emotional well being of any individual present or involved, University staff should be contacted for assistance. Personal safety should not be jeopardized because of potential consequences as the result of policy violations.

Knowing that the possession, transportation and/or use of alcohol by underage students is prohibited, the following expectations are intended to assist legal age students in making responsible decisions regarding the possession and use of alcohol when drinking alone or when socializing with others:

A. Intoxication is defined by the University as any drinking-related behavior that requires the attention of University staff, including that which causes a disturbance or is a danger to persons or property. Intoxication is not an excuse for erratic, irresponsible behavior directed at one’s self, others or to property. Any student who consumes alcohol off-campus, and who is disruptive and/or noticeably intoxicated when he/she returns to campus, can be documented for violation of the alcohol policy as well.

B. Any form of ‘drinking game’ is strictly prohibited, even if alcohol may not appear to be directly involved in the socializing at that point in time, as well as any device or apparatus designed or intended for the rapid consumption of alcohol and/or any other beverage. Examples include, but are not limited to: funnels, beer pong tables, and ice luges. Misuse of any commodity, such as a shot glass, is prohibited as well. These items may be confiscated by university staff, in that they present a clear and present danger to personal welfare. Any university property (such as a closet door) used for a ‘drinking game’, or that is considered evidence of a ‘drinking game,’ will be confiscated as well and resident(s) are responsible for the replacement cost of this item.

C. Because consumption of alcohol frequently involves socializing with others, it is expected that social events be approved by, and registered with, the University. A social event is defined as follows:

1. Any socializing with alcohol that is part of an event hosted by a recognized club or organization, regardless of the number of persons involved or location.

2. Any socializing at a students’ on-campus residence that involves more than six guests and where alcohol is being served.

When alcohol is part of a social event, it should be just that – a complement to the event and not the primary purpose or focus of the event. A common source of alcohol is permitted only at a University-approved social event.

D. A common source of alcohol is defined by the University as a situation that involves any type of keg or any type of situation that could be viewed as self-service (such as an open bar, a pitcher or a ‘spiked’ punch bowl) and Bring Your Own Beer/Beverage (BYOB) situations of any kind.
ARTICLE III: ALCOHOLIC BEVERAGES AT UNIVERSITY-APPROVED SOCIAL EVENTS

A. Requests for Alcohol

1. Requests for alcohol at University-approved social events in any location other than the legal age residence areas must be received in the Campus Events office at least four weeks in advance of the planned event.

2. The Office of Student Activities and Leadership Development will approve or deny each request separately. This action will be conveyed in writing to the sponsoring individual or organization.

3. It is the expectation of the University that an on-campus sponsor will attend and monitor the entire event, as well as the service of alcohol. If alcohol is to be sold, a City One-Day License must be attained and displayed at the function. as follows:
   a. A minimum of one business week if requested through the office of Student Activities; or
   b. A minimum of 48 hours if on the weekend and requested through the on-duty Residence Life supervisor.

4. All guests must be of the legal age to consume alcohol, and substantial food must be provided.

5. If the social event is occurring in student housing that has both of-age and underage residents, only of-age residents may be present during this event.

B. Types of Alcohol

   Alcohol is limited to beer and/or wine at any approved social event. Only the amount and type of alcohol that was approved may be provided or consumed at the event. This may not include any alcohol previously purchased for personal consumption.

C. Limitations on Alcohol

   The University reserves the right to place limits on the amount of beer and/or wine available at any University-approved function.

D. Physical Area

   Approval for alcohol at social functions will indicate the specific area designated for service use or consumption. The sponsoring organization or individual(s) is/are responsible for restricting access to, and activity in, the area.

E. Service Portions

   Alcoholic beverages, when permitted, will be in single servings only. Pitchers, open bars, and self-service bars are not permitted. Registered social events occurring in of-age residence areas may not include the use of alcoholic beverages in glass containers. This policy exists to reduce the risk of personal injury from broken glass.

F. ‘BYOB’ Parties

   BYOB situations are strictly prohibited. No alcohol other than beer and/or wine supplied by the sponsor (and only those beverages previously approved for distribution) may be brought into, dispersed or consumed at University functions.

G. Availability of Food and Alternatives to Alcohol

   Appropriate non-alcoholic beverage alternatives, as well as reasonable amounts of substantial food, must be readily and prominently available at functions where alcohol has been approved.
H. Supervisory Responsibilities

When beer and/or wine is approved for use at approved social events, the sponsoring organization or individual(s) assumes responsibility for supervising and ensuring that the laws of the Commonwealth and the policies of the University are obeyed. If necessary, it is the responsibility of the sponsoring organization or individual(s) to seek the aid of University officials in ensuring that the laws of the Commonwealth and the policies of the University are obeyed.

Care should be taken in such situations to assure reasonableness of actions and adherence to appropriate laws and regulations, with particular concern for assumed liability for service to minors and consumption of alcohol by their guests.

Resident students serving alcohol in their on-campus residency are responsible for obeying the laws of the Commonwealth of Massachusetts, as well as the regulations of the University. As host(s) of the social event, the resident(s) is/are responsible, as well as fiscally and judicially accountable, for their guests and the behavior of those guests. A guest is defined as anyone other than the actual residents of the space where the social event is occurring. Accordingly, hosts, as well as other residents, may be held accountable for the actions of fellow Western New England University students, and/or non-students, socializing at their place of residence.

ARTICLE IV: OTHER BUILDING PROHIBITIONS
Consumption or possession of alcohol is not permitted in any faculty, staff, or administrative lounge or office, classroom or administrative work area at any time.

ARTICLE V: OUTDOOR PROHIBITIONS
Consumption of alcohol is not permitted in any public and/or outdoor area of the campus, unless specific written permission has been granted for the event.

ARTICLE VI: OPERATING A MOTOR VEHICLE
Operating a motor vehicle while under the influence of alcohol is prohibited and subject to University, criminal, and civil action.

ARTICLE VII: PROPER IDENTIFICATION
Misrepresentation of identification for the purpose of gaining access to an area (whether on or off-campus) where alcohol is being sold or consumed is prohibited. Under Massachusetts law, persons who make, use, carry, sell or distribute false identification documents are guilty of a felony.

PROVISIONS FOR RESIDENTIAL AREAS

ARTICLE I: ALL RESIDENCE AREAS
The University reserves the right to inspect vehicles and personal belongings (i.e. backpacks, laundry baskets, and other commodities) if it is reasonable to believe that alcohol is present in, or intended for, an under-age residence area. Alcohol and alcohol paraphernalia will be confiscated and disposed of by University officials.

ARTICLE II: OF-AGE RESIDENCE AREAS
A. Students may not display or consume alcohol in outside areas surrounding the University’s residence facilities. This includes, but is not limited to: porches, lawns, sidewalks, and parking areas. Exceptions may occur for University-approved functions or events.
B. If there is any indication that alcohol is being misused by one or more persons in the apartment or townhouse, it will be viewed as irresponsible use. Ultimately, evidence of a policy violation will be based on the quantity of alcohol present, as well as the activity (or intended activity) occurring at that time.
C. An accumulation of alcohol beverage containers is prohibited, and will be viewed as evidence of a large quantity of alcohol not indicative of responsible personal consumption. Empty containers must be recycled or disposed of on a regular basis and keepsake containers are not allowed.
D. Since apartments and townhouses have complete kitchens and therefore a variety of glass containers for food, food preparation and storage, residents may purchase and consume alcoholic beverages in glass containers as well. As with any glass container, care should be taken with storage, use, and disposal.

E. A bar is prohibited, in that the possession of alcohol is restricted to personal consumption in moderation, even in of-age residence areas. Alcoholic beverages should either be refrigerated or stored in University-provided storage space (locations such as the kitchen cabinets or closets) or personal storage space such as a trunk.

F. For socializing at a student’s place of residence that involves up to six guests (and is therefore not a social event that must be registered with the University) the following stipulations apply:
   1. Under-age residents must not be present in the apartment or townhouse;
   2. Invited guests may not bring their own alcoholic beverages (no ‘BYOB’); and
   3. Beverages must be in individual servings (no kegs, pitchers, punch bowls, etc.).

G. If it is reasonable to believe that a large quantity and/or common source of alcohol is intended for an unregistered social event in an “of-age” residence area, the University reserves the right to inspect vehicles and personal belongings (i.e. backpacks, laundry baskets, and other commodities) Alcohol and alcohol paraphernalia may be confiscated and disposed of by University officials.

**ARTICLE III: UNDER-AGE RESIDENCE AREAS**

A. To provide a clear and consistent message in underage residence areas, decorations such as neon signs, display cases, and bulk containers that specifically advertise and/or promote alcohol and its use are prohibited. Other items may need to be removed from display, at the University’s judgment and discretion.

B. The University reserves the right to inspect vehicles and personal belongings (i.e. backpacks, laundry baskets, and other commodities) if it is reasonable to believe that alcohol is present in or intended for an underage residence area. Alcohol will be confiscated and disposed of by University officials.

**REGISTRATION AND VISITATION POLICIES IN CAMPUS HOUSING**

**ARTICLE I: UNIVERSITY COMMUNITY**

Members of the University community (students, faculty, administration, and staff) are permitted to visit students in their place of residence on campus, as long as their presence does not conflict with the right to privacy of others sharing the living space (roommate or suitemates).

**ARTICLE II: GUESTS / VISITORS**

A ‘guest’ is any person who is not an undergraduate at the University, while a ‘visitor’ is an undergraduate at the University who is not assigned to the particular location that he/she is visiting.

**ARTICLE III: RESPONSIBILITY FOR GUESTS / VISITORS**

The student, as host, assumes responsibility for the presence and conduct of any guest or visitor. However, in that the visitor is an undergraduate student at the University as well, he/she may also be held accountable for inappropriate or unacceptable conduct at the location being visited.

**ARTICLE IV: REASONABLE AND RESPONSIBLE VISITATION**

Students are expected to make reasonable, educated and responsible decisions when entertaining guests and visitors. Good judgment and discretion are to be used in visiting residential areas, ensuring that such visits do not otherwise interfere with any individual student’s legitimate use of the shared space. Resident students and their guests/visitors need to be aware that visitation is a privilege. Displacement and/or inconveniencing of a roommate, suitemate or any other member of the residential community in order to accommodate a guest or visitor is unacceptable and subject to accountability.
ARTICLE V: OVERNIGHT GUESTS
The presence of an overnight guest or visitor should normally not exceed two consecutive nights. Displacement of other occupant(s) of the living space, or causing inconvenience to him/her/them, is unacceptable as a matter of respect and courtesy. Any indication that a guest is utilizing University housing as a place of residence will result in that individual being restricted from University property, as well as accountability for the student(s) acting as host.

ARTICLE VI: GUEST ADHERENCE TO RULES
Guests are expected to abide by the same rules and regulations as those governing their host.

SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY

DEFINITIONS
In Massachusetts, sexual harassment means unwelcome sexual advances, requests for sexual favors, and/or physical conduct of an unwelcome sexual nature, when:

- Submission to, or rejection of, such advances, requests or conduct is made, either explicitly or implicitly, a term or condition of employment, as a basis for employment decisions or for decisions regarding a student’s academic progress, grades, etc.; or
- Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment or, in the educational living/learning setting, the creation of similarly hostile, humiliating, or sexually offensive academic or student residential environment.

Under these definitions, direct or implied requests for sexual favors by any member of the University community, particularly where a supervisor/subordinate relationship exists, in exchange for favorable academic treatment or actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits or continued employment may constitute sexual harassment.

Other sexually-oriented conduct that is unwelcome and has the effect of creating a workplace and/or learning environment that is hostile, offensive, intimidating, or humiliating to male or female members of the University community may also constitute sexual harassment. While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct which, depending on each circumstance, may constitute sexual harassment:

- Unwelcome sexual advances, whether they involve physical contact or not;
- Unwelcome sexual epithets, jokes, oral references to sexual conduct, gossip regarding one’s sex life, comments on an individual’s body or comments about an individual’s sexual activity;
- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures or suggestive or insulting comments;
- Inquiries into an individual’s sexual experiences; or
- Discussion of an individual’s sexual activities.

Sexual misconduct refers to any form of physical contact or exploitation of another person of a sexual nature that is made without effective consent. Effective consent means that a person is able to make free, informed, and reasonable choices and decisions – and is not impaired by intoxication or other drug consumption (be it voluntary or otherwise), by disability, or by fear. Sexual behavior without effective consent can lead to sexual misconduct, sexual assault, and/or sexual harassment. Consent is effective when it has been clearly communicated. Consent may never occur if a person is unconscious, unaware, or otherwise physically helpless.
RESOLUTION OF CLAIMS
Procedures for addressing allegations of student-to-student sexual misconduct or harassment will be addressed through the Student Code of Conduct, Section Two, Article III, Section A: Offenses Against Another Person(s).

For allegations that involve faculty, staff, or administration of the University, the full procedure is outlined in the Discrimination/Harassment Grievance Policy and Procedures brochure.

Formal resolution involves an actual hearing of the case by a male and female administrator. These administrators will consider relevant written reports, as well as verbal and/or written statements by the victim/survivor, alleged perpetrator and witnesses (if applicable). Decisions regarding accountability will be based on whether it is more likely than not that sexual misconduct, sexual assault or sexual harassment occurred.

REVIEW OF CONDUCT DECISIONS

1. A complainant, with the support and consent of the hearing officer, may request a review. This is not a re-hearing of the case and is limited to a claim that the sanction is inconsistent with the gravity of the offense based on previous or similar cases.

2. Respondents or complainants are not entitled to a re-hearing of the case. Respondents may seek review only on the basis of one or more of the following:
   a. a procedural error that unfairly and materially affected the outcome of the case;
   b. the discovery of new information that could reasonably be expected to alter the decision and was not available of the time of the hearing; or
   c. the sanction is inconsistent with the gravity of the offense.

3. A respondent or complainant must submit to the Vice President for Student Affairs and Dean of Students, or his/her designee, a written request for a review by the deadline conveyed in the decision letter from the administrative officer. The request must state the grounds for review.

4. Reviews will be made by the Vice President for Student Affairs and Dean of Students, or his/her designee, who will review a report of the hearing and additional relevant information provided by the respondent.

5. The Vice President for Student Affairs and Dean of Students, or his/her designee, can affirm the original findings and sanction(s), or can impose a new decision and sanction(s). In this regard, his/her decision may either increase or decrease the severity of the original outcome.

6. The decision of the Vice President for Student Affairs and Dean of Students, or his/her designee is final and binding.

ADDITIONAL STANDARDS AND POLICIES

AMERICANS WITH DISABILITIES ACT
Title III of the Americans with Disabilities Act, 42 U.S.C. 12182(a) provides that “no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodations.” Western New England University adheres to the stipulations of this Act.

CONTROLLED SUBSTANCES ACT
Part of the federal omnibus legislation enacted November 18, 1988 is the Drug-Free Work Place Act of 1988. Under the provisions of this legislation, direct recipients of federal grants or contracts must certify that they will provide drug-free workplaces. Individuals receiving funding directly from the federal government will also have to certify that their conduct will be drug-free. In the case of colleges and universities, the Department of Education has said individual Pell Grant recipients will have to certify that they are drug-free to receive their student aid awards.
If colleges and universities do not promote drug-free workplaces, drug-free awareness programs or establish procedures for reporting violations, they are subject to sanctions, including suspension of payments, suspension or termination of grants or debarment, thus becoming ineligible to receive grants or awards from any federal agency during the term of debarment.

Students applying for financial aid involving federal funding must certify they are drugfree, and that they will remain drug-free in order to receive federally funded student aid awards. Appropriate forms for such certification are available in SAS. No fees of any kind will be charged by the institution for making such programs available to any student. No adverse or prejudicial effects should result to any student choosing to take advantage of the provisions of this Act.

**FIREARMS AND WEAPONS POSSESSION**

The General Laws of the Commonwealth of Massachusetts prohibit the unauthorized possession of any firearm on the campus of any college or university in the Commonwealth. Students should be aware that the Commonwealth of Massachusetts strictly enforces its firearms laws. In Massachusetts, conviction for the illegal possession of a firearm carries a mandatory one-year jail sentence.

The university further defines firearms as any projectile firing device, including conventional firearms (devices using gunpowder), all types of air rifles, guns using BBs, pellets, paint balls, darts or any slingshot device. All fireworks are prohibited, as defined under the General Laws of the Commonwealth of Massachusetts.

The university also restricts any and all weapons that have been defined under the General Laws of the Commonwealth of Massachusetts regarding “Dangerous Weapons”. This is listed under Chapter 269 Section 10 and reads as follows:

### CH. 269§ 10 DANGEROUS WEAPONS UNLAWFULLY CARRIED

“(15) Whoever, except as provided by law, carries on his person, or carries on his person or under his control in a vehicle, any stiletto, dagger, or a device or case which enables a knife with a locking blade to be drawn at a locked position, any ballistic knife, or any knife with a detachable blade capable of being propelled by any mechanism, dirk knife, any knife having a double-edged blade or a switch knife, or any knife having an automatic spring release device by which the blade is released from the handle, having a blade of over one and one-half inches, or a slung shot, blowgun, blackjack, metallic knuckles or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles, nunchucks, zoobow, also known as klackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather, a shuriken or any similar pointed star like object intended to injure a person when thrown, or any armband, made with leather which has metallic spikes, points or studs or any similar device made from any other substance or a cestus or similar material weighted with metal or other substance and worn on the hand, or a manrikigusari or similar length of chain having weighted ends shall be found in violation and the appropriate legal action will be taken.

University staff is authorized to remove all devices, which in their judgment present a clear and present danger to the safety and welfare of the University community.”
GAMING ACTIVITIES FOR FUNDRAISING

The purpose of this Policy on Gaming Activities for Fundraising (Policy) is to inform members of the Western New England University (University) community of Massachusetts’ laws that govern fundraising events, which include gaming activities such as raffles and poker tournaments. As all fundraising events involving gaming activities must be conducted in compliance with legal mandates, the following guidelines are to be complied with at all times.

Any member of the University community, who wishes to conduct a fundraising event that will include gaming activities, including but not limited to, raffles and poker tournaments, is required to conduct the event in accordance with the laws of Massachusetts and University policy.

1. **Games of Chance** - In general, gaming activities are games of chance in which a person pays something of value (i.e. cash), for an opportunity to win a prize. Games of chance include, but are not limited to, raffles and poker tournaments, including Texas Hold’em. Generally these forms of fundraising are prohibited. However, under certain conditions, qualified non-profit organizations like Western New England University may hold fundraising events, which include games of chance.

A permit, issued by the city in which the fundraising event will be held, is required to conduct a game of chance. Once issued, a permit is valid for one (1) year, so long as all reporting requirements are met.

2. **Raffles** - A raffle is a gaming activity in which a person pays something of value (i.e. cash) for a chance to win a prize. Raffles require that a permit be issued by the city in which the raffle will be conducted; there is no limit as to the number of raffles that the University may hold throughout the year. Any member of the University community wishing to conduct a raffle must comply with the following:

   • Contact License Commission, City of Springfield: (License@springfieldcityhall.com, P#: (413) 787-6140), at least 30 days prior to the event.
   • Receive all required reporting documents.
   • Complete required report on activity within 10 days after the event.
   • Remit one (1) copy of the required report with payment of 5% of gross proceeds to state lottery commission.
   • Remit one (1) copy of the required report to Controller’s Office.
   • Retain one copy in the campus office responsible for the event.

3. **Poker Tournaments/Casino Nights** - Under Massachusetts’ law, the University may hold only three (3) poker tournaments (including Texas Hold’em)/Casino Nights, whether they are held on or off campus, per calendar year. Poker tournaments/Casino Nights require that a permit be issued by the city in which the poker tournament/Casino Night will be conducted.

   YOU MUST CONTACT THE LICENSE COMMISSION, CITY OF SPRINGFIELD, BEFORE SCHEDULING A POKER TOURNAMENT OR CASINO NIGHT IN ORDER TO ENSURE THAT YOUR EVENT WILL NOT EXCEED THE STATUTORY LIMIT OF THREE (3) EVENTS PER YEAR.

4. **Special Rules Governing Poker Tournaments/Casino Nights Including Texas Hold’em**

Any member of the University community wishing to conduct a poker tournament, including Texas Hold’em, or Casino Night, for fundraising purposes, must comply with the following:

   • Contact License Commission, City of Springfield: (License@springfieldcityhall.com, P#: (413) 787-6140), at least 30 days prior to the event.
   • Receive all required reporting documents.
   • A Public Safety Officer must be present at all times during the event.
   • Appoint a member of the organization conducting the event to manage the gaming activity (Manager) and to generate all required reports.
   • The Manager must be present throughout the entire event and familiar with laws and regulations governing the gaming activity.
• Appoint a separate person (Officer), other than the Manager, to handle all proceeds.
• The Officer must keep record of all transactions including, but not limited to, costs, revenue, and proceeds.
• Prizes MUST be determined in advance of the event and cannot be contingent upon, nor fluctuate in value with, the number of players at any given time, or the amount of proceeds collected, or the outcome of the game being played.
• Prizes are limited to one or both of the following: (1) merchandise of any value (including gift cards), or (2) cash awards not to exceed $25.
• Cash prizes may be awarded at the end of the event, end of a particular game, or in any other manner as the organization so chooses.
• If you rent equipment for the event (i.e. card tables), the company providing the equipment cannot provide dealers for the event, nor can any member of the company renting the equipment be present during the event.
• Only members of the University may promote and operate the event and gaming activities. No outside organization may participate in any way.
• Rules governing the game(s) (“House Rules”) must be posted conspicuously at all gaming tables for all participants to read.
• All players must be at least 18 years old.
• Accurate record of all transactions must be kept. This includes costs, revenue (money collected), proceeds, and a list of all prizes and prizes awarded.
• Complete required report on activity within 10 days after the event.
• Remit one (1) copy of the required report with payment of 5% of gross proceeds to state lottery commission.
• Remit one (1) copy of the required report to Controller’s Office.
• File one (1) copy with your organization’s records.

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<th>General Counsel</th>
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**GAMBLING**
Gambling, including games of chance where money is involved, is not permitted on University property. Organizations wishing to sponsor a raffle or similar activity must have the approval of the Student Activities office.

**NON-DISCRIMINATION POLICY**
Western New England University does not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, gender expression or disability in admission to, access to, treatment in or employment in its programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies:

Joanne Ollson  
Assistant Vice President and Director of Human Resources  
Western New England University  
1215 Wilbraham Road  
Springfield, Massachusetts 01119  
(413)-782-3111

Inquiries concerning the application of non-discrimination policies may also be referred to:

Regional Director  
Office for Civil Rights  
U.S. Department of Education  
J.W. McCormack P.O.C.H., Room 222  
Boston, Massachusetts 02109-4557
PARKING AND TRAFFIC VIOLATIONS

Any person driving or operating a motor vehicle on campus property is expected to comply with both the spirit and the letter of traffic and parking regulations. The enforcement and supervision of motor vehicle registration is through Public Safety.

All students, faculty, staff, administration and contract service personnel must register their motor vehicles with Public Safety within two weeks of the beginning of each semester. Appropriate permits are to be displayed at all times.

A number of “no parking” areas have been defined. In addition, resident and commuter student parking is restricted to specifically designated areas. For a complete explanation of parking limitations, please consult the publications distributed by Public Safety.

Students are advised that improper or unauthorized use of motor vehicles may result in towing at the owner’s expense. No prior warning need be given. Public Safety may also immobilize a vehicle by use of the Denver Boot. The University, through the Director of Public Safety, reserves the right to revoke a vehicle permit at any time during the school year. Students are also reminded that Public Safety will ticket vehicles for violations for parking and motor vehicle operation regulations.

The speed limit on campus is 15 mph. Seat belts can and do save lives – and should be used at all times.

SOCIAL MEDIA POLICY

Social networking via Facebook, MySpace, Twitter, Google+, YouTube, Flickr, InstaGram and other digital platforms/social media has grown significantly. Members of the University community must be aware of policies and laws that apply to social networking, including other related University policies including but not limited to the University’s Acceptable Use of Technical Resources Policy (including the preamble)(http://www1.wne.edu/oit/index.cfm?selection=doc.2049), and the University’s Discrimination/Harassment Grievance Procedures (http://www1.wne.edu/assets/45/sexualharassmentdiscriminationbooklet.pdf).

It is important to understand that information posted online, including pictures and text, may become virtually impossible to remove from the Internet even after attempts to delete the material. Additionally, pictures and texts posted within on-line services can become the property of these sites once posted. Therefore, do not post information that you do not want available to a world-wide audience at the time of posting, and at anytime in the future. On sites such as Facebook, be cautious to “friend” or confirm friendships with anyone you do not know because the person may be able to see personal information you have on your profile and leave your account vulnerable to being hacked. It is important that any user of a social media site be aware of the privacy settings and be fully aware of what is being shared to the world at large.

Today, many potential employers, scholarship committees, graduate school admissions committees, or even potential roommates perform “background checks” by searching the Internet. Thoughtfulness and caution should be exercised by all students and employees using social media sites. All content posted to a social site should be considered public in nature and treated as such. Posting information that may appear harmless such as your name, address, birthday, hometown, and photos can aid someone to steal your identity or commit other civil or criminal acts.

Federal and state laws apply to all members of the University community who use social networking sites. Cyberstalking, copyright infringement, defamation, invasion of privacy, obscenity, pornography, and sexual harassment are common legal concerns. Violation of any of these laws could subject members of the University community to civil and criminal actions and/or internal discipline action, up to and including termination for faculty and staff, or dismissal from the University as to students.
TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 TO THE CIVIL RIGHTS ACT OF 1964

Title IX was the first comprehensive federal law to prohibit gender discrimination against students and employees of educational institutions. Title IX benefits both males and females, and is at the heart of efforts to create gender equitable schools. The law requires educational institutions to maintain policies, practices and programs that do not discriminate against anyone based on gender. Under this law, males and females are expected to receive fair and equal treatment in all areas of schooling: recruitment, admissions, educational programs and activities, course offerings and access, counseling, financial aid, employment assistance, facilities and housing, health and insurance benefits, marital and parental status, scholarships and athletics.

Title IX Officer:
Joanne Ollson
Assistant Vice President and Director of Human Resources
(413) 782-1343

Title IX Athletic Officer:
Cyndi Costanzo
Senior Associate Director of Athletics/Director of Wellness and Recreation
(413) 782-1516
costanz@wne.edu
YOUR REFERENCE LIST

YOUR REFERENCE LIST SHOULD APPEAR AT THE END OF YOUR ESSAY. IT PROVIDES THE INFORMATION NECESSARY FOR A READER TO LOCATE AND RETRIEVE ANY SOURCE YOU CITE IN THE ESSAY. EACH SOURCE YOU CITE IN THE ESSAY MUST APPEAR IN YOUR REFERENCE LIST. LIKEWISE, EACH ENTRY IN THE REFERENCE LIST MUST BE CITED IN THE TEXT.

BASIC RULES

According to the sixth edition of the Publication Manual of the American Psychological Association:

- Indent your reference list one-half inch from the left margin, excluding the first line of each reference, which should remain flush left. This is called a hanging indent.
- Double-space all references.
- Capitalize only the first word of a title or subtitle of a work. Capitalize all major words in journal titles. Italicize titles of books and journals. Note that the italicizing in these entries includes commas and periods.
- Invert authors’ names (last name first); give last name and initials for all authors of a particular work, unless the work has more than six authors (in this case, list the first six authors and then use et al. after the sixth author’s name to indicate the rest of the authors). Alphabetize by authors’ last names letter by letter. If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 2008 article would appear before a 2009 article). When an author appears as a sole author and again as the first author of a group, list the one-author entries first. If no author is given for a particular source, alphabetize by the title of the piece in the reference list. Use a shortened version of the title for parenthetical citations within the text.
- Use “&” instead of “and” before the last author’s name when listing multiple authors of a single work.

BASIC FORMS FOR SOURCES IN PRINT

An article in a periodical (such as a journal, newspaper or magazine)


You need to list only the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then you should list the issue number as well → Title of Periodical, volume number (issue number), pages.

A nonperiodical (such as a book, report, brochure or audiovisual media)

Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.

For “Location,” you should always list the city, and you should also include the state if the city is unfamiliar or if the city could be confused with one in another state. Use the two-letter zip-code abbreviation for each state.

Part of a nonperiodical (such as a book chapter or an article in a collection)


When you list the pages of the chapter or essay in parentheses after the book title, use “pp.” before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references.

BASIC FORMS FOR ELECTRONIC SOURCES

A web page

Author, A. A. (Date of publication or revision). Title of full work. Retrieved from http://web address

An online journal or magazine

Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Journal, volume number. doi:0000000/000000000000

Since online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are unique to their documents and consist of a long alphanumeric code.

An online journal or magazine (no DOI assigned)


E-mail

Because e-mail is a personal communication, not easily retrieved by the general public, no entry should appear in your reference list. Instead, parenthetically cite in text the communicator’s name, the fact that it was personal communication, and the date of the communication: The novelist has repeated this idea recently (S. Rushdie, personal communication, May 1, 1995).
EXAMPLES

**Journal article, one author**


**Journal article, more than one author**


**Work discussed in a secondary source**


Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland’s work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in your reference list. In the text, use the following citation:

→ In Seidenberg and McClelland’s study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...

**Magazine article, one author**


**Book**


**An article or chapter of a book**


**A government publication**


**A book or article with no author or editor named**


For parenthetical citations of sources in text with no author named, use a shortened version of the title instead of an author’s name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the two sources above would appear as follows: (Merriam-Webster’s, 2005) and (“New Drug,” 1993).

**A translated work and/or a republished work**


**A review of a book, film, television program, etc.**


**An entry in an encyclopedia**


**An online journal article (no DOI assigned)**


**A web page**

# CLASS SCHEDULE

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