

Western New England
University
Student Handbook
2024-2025



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Introduction

Welcome to Golden Bear Country!

Western New England University's Student Handbook ("Handbook") serves as the official notice of policies, regulations, and conduct standards. By enrolling at Western New England University, students acknowledge and agree to adhere to these guidelines.

The material in this Handbook is designed to be a resource and guide for students pertaining to the University's policies and required standards for conduct. While this Handbook is a key resource for understanding University policies and student expectations, students should also refer to the Academic Catalog for academic regulations and the Residence Life Student Housing Agreement for housing standards.

Western New England University retains the right to modify policies, rules, regulations, and standards as needed during the academic year. Students will be informed when such changes are made. The Division of Enrollment Management and Student Life is responsible for maintaining and updating the Handbook, available as a PDF document upon request.

All members of the community are responsible for citizenship both on and off campus. Students are responsible for their actions on and off campus. You are an ambassador of the University and expected to act responsibly. Membership in the University community does not provide immunity from local, state, or federal law.

As a member of the Western New England community, you are provided with an individual email account (@wne.edu). The University considers this email to be the official method of communication from the University to the student. Any information sent to this email address (including University Posts) is the responsibility of the student and deemed official notification.

WNE Mission & Core Values

The hallmark of the Western New England University experience is an unwavering focus on and attention to each student's academic and personal development, including learning outside the classroom. Faculty, dedicated to excellence in teaching and research, and often nationally recognized in their fields, teach in an environment of warmth and personal concern where small classes predominate. Administrative and support staff work collaboratively with faculty in attending to student development so that each student's academic and personal potential can be realized and appreciated. Western New England University develops leaders and problem-solvers from among our students, whether in academics, intercollegiate athletics, extracurricular and cocurricular programs, collaborative research projects with faculty, or in partnership with the local community.

At Western New England University, excellence in student learning goes hand in hand with the development of personal values such as integrity, accountability, and citizenship. Students acquire the tools to support lifelong learning and the skills to succeed in the global workforce. Equally important, all members of our community are committed to guiding students in their development to become informed and responsible leaders in their local and global communities by promoting a campus culture of respect, tolerance, environmental awareness, and social responsibility. We are positioned well to accomplish these goals as a truly comprehensive institution whose faculty and staff have historically collaborated in offering an integrated program of liberal and professional learning in the diverse fields of arts and sciences, business, engineering, law, and pharmacy.

Our Values:

- Excellence in Teaching, Research, and Scholarship, understanding that our primary purpose is to provide an outstanding education supported by faculty with the highest academic credentials, and with national prominence in their fields.
- Student-centered Learning, providing an individualized approach to education which includes a profound commitment to small class sizes, personalized student-faculty relationships, and student engagement and personal growth both within and beyond the classroom.
- A Sense of Community, treating every individual as a valued member of our community with a shared sense of purpose and ownership made possible by mutual respect and shared governance.
- Cultivation of a Pluralistic Society, celebrating the diversity of our community, locally and globally, and creating a community that fosters tolerance, integrity, accountability, citizenship, and social responsibility. Innovative Integrated Liberal and Professional Education, constituting the foundation of our undergraduate and graduate curriculum, providing global education, leadership opportunities, and career preparation.
- Commitment to Academic, Professional, and Community Service, promoting opportunities for all campus community members to provide responsible service of the highest quality to others.
- Stewardship of our Campus, caring for the sustainability and aesthetics of the environment both within and beyond the campus.

WNE Diversity & Inclusion Statement

WNE expects that each member of our community will be treated with civility, respect, and dignity. If a disagreement occurs between individuals and/or groups, we expect that the merits of opposing positions will be discussed without resort to insult, personal attack, or bias. Behavior or conduct that is biased or harassing will not be tolerated.

CAMPUS RESOURCES

Academic Success Center & University Advising

Location: St. Germain Campus Center, 2nd floor located in the Student Hub

Email: academicsuccesscenter@wne.edu

Phone: 413-782-1312

Web: <https://wne.edu/student-success-center/index.cfm>

Academic Success Center

The Academic Success Center (ASC) is dedicated to fostering academic achievement, enhancing the overall student experience, and supporting personal development. It offers a range of services designed to help students realize their full academic potential. These services include Peer Tutoring, Academic Progress Monitoring, and guidance on study strategies and time management. The ASC staff is committed to cultivating a supportive learning environment where students can acquire essential skills for reaching their academic goals while also taking responsibility for their own progress.

University Advising

The mission of the University Advising Center is to foster a culture of student-centered collaboration to ensure holistic student support and personal development, so that each student's academic, life, and career goals will be realized. Through a series of intentional and quality interactions with students, advisors will serve as a centralized resource for connecting students to other offices on campus to facilitate student success within and outside of the University.

Athletics and Recreation

Location: Anthony S. Caprio Alumni Healthful Living Center

Email: jenn.kolins@wne.edu

Phone: 413-782-1202

Web: <https://wnegoldenbears.com>

The Mission of The Western New England University Department of Athletics and Recreation is to develop a championship and winning mindset and culture that inspires, nurtures, and nourishes the very best in all of our students. We define winning firstly as winning the human being, holistically investing in and valuing each person so they will bring their authentic selves to everything they do. By winning each human, we inspire each person to then win in the classroom and demonstrate their unique talents and gifts. When we win in life and we win in the classroom, winning in all fields, courts, and forums of competition will naturally follow from our commitment to winning the person. WNE Athletics and Recreation will also provide an equitable, inclusive, and educationally purposeful environment that promotes leadership, integrity, character development, and life skills through intercollegiate athletics and recreational activities.

The Department's focus on the full range of human development through varsity athletics, club sports, intramurals and other recreational activities supports the fundamental mental and physical well-being of all our students and student athletes. Golden Bear varsity student-athletes strive for team and personal academic excellence while competing for Commonwealth Coast

Conference and NCAA Division III intercollegiate athletics championships in all of our 23 varsity sports.

The Department is committed to upholding the high standards, mission, and core values established by Western New England University, the NCAA, and the Commonwealth Coast Conference.

University Recreation

413-782-1468

WNE Recreation promotes a lifelong commitment to healthy habits and holistic wellness by providing quality programming, facilities, and services to the WNE student, staff and alumni population. The department supervises the Anthony S. Caprio Alumni Healthful Living Center (CAHLC), which includes various strength and fitness equipment, wood and synthetic multi-purpose courts, and an indoor pool.

WNE Recreation also provides a consistent intramural sport schedule, various group fitness offerings, and advises sport clubs that compete inter-collegiately.

Students register for intramurals on IMLeagues.com. Students need to create an account with their WNE email address. Students will be able to see the full intramural calendar and register teams.

Kevin S. and Sandra E. Delbridge Career Center

Location: Welcome Center, 1st Floor

Email: careercenter@wne.edu

Phone: 413-782-1217

Web: <https://wne.edu/career-center/index.cfm>

The Delbridge Career Center implements the University's strong commitment to the development of students' career decision-making by providing individual and group career advising, as well as assistance in identifying career options, major and occupational exploration, internship, and job search strategies, and graduate school decision making. Specialized career coaches for the Colleges of Arts and Sciences, Business, and Engineering, located in the Student Hub, are dedicated to identifying and developing resources to help students cultivate their personal career strategies.

Career education and exploration begin in the students' first year through interactive workshops in First Year Seminar. Here, students begin to explore and understand their skills and strengths and participate in University experiential activities. In a students' sophomore year, they begin to direct their interests through a variety of courses, further develop leadership skills, and participate in career-focused programs. Topics include interviewing, résumé and cover letter building, options for exploring study and internships abroad, and networking to educate and empower students. The University's internship program adds value to students' education by bringing the theories and concepts learned in the classroom to life and providing opportunities to apply that knowledge in local businesses and organizations. Through internships, students confirm or reaffirm their career path while gaining valuable experience working as a team member in an environment that prepares them for the realities of the world of work. The campus recruiting

program connects students to employers through information sessions, interview days, and on-campus career fairs.

The Delbridge Career Center's effective combination of education, career programs, and job search coaching is a valuable complement to every student's academic experience.

Center for Health & Well-being

Location: Center for Sciences and Pharmacy, Room 235

Email: healthservices@wne.edu

Phone: (413) 782-1211

After Hours Phone: (413) 519-4055 (medical), (413) 310-5389 (counseling)

Web: <https://wne.edu/center-for-health-and-wellness/index>

Appointments Portal: <https://wne.medicatconnect.com/home.aspx>

The Center for Health and Well-Being team is staffed by diverse, professional, and holistic members dedicated to the health and well-being of the community. This team offers a wide range of services in a collaborative setting that promotes confidentiality and patient centered care.

Health Services at the Center for Health and Wellness is staffed by board certified health care providers and medical assistants that provide medical services to all registered students, faculty, and staff.

Medical Services Include: Urgent care, Physical exams, Concussion management, Allergy injections, Immunizations, Orthopedic Injuries, Preventative Health, Pap testing, STD testing, birth control, pregnancy testing, Plan B for purchase, condoms free of charge, Rapid strep, mono, flu, COVID 19 testing, Small surgical procedures. Appointments are required unless urgent care needs arise and can be evaluated on an individual basis. If care needs require specialized services, our staff will help to facilitate this referral.

Counseling Services are staffed by counselors trained in a wide array of treatment modalities and approaches to meet the varying support needs of our students. While some students request to see the same counselor on a routine basis, others benefit from a shorter, more immediate session for a pressing need or to benefit by talking through a particular situation.

Counseling Services Include: Individual, Couples, or Family Counseling, Same-Day, Quick Access Appointments, Support and Education Groups, Urgent/Crisis Support, Consultation and Referrals. We know that students may face challenges that can impact academic performance, sleep, mood, appetite, and relationships. Commonly experienced challenges may include adjustment to college, low self-esteem/confidence, relationship issues, Substance abuse, sexual/physical abuse, eating issues, depression, and anxiety. We are committed to working with students in developing valuable coping and self-care skills and routines that positively impact their overall wellbeing.

Members of our medical and counseling teams are available for support for urgent needs after-hours and during closures.

Cultural Education and Inclusion

Location: St. Germain Campus Center, 2nd Floor located in the Student Hub

Email: kolu.sharpe@wne.edu

Phone: 413-796-2369

Web: <https://wne.edu/cultural-education-inclusion/index>

Through the Office of Cultural Education and Inclusion, the University integrates diversity, equity and educational quality efforts into its mission and institutional operations.

The University values and celebrates diversity as a means of uplifting and enriching the educational experiences of all students. The University defines diversity as individual differences (e.g., personality, prior knowledge, and life experiences) and group/social differences (e.g., race/ethnicity, class, gender, sexual orientation, country of origin, and ability as well as cultural, political, religious, or other affiliations). Studying and learning in a diverse environment helps to prepare students to live and work in a global society. As a part of their educational experience, students benefit when they interact with multiple diverse groups, including those who have been historically underrepresented in post-secondary institutions.

The University strives to build and encourage an environment fueled by the positive benefits of diversity. It is our goal to appreciate—and not merely tolerate—all people.

The University promotes diversity through multicultural programs, and various outreach and support services that help students transition into University life, while enhancing their academic success. This programming, available to all students, includes multi-ethnic, multicultural, and diversity-centric programs and workshops (e.g., Black History Month, Women's History Month, Hispanic Awareness Month) and in-class presentations on diversity and sensitivity issues.

International Programs and Education

Location: St. Germain Campus Center, 2nd Floor located in the Student Hub

Email: brian.mcguinness@wne.edu

Phone: 413-782-1594

Web: <https://wne.edu/international-students/index>

International Programs and Education (IPE) advises almost 200 international students, scholars, and their dependents from over 30 countries on matters relating to immigration, academic, social, financial, and personal concerns relevant to daily life in the United States. IPE also develops events designed to specifically serve the needs of international students and scholars.

IPE collaborates with other campus offices and student organizations to develop and implement educational and co-curricular programs designed to heighten cultural awareness, appreciation of cultural diversity, and intercultural understanding for all students and scholars.

Public Safety

Location: Public Safety Building

Email: police@wne.edu

Non-emergency Phone: 413-782-1207

Emergency Phone: 413-782-1411

Web: <https://wne.edu/public-safety/index.cfm>

The Department of Public Safety employs specified personnel who are trained and qualified by the Massachusetts State Police. Its officers are certified under Massachusetts General Law and has full police powers. The Department also employs Community Service Officers, security, student patrol, and administrative support staff, all working cooperatively to enhance the quality of life at Western New England University. The Department of Public Safety is a full-service department that patrols both campuses daily to prevent criminal activity and protect the safety and wellbeing of all members of the University community. Enforcement procedures include issuing parking tickets, filing conduct charges, performing arrests and providing vehicle registration and parking permits and University ID card services. The Public Safety Department also offers and facilitates educational programs on a number of topics, including alcohol and drug use, personal safety, and fire safety.

Emergency Communication Policy

Students are encouraged to register for the emergency systems offered by Public Safety. RAVE Alerts are a type of mass communication system that sends emergency communications to members of our Golden Bear community. If you submitted a cellphone number as part of your registration process you will automatically be added to the RAVE Alert system. RAVE Alerts are used to notify students of significant emergencies or dangerous situations involving an immediate threat to the health or safety of students or employees on the Campus. RAVE Alerts are also used to provide students with important non-emergency notifications, such as notification of power outages and cancellations.

RAVE Guardian is a free app available for Android and iPhone cellphones and devices. This free app allows the user to contact the Department of Public Safety for assistance, or to report an incident that they witness. The user can contact Public Safety by a cell phone call or they can text to our emergency Dispatch Center 24/ hours a day.

Residence Life and Housing

Location: St. Germain Campus Center, Suite 249

Email: reslife@wne.edu

Phone: 413-782-1317

Web: <https://wne.edu/residence-life/index>

The mission of the Office of Residence Life and Housing is to provide a welcoming, supportive residential environment where students can learn and grow. The Office consists of professional staff including Director, Assistant Director, and six (6) full-time Residence Directors (RDs).

The RDs are live-in staff with direct residence hall/area responsibilities. In addition to administrative and operational responsibilities, the RDs assist with program development, provide personal advising and support to students, respond to misconduct or other concerns, and supervise a staff of Resident Advisors (RAs).

Resident Advisors (RAs) are undergraduate and graduate students who are selected for their leadership, interpersonal skills, and commitment to influencing their peers positively. RAs work in all residential communities on campus.

In the interest of maintaining an environment that is safe and in compliance with University policies and expectations for standards of conduct, the University reserves the right for authorized personnel to enter, inspect, and/or search University residence hall rooms, suites, and University-owned property.

Student Accessibility Services

Location: Herman 105

Phone: 413-782-1258

Fax: 413-782-1575

Email: accessibility@wne.edu

Web: <https://wne.edu/student-accessibility-services/index.cfm>

Welcome to Student Accessibility Services! Our office is dedicated to the development of a supportive and inclusive campus environment for students. Student Accessibility Services (SAS) serves as a resource for students with diagnosed disabilities providing accommodations and advocacy assistance to support equal access and the full participation of students with disabilities in all University programs, activities, and education.

Registering with SAS as a student with a disability supports campus inclusion; disability is a form of diversity. A disability diagnosis or condition is neutral; neither positive nor negative. As a Western New England University student with a disability, you can register with Student Accessibility Services (SAS) to be approved for accommodations. Accommodations are designed to eliminate disability-related barriers in the environment and curriculum so that you have an equal opportunity for access and success. Student Accessibility Services. SAS will verify eligibility for services, identify accommodation needs, and determine the appropriate support services and accommodations available.

Western New England University and the office of Student Accessibility Services (SAS) are committed to providing services that will support students with diagnosed disabilities. Both Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA/ADAA).

Accommodations are individually determined based on the functional limitation(s) related to the student's disability diagnosis. Please feel free to reach out to the Student Accessibility Services team to learn more about obtaining accommodations.

Student Involvement and Connections

Location: St. Germain Campus Center, 1st Floor

Phone: 413-782-1258

Email: studentinvolvement@wne.edu

Web: <https://wne.edu/student-involvement-and-leadership/index.cfm>

The Office of Student Involvement and Connections works with students as they explore new ideas and interests, their identity, the arts, cultures, and opportunities at Western New England.

Student Involvement and Connections foster ways for students to connect to the community, their peers, networks of support, clubs, and organizations, and their goals. The Student Involvement and Connection staff encourage engagement in learning outside of the classroom, leadership, development, program planning, community service, and social action. In turn, we inspire our students to lead through involvement in clubs and organizations, employment, activism, peer engagement, and in their communities.

Student Involvement and Connections strives to provide all students with opportunities to explore from the moment they step foot on campus, with the goal of connecting them to their peers, community, and beyond. Student Involvement and Connections encourages students to find or create their own path to educational and professional success, engage with their community, and become leaders in their co- curricular involvement.

Student Outreach and Support

Location: St. Germain Campus, 2nd Floor located in the Student Hub

Email: sos@wne.edu

Phone: 413-796-2629

Web: <https://wne.edu/student-outreach-and-support/index>

At WNE we care about the health and well-being of our students, faculty, and staff. The Office of Student Outreach and Support will provide holistic outreach, screening, and support for students experiencing academic, physical, psychological, emotional, social, financial, familial, or circumstantial challenges with the end goal of helping students manage these challenges and mitigate the negative effects.

Student Hub

Location: St. Germain Campus Center, 2nd Floor

Email: studenthub@wne.edu

Phone: 413-782-1600

Web: <https://wne.edu/student-life/student-hub.cfm>

Conveniently situated on the 2nd Floor of the St. Germain Campus Center, the Student Hub serves as a centralized physical and virtual resource center for students. It aims to provide quick and efficient access to resources in three primary areas: professional and career readiness, personal growth and exploration, and academic success and high-impact practices.

Within the Student Hub, students can find key offices such as the Dean of Students, University Advising, Academic Success Center, Career Coaches, and Student Outreach and Support. Also, adjacent to the Student Hub are the offices of Residence Life and Housing and Student Involvement and Connections.

Other essential services that collaborate closely with the Student Hub to ensure a seamless student experience include Student Accessibility Services, the Registrar, Financial Aid, Student Accounts/Billing, Student Employment, Counseling and Medical Services, the IT Helpdesk, and Recreations and Intramurals.

UNIVERSITY CONDUCT POLICIES & PROHIBITED BEHAVIORS

Students must meet all University expectations and policies. The following information provides students with an understanding of those expectations and required policies as a member of the community.

Civility Statement

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 their 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 incivility are encouraged to support the victim of such activity but should refrain from any act that might lead to an escalation of the situation.

Alcohol and Drug Policies

The University prohibits the unlawful possession, use or distribution of illicit drugs and the unlawful or unauthorized possession, use, or distribution of alcohol by students. As an educational institution, the University places a great deal of responsibility and trust in its students to make decisions that are in the best interest of their academic and social success. Peer pressure of any kind from one individual to another to violate the University's expectations is not condoned.

The University complies with all local, state and federal regulations pertaining to alcohol and illicit drugs, including but not limited to the Drug Free Schools and Communities Act of 1989 (as amended).

Students applying for financial aid involving federal funding must certify they are drug free, and that they will remain drug-free in order to receive federally funded student aid awards, including Pell Grant recipients. Appropriate forms for such certification are available in Enrollment Services.

Alcohol

The University expects that all students comply with federal, state, and local laws with respect to the possession and use of alcohol.

Alcohol consumption is permitted at the University for individuals who are of legal drinking age (21). Only individuals 21 and older may 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. The University focuses on the responsible use of alcohol when consuming.

Drugs

The University expects that all students comply with federal, state, and local laws with respect to the possession, use and distribution of drugs, including controlled substances and prescription medication. The University prohibits the unlawful use, possession, sale, manufacture, or distribution of drugs and alcohol by students on and off campus, or while engaged in University sponsored activities. This includes all paraphernalia associated with the use of drugs and/or alcohol. Students will be held responsible for complying with all aspects of federal, state and local laws as well as this policy.

Marijuana use and possession remains prohibited at the University. The University prohibits the use, possession, cultivation, distribution, and sale of marijuana and related paraphernalia on all University properties and at all University- sponsored activities, whether on or off-campus.

Being in the presence of unlawful drug use is prohibited and may be a violation of the University's Code of Conduct.

The following behaviors are prohibited under the Drug and Alcohol Policy:

- Possession/use of marijuana (including edibles and oils) on campus or in connection with University activities.
- Possession/use of alcohol and drug-related paraphernalia (e.g., kegs, funnels, ice luges, shot glasses, bongs, hookahs). Items will be confiscated and destroyed.
- Irresponsible use of alcohol including, but not limited to intoxication, incapacitation, drinking games, any devices designed or intended for rapid consumption.
- Attending a gathering where alcohol is being consumed by people under the age of 21.
- Possession/use of other illegal drugs and other controlled substances. This includes unauthorized possession or use of prescription medication for which the student in possession does not have a valid prescription.
- Empty containers should be disposed of and not accumulate in residence areas. Trophy walls are not permitted. The possession or presence of empty alcohol containers is prohibited and will be viewed as evidence of prohibited possession or consumption of alcoholic beverages.
- Manufacturing, cultivating, dealing, selling, or distributing marijuana and other illegal or prescription drugs.
- Possession of unauthorized quantities of alcohol, including, but not limited to kegs and alcoholic punches on campus.
- Students 21 years of age or over may possess or consume alcohol in their own private living space as long as everyone living in the space is 21 years of age. If students live in a space with someone under the age of 21, they may not possess alcohol in shared spaces of a suite or room.
- Possession, creation or use of false IDs to procure alcohol.
- Consumption of alcohol within public areas of the University including but not limited to common outside and inside spaces, walkways, and offices unless approved as a University sanctioned event.

- Students may not carry an open container of alcohol in common or public areas of the University. Closed containers are those that are factory-sealed.
- Decorations such as neon signs, display cases, and bulk containers that specifically advertise and/or promote alcohol and drugs.
- Excessive consumption of alcohol, including drunkenness, incapacitation
- Any indication of impairment due to alcohol or drug use, whether medical assistance is required or not. Any recognizable changes in physical and mental behavior such as altered coordination, irrational behavior, a deterioration of reaction time are some examples of impairment.
- Alcoholic beverages may not be consumed or served in academic or office space unless prior approval from the Dean of Students Office.
- Providing or distributing alcohol to an individual under the age of 21.
- Irresponsible use of alcohol including, but not limited to: intoxication, incapacitation, drinking games, any devices designed or intended for rapid consumption. (i.e. kegs, funnels, ice luges, shot glasses).
- Participating in or hosting an unauthorized alcohol gathering, which involves one or more of the following: excessive occupancy; possession and/or use of a common source of alcohol (i.e. keg, beer ball, punch), drinking games and/or disruptive levels of noise.
- Hosting on or off-campus gatherings where alcohol is consumed and underage persons are present.
- Operating a motor vehicle while under the influence of alcohol or drugs.
- Violations of local and state laws and ordinances governing alcohol or drug possession or use.
- Consumption of alcohol in public or in unauthorized communal areas of the campus.
- Being in the presence of the prohibited use, possession, or distribution of alcohol/drug or related paraphernalia, including but not limited to residing in a shared space where alcohol or related paraphernalia is used, possessed, or distributed in violation of this policy, will be considered an independent violation of this policy.
- The University reserves the right to inspect vehicles and personal belongings on University-owned or operated property (e.g. bags, backpacks, laundry baskets, boxes and other containers) for compliance with this policy, in accordance with applicable law.
- The University reserves the right to confiscate and dispose of alcohol used, distributed, or possessed in violation of its policies.
- Students are responsible for the actions of their guests and visitors.

Drone Policy

Any Western New England University student wishing to operate a drone on the University campus for educational, hobby or educational use must obtain prior approval from Public Safety at least 48 hours prior to the use of the drone. This is done by filing a “flight plan” with Public Safety that provides date/time, purpose, and duration of drone operation, as well as the operational area of the campus where the drone will be used. A list of rules and regulations will then be provided at the time of the request.

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 Office of Student Involvement and Leadership and comply with Massachusetts and local municipality requirements.

For information regarding Gaming Activities for Fundraising, please visit the Office of Student Involvement and Connections website.

Good Samaritan Policy (Medical Amnesty Policy)

The Western New England University community values the health and safety of its members and supports an environment that encourages students to help others who are in need of assistance. Taking responsibility for helping a student in need will always be viewed positively in any post-incident follow-up. This policy has been established to encourage students to take responsible action when another student or guest is at risk due to the consumption of alcohol and/or drugs or other medical emergencies.

Amnesty applies to the use of alcohol and/or drugs and does not extend to other violations of the Community Standards including, but not limited to, distribution of alcohol or drugs, vandalism, or assault. Students granted medical amnesty may be required to complete educational or other sanctions facilitated by the Center for Health and Well-Being, as well as engage in a meeting with another University official. The University reserves the right to inform parents/guardians.

When seeking medical assistance, the reporting individual or group needs to remain with the student (provided it is safe to do so) until medical assistance arrives. This ensures that you can relay pertinent information and observations to first responders so that appropriate care may be administered. You may be asked to share information pertaining to your friend's name, any known medical diagnosis, or if you are aware if they took any medication. This information will be vital for first responders.

Greek Life Policy

Western New England University does not recognize social or service fraternities or sororities. The University does allow for the recognition of discipline-specific professional fraternities as well as academic and honor societies. The application process and criteria for recognition for professional fraternities and academic and honor societies is managed within each of the respective Colleges.

Harassment/Discrimination/Unlawful Bias Policy

Western New England University is committed to maintaining a safe and respectful learning, living, and working environment for all members of the University community free from discrimination, harassment, and unlawful bias based on race, sex, religion, color, national origin, age, marital or parental status, pregnancy or pregnancy-related condition, military service or veteran status, gender identity or expression, sexual orientation, disability, genetic information or any other legally protected status. Members of the Western New England University community, guests and visitors have the right to be free from discrimination, harassment, and unlawful bias. All members of the campus community are expected to conduct themselves in a manner that does not discriminate against or infringe upon the rights of others. The University also prohibits retaliation against any person who has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in any proceeding related to a discrimination, harassment, and/or bias incident.

[Click here to report incidents of Unlawful Bias and Discrimination](#)

Any harassment, discrimination, or unlawful bias based on sex, gender, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity will be handled pursuant to Western New England University's Title IX Policy & Grievance Procedures.

All other forms of harassment, discrimination, or unlawful bias based on a legally protected status will be handled pursuant to Western New England University's Policy & Procedures Prohibiting Harassment, Discrimination, and Unlawful Bias.

Hazing Policy

Hazing is strictly prohibited at Western New England University and the NCAA as well as Massachusetts State Law. Western New England is first and foremost response procedures for hazing incidents are based on that educational mission.

Hazing is defined as any method of initiation into or affiliation with the University Community, a student organization, a sports team, an academic association, or other group engaged in by an individual that intentionally or recklessly endangers another individual.

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.

Actions and situations that may constitute hazing include, but are not limited to, the following:

- Creation of unnecessary fatigue; deprivation of sleep, rest, or food
- Degrading or humiliating games and activities
- Expectation of participation in activities that are illegal, lewd or in violation of University policy
- Extended isolation
- Extreme mental or emotional stress
- Forced calisthenics, forced consumption of food, alcohol, drugs, or any other substance.
- Forced wearing of specific apparel or that which is conspicuous and not normally in good taste; hierarchical behaviors that can be considered demeaning; personal servitude.
- Kidnapping or abandonment
- Line-ups and berating
- Overly time consuming and challenging requirements that can contribute to extreme mental distress.
- Paddling, whipping, beating or branding in any form.
- Requiring performance of duties not assigned to other members.
- Undue interference with academic pursuits
- Unreasonable exposure to the weather
- Any other treatment or physical activity which is likely to adversely affect the physical or mental health or safety of any such student or other person.

Reporting

If you suspect or witness hazing actively occurring, you should contact Public Safety immediately. If you have experienced or witnessed any act of hazing on the campus, involving any member of the Western New England University community, information pertaining to this incident should be reported immediately to Assistant Vice President of Public Safety/Chief of Police or the online link which can be found at: [Click Here to Report an Incident](#)

ID Cards/Keys

Students are issued a University identification card that also serves as their meal card and access card to their residence hall and other University buildings. All University personnel must carry their University ID with them and must produce it upon request from a member of Public Safety or other authorized agent of the University. Refusal or failure to produce a University ID card may result in a referral to the conduct office. The Western New England University ID card is the property of the University and is to be used for purposes of identification and transaction of University business only.

Public Safety issues all University ID cards. Lost or stolen cards must be reported to Public Safety. A fee will be assessed for each replacement card.

Students who are responsible for the key loss will be billed all charges associated with a lock change and a replacement key for themselves and other occupants of the assigned living space.

Failure to return a key after a housing reassignment or departure from campus residency will result in replacement costs and a processing fee/fine.

Students who loan their key or card, or students who are found in possession of keys or cards other than their own may be subject to disciplinary action. The duplication of room keys is not permitted.

Information Technology: Your Rights and Responsibilities Online

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.

The policies, principles and standards can be found at: <https://wne.edu/information-technology/policies-and-procedures.cfm>

Parking and Traffic Regulations

A goal of the Department of Public Safety is to provide safe and orderly parking for employees, students, and visitors to our campus. We strive to make parking on campus as convenient as possible, while promoting the safe movement of vehicles, providing for pedestrian safety, and assuring access to buildings and walkways for both pedestrians and emergency vehicles. The

Department of Public Safety expects cooperation from faculty, staff, students, and visitors when it comes to the safe and orderly operation of their motor vehicles.

All students, faculty, and staff must obtain a Western New England University parking permit from the Public Safety in order to park their vehicle on campus property at any time. Vehicles found on campus without a parking permit will be ticketed and may be towed at the vehicle owner's expense.

For a complete list of regulations governing parking and driving on campus, including possible sanctions for violations, you may consult website <https://www1.wne.edu/public-safety/need-to-know.cfm>.

Right to Assemble/Peaceful Protest/Demonstration Guidelines

All members of the Western New England University community, including faculty, staff, and students, have a right to peaceful demonstration on the campus of Western New England University. The University reserves the right, regardless of the content of the demonstration, to limit, disallow or disband a demonstration that incites immediate, violent action or represents a clear and present danger to the campus community or if for any reason of time, place, or manner of behavior, the demonstration materially disrupts class work or other University business, involves substantial disorder, or invades the rights of others. All members of the community are expected to conduct dialogues with dignity and courtesy.

Any student wishing to stage a demonstration or protest must obtain permission from the Senior Vice President of Enrollment Management and Student Life and the Assistant Vice President of Public Safety.

Sales and Solicitation of Goods and Services

Individual students and/or student organizations wishing to conduct sales, fundraising or promotional activities must receive written authorization from the Office of Student Involvement and Connections. The use of University facilities and/or property for personal sales activities by community members or non-university organizations without prior discussion and authorization with University personnel is prohibited.

Outside groups or non-affiliated organizations wishing to provide information on campus (at cost or no fee) need to be approved by the Office of Student Involvement and Connections. Those not registered may be asked to depart immediately. Documentation of persona non grata may be sent to the organization. Any concerns regarding any solicitation should be immediately relayed to the Department of Public Safety.

Smoke-Free Environment Policy

The University is committed to providing a safe and healthy environment for students, faculty, and staff on its campus. The University prohibits smoking in all of its buildings. In compliance with Massachusetts Smoke-Free Workplace Law, M.G.L. Ch. 270 §22, the University is has a smoking policy. This policy prohibits the use of any smoking paraphernalia, including electronic

cigarettes and/or vapor smoking devices, and hookahs, within 25 feet of any University building, its entrance or windows. Furthermore, no smoking is permitted within any University building.

Title IX Policy

Discrimination and harassment based on sex, gender, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity is prohibited and will be handled pursuant to Western New England University's Title IX Policy & Grievance Procedures.

[Click Here to Report an Incident](#)

Transcript Notation Policy for Suspension from University and Dismissal from the University

If a student is found responsible for violating University policies, rules, or regulations through the conduct process, a notation will be placed on the student's transcript.

Suspension

Where the sanction is a suspension, the following notation will be listed: "Suspended after a finding of responsibility for a University Policy violation." The notation will be automatically removed after the suspension ends provided the term of suspension has been completed and any conditions thereof; and a determination is made that the student is once again "in good standing" with all applicable University and academic and non-academic standards.

Dismissal

Where the sanction is dismissal, the following notation will be listed: "Dismissed after a finding of responsibility for a University Policy violation." The notation on the transcript will be for a minimum length of time, to be designated by the hearing officer at the time other sanctions are imposed.

Student Withdrawal during Conduct Process

If a student respondent withdraws from the University while University conduct charges are pending and the student declines to complete the student conduct process, the following notation will be placed on the student's transcript: "Withdrew with University Policy violation pending."

Students who withdraw from the University and decline to complete the student conduct process forfeit any right to resume the conduct proceedings at any point in the future.

Conduct charges are considered "pending" once a student is informed in writing that there are allegations that the student may have violated the University's Student Code of Conduct.

Weapons Policy

The University prohibits the possession, use, or distribution of weapons by any person on the property of the University or at a University-sponsored event except as expressly provided for in this policy.

The term “weapon” includes, but is not limited to: any firearm, stiletto, dagger, knife, sling shot, black jack, metallic knuckles, pellet guns, BB guns, mace, pepper spray, open flames, ammunition, chemical agents, explosives and potential ingredients thereof (including but not limited to firecrackers and fireworks), paintball guns, replica guns, electronic incapacitation or other stun weapons, and any other object (including an otherwise innocuous object) that the University determines could be used (or is being used) to harass or injure another individual or that the University determines has the effect of intimidating another individual.

The University’s prohibition on weapons applies regardless of any federal or state license that has been issued to the person possessing the weapon. This prohibition extends to firearms and weapons stored in vehicles that are brought on campus.

The sole exceptions to this policy are as follows:

- Any exception to this policy authorizing the presence of a weapon by the President of the University in writing.
- In compliance with Federal and State Laws, Active Duty Law Enforcement Officers and Qualified Retired Law Enforcement Officers are permitted to carry a concealed firearm on campus.
- The University’s Department of Public Safety may choose to store a firearm in a secure location for an Active Duty or Retired Law Enforcement Officer upon request. The University requests that any Active Duty or Qualified Retired Law Enforcement Officer that intends to carry a concealed firearm on campus disclose their desire to Department of Public Safety.

PROHIBITED BEHAVIORS: VIOLATIONS OF CONDUCT

The following behaviors and actions are prohibited: students engaging, attempting to engage, or assisting in the following are subject to disciplinary sanctions.

Violent or Endangering Behavior, Verbal Abuse

The University prohibits all manner of violent behavior and may pursue a conduct review for students who engage in violence in any form, from verbal or physical abuse, harassment, and fighting, even in mutually instigated cases. Students are advised that the University views these matters as severe and unacceptable in the community.

The following actions and behaviors are prohibited:

- a) Conduct that threatens or endangers the health or safety of another person.
- b) Violent behavior including but not limited to fighting, verbal or physical abuse, or contributing to the violence of others.
- c) Verbal abuse and harassment
- d) Verbal abuse or willful damage to the reputation or psychological well-being of another
- e) Bullying by any means, including electronic media (e.g., cyber bullying);
- f) Harassment or annoyance of another person in any manner, including written correspondence, electronic mail/media, phone, or by proxy.
- g) Expression that is lewd, indecent, obscene, or degrading or demeaning to others
- h) Discrimination, harassment, or unlawful bias, on the basis of on the basis of race, religion, color, national origin, age, marital or parental status, military service or veteran

status, disability, genetic information or any other legally protected status, pursuant to the Policy & Procedures Prohibiting Harassment, Discrimination, and Unlawful Bias.

- i) Sex Discrimination, including Sex-Based Harassment, pursuant to the Title IX Policy & Grievance Procedures

Civility Policy

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

The following actions and behaviors are prohibited:

- a. Disorderly or disruptive conduct
- b. Failure to comply with the directions of University officials or individuals working in conjunction with the University who are acting in performance of their duties
- c. Use of electronic devices to violate the privacy of another person
- d. Failure to adhere to, or complete, any disciplinary sanction imposed in accordance with the Code of Conduct
- e. Any form of dishonesty or withholding information, including but not limited to theft, falsification of information, fraud, and willful deception, falsification of identification, and/or improper use or disclosure of information.

Disruption of University Activities

Participating in an on-campus or off-campus demonstration, civil disturbance, or conduct that prevents, limits, creates hazards for or impairs the teaching, research, or public service, community, professional, athletic, organizational, administrative, clinical academic, and/or ordinary business of the students, staff, and faculty. Please see the policy on Right to Assemble/Peaceful Demonstration Guidelines.

Disruption to the Academic Environment

Disruption of the academic environment means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach and/or a student's ability to learn.

Disruptive student conduct is student behavior in a classroom or other learning environment (including both on and off campus locations), which disrupts the educational process. Such behavior includes, but is not limited to:

- verbal or physical threats
- repeated obscenities
- unreasonable interference with class discussion
- making or receiving personal phone calls, text messages or pages during class
- excessive tardiness
- leaving and entering class frequently in the absence of notice to instructor of illness or other extenuating circumstances
- persisting in disruptive personal conversations with other class members

For purposes of this policy, it may also be considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class.

Fire Safety Equipment

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

The following actions and behaviors are prohibited:

- a) Failure to evacuate a building during a fire alarm.
- b) Disabling, removing, or tampering with exit signs or emergency lighting
- c) Disabling, misusing, removing, or tampering with fire alarm systems and/or other building safety equipment
- d) Tampering with or discharge of fire extinguishers
- e) Tampering with or damaging smoke detectors, sprinklers (including hanging anything on sprinkler heads), or stand pipes.
- f) Causing or contributing to a fire or flood on University property

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

The following actions and behaviors are prohibited:

- a) Damage to University property or another person's property
- b) Theft or possession, sale, or distribution of stolen property
- c) Misuse or unauthorized use of University property or services or another person's property
- d) Littering, graffiti, or vandalism
- e) Unauthorized entry into or use of University premises
- f) Unauthorized possession or use of keys, fobs, or University ID

Misuse and/or Unauthorized Use of Technology/Computer Usage

Those who violate University policies and/or laws governing computer usage may incur temporary or permanent loss of technology-related privileges, fines, assignment of financial responsibility, discipline up to and including expulsion as a student, and/or legal action.

Please see https://connect2u.wne.edu/campus-services/information-technology/Documents/Acceptable_Use_Policy.pdf for detailed policy expectations.

Violations of state, federal, or local laws

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

Violation of University Policy

Violation of any University policy, regulation, or rule, including but not limited to policies set forth by University personnel, and policies and regulations published in hard copy or available electronically on the University's website.

Residence Life Policies & Prohibited Behavior

Students residing on campus, upon completion of their housing application, also agree to adhere to the Resident Student Housing Agreement which can be found at this website: <https://wne.edu/residence-life/living-on-campus.cfm>

Dining Plan (Meal Plan) Participation and Fees:

Meal Plan fees are billed on a semester basis and cannot be changed or refunded after the first two weeks of the semester.

Housing/Dining Plan Rates for New and Transfer Students for the 2024-25 Academic Year: <https://www1.wne.edu/cost-and-aid/undergraduate/cost.cfm>

Dining Plan (Meal Plan) Participation - Special Dietary Needs: Exemption from the University meal plan occurs solely for a documented health condition that requires a diet which is medically necessary and cannot be accommodated by the food service provider at the University.

It is the responsibility of the Student to inform the Office of Student Accessibility Services of the specific nature of their dietary need and preference to receive a special accommodation or exemption. More detailed information is online at the webpage for the office of Student Accessibility Services: <https://wne.edu/student-accessibility-services/index.cfm>.

False Alarms

A false alarm is extremely dangerous. Anyone found to have intentionally set off a false alarm will be evicted from University housing and may also be subject to suspension or expulsion from the University and prosecution to the fullest extent of the law.

Fire Safety Violations

Residents are cautioned against creating a fire hazard or situation that endangers others. Non-approved electrical equipment will be confiscated and may result in disciplinary action. Candles, incense, halogen lamps, gasoline/kerosene tanks, or any flame- or heat-producing items are strictly prohibited and will be confiscated.

Excessive wall hanging and overloaded electrical sockets are also considered fire hazards. All electrical appliances and equipment authorized for use within the residence halls must bear the mark of an approved testing laboratory (e.g., UL, FM, etc.).

If a resident has an electrical concern in their room, the resident must submit a work order. Use of firefighting equipment for any purpose, except for which it is intended, is prohibited and is a

violation of state law. Impairment of the firefighting system could cause loss of life and significant damage to personal belongings and University property. Students who participate in such activity will be subject to disciplinary action.

To ensure fire safety, evacuation drills are held at least once per semester in all residence halls and areas. It is important for residents to familiarize themselves with the evacuation procedures to avoid panic in the event of an emergency. Participation in drills is mandatory. Violation of any aspect of these regulations will result in disciplinary action.

In case of an alarm, residents should first touch their door to feel if it is hot, and also look under their door for any smoke seeping in. If it is safe to evacuate, students must leave immediately by way of the nearest exit.

Residents should not use elevators (if available) during a fire alarm. Residents should assemble outside at the Emergency Assembly point, which is at least 50 feet away from the building, not in the fire lanes, since these must be kept clear for fire equipment. Residents should not re-enter the building until Campus Police allows them to do so.

To the extent that personal safety permits, Residence Life staff will assist residents with evacuation; however, it is the sole responsibility of each resident to evacuate whenever an alarm sounds. Residents should NOT wait for a Residence Life staff member to tell them to evacuate. Any resident who does not leave a building when an alarm sounds will be subject to disciplinary action.

In addition, the City of Springfield Fire Inspector inspects the residence halls and areas on a quarterly basis. Facilities Management Staff escorts this individual through the residence halls and areas. These inspections may or may not be announced.

Guests/Visitors Policy

A guest is any person who is not a student at the University. All students are responsible for the actions of their guests and are subject to accountability through the conduct process.

The presence of an overnight guest in the residence areas must not exceed two (2) consecutive nights or four (4) nights in any seven-day period. Any indication that a guest is abusing this policy or utilizing University housing as a place of residence may result in discipline, including the guest being restricted from University property and accountability for the student host. The University reserves the right to remove a guest from the campus at any point.

Health and Safety Inspections

Residence Life Staff conduct room inspections in the residence halls throughout each semester. The intent is to ensure that there are no hazardous materials and/or prohibited appliances in the rooms. Generally, students will receive 24-hour notice before the inspection. However, notification of inspection time and date need not be posted. Students do not have to be present for the Residence Life Staff to enter their rooms. If a violation has been identified, the student will be notified and given 48 hours to correct the matter (i.e. remove the item). The University's interest is to provide a safe and healthy community to all resident students, and it requires each student's full cooperation. It is important to remember that the actions or decisions students

make in their rooms can have an impact on the other members of the community in which they are living.

Music/Amplified Sound Policy

Use of amplified sound is regulated and may only be used in connection with an approved campus or student organization event taking place. All noise levels must be maintained at a reasonable level.

Pets

All animals are strictly prohibited inside residential facilities, except as allowed under the Service Animal Policy or Emotional Support Animal Policy. Guests may not bring pets inside the residential facilities.

Quiet Hours in Residence Areas

Each residence area has quiet hours, beginning at 10:00 p.m. on weeknights and at midnight on weekends. All individuals in those areas, including visitors, are to respect the enforcement of quiet hours. Given the number of students living in any given area, quiet hours are intended to promote an environment conducive to study and rest. This is a group responsibility, in that each resident has an obligation to monitor themselves and confront others who may be too noisy. If a resident attempt to ask a neighbor to respect quiet hours and is unsuccessful, they can contact a Resident Advisor for assistance. There are also extended quiet hours during finals week. Courtesy hours are in effect 24 hours a day, 7 days a week to support the living and learning community. A fine or other sanctions can occur for excessive noise during this time frame. University staff reserves the right to determine what constitutes excessive noise or an unreasonable interruption adversely impacting the living environment and to intervene on that basis.

Health and Safety Inspections

Residence Life Staff conduct room inspections in the residence halls throughout each semester. The intent is to ensure that there are no hazardous materials and/or prohibited appliances in the rooms. Generally, students will receive 24-hour notice before the inspection. However, notification of inspection time and date need not be posted. Students do not have to be present for the Residence Life Staff to enter their rooms. If a violation has been identified, the student will be notified and given 48 hours to correct the matter (i.e. remove the item). The University's interest is to provide a safe and healthy community to all resident students, and it requires each student's full cooperation. It is important to remember that the actions or decisions students make in their rooms can have an impact on the other members of the community in which they are living.

Safety & Security Related

The following standards are designed to promote personal safety and the safekeeping of University and Student owned property:

- University staff is authorized to remove all devices which, in their judgment, present a clear and present danger to the safety and welfare of others or are in violation of University policies or regulations. This includes but is not limited to items that are set up or considered decorations.

- If a Student has reason to believe that University property is in need of repair, they should utilize the University's online work order system to initiate a request for service. This is found in Connect2U.
- If a Student believes that the condition of University furniture could cause harm or injury, they should immediately notify University personnel, and should stop using the item until it is checked. An online work order should also be completed and the comments section should indicate the Student's belief that the item is unsafe for use.
- A Student should lock and secure their assigned living space each and every time the Student leaves the premises. Additionally, even when present, a Student should lock their assigned living space so as to prevent intrusion.
- A Student remains fully responsible for what occurs in their assigned space, particularly if the Student fails to secure the living space.
- A Student shall not modify, tamper with or alter any lock, locking mechanism, door and/or window allowing ingress and egress to their assigned living space. A Student is responsible for the costs of repair and/or replacement for any damages and/or missing University property occurring as a result of such modification, tampering and/or alteration.
- If not present, the Student remains fully responsible for what occurs in their assigned living space, particularly if:
 - They failed to secure their living space before departure, thereby allowing access and/or egress by others in their absence;
 - They failed to secure their living space by modifying, tampering with, or altering any lock, locking mechanism, door and/or window allowing access and egress to the assigned unit;
 - They departed from their living space and left other person(s) present and unsupervised.
- Sprinkler heads in personal or community living space must not be touched or tampered with for any purpose.
- No items should be stored in access/egress routes (hallways, stairwells) as well as the foyers in Plymouth Complex and Gateway Village.
- Paper or other materials cannot be hung from the ceiling or used to cover lighting.
- Room door postings/displays are limited to one message board and a small door tag for each occupant. Doors may not be wrapped or fully covered with paper.
- Informational or decorative items should be put on University provided bulletin boards and secured at each corner with tape or staple. The overlapping of items should be avoided.
- Wall space between doors/doorways may be used as a posting area by University staff only.
- Emergency equipment such as fire alarms, smoke detectors, fire extinguishers, sprinklers, exit doors and exit signs are provided to promote the safety of all residents. Such equipment should be used only for legitimate purposes. Unacceptable use and/or misuse of this equipment may result in a Student being charged for the repair and replacement costs of the equipment, a monetary fine and be held accountable under the Student Code of Conduct.
- All Students are expected to immediately evacuate the building when an alarm or detector is activated and to proceed to the designated emergency assembly point or other location, if so determined at that specific time. Students are expected to participate in any and all emergency evacuation drills.

- When an alarm or detector has been activated, University staff reserves the right to check the living space to ensure that Students have vacated the premises. A Student's failure to evacuate when an alarm sounds may be held accountable under the Student Code of Conduct.
- The University provides window treatments in every housing unit. Students are not permitted to hang their own curtains or other window treatments.
- Possession and use of laser cutting machines, 3D printers or other such machinery is not permitted in any University residential facility. The residence halls do not provide the appropriate space and ventilation for use of such machines as they often require exhausted chemicals and vapors being released into the air. The University reserves the right to require the removal of other similar machinery that may pose similar health and safety hazards.
- Decorative lighting (as in rope/bead lights or small holiday lights) are permitted, but cannot be woven through ceiling panels or ceiling grid work.

Window and Banner Policy

Banners may not be hung from windows or on the side of residential buildings without approval from the Office of Residence Life or Vice President of Student Affairs. The University reserves the right to remove posted materials in public view that may be deemed threatening, offensive, insulting or might otherwise lead to incivility between members of our community.

Unforeseen Circumstances

The University reserves the right to close residence facilities (or portions thereof) and/or food service operations without reimbursement to the Student in cases of emergency, acts of God, other unforeseen circumstances, including but not limited to pandemics and epidemics, as determined by the University.

CONDUCT PROCESS

Introduction

All University students are obligated to conduct themselves in a manner compatible with the University's function as an educational institution and suitable to members of the University community. The University may at any time exclude a student or impose disciplinary sanctions on a student for violations of the student code of conduct. The Student Code of Conduct and conduct process is administered under the general direction of the Vice President for Student Affairs and day to day responsibilities are managed by the Director of Community Standards and Education.

Determining Accountability

The standard of proof for any violation of the Student Handbook is based upon the preponderance of the evidence. This means that based on the information available, it is more likely than not premise that a violation occurred.

Conduct Process

For purposes of the conduct process, an individual who is the subject of a complaint is referred to as a “Respondent” and the individual making the complaint or alleged to be the victim of a conduct violation is the “Complainant”.

Western New England University views misconduct intervention as an opportunity for one-on-one interaction with two intended outcomes: (1) to modify or stop certain behavior and (2) to help the student understand why their actions are unacceptable in the community. This framework gives students the opportunity (and responsibility) to compare their personal standards of behavior with a different set of standards – those established by Western New England University. Students are to understand their level of responsibility for individual actions; our responsibility is to assist in providing methods for more positive behavior. The goal of a conduct intervention and review, is to help students understand and acknowledge their obligations as members of this community and to advance the University’s educational mission by defining and establishing certain norms of behavior.

The University encourages open and honest communication between members of its community. Most conflicts can be resolved independently by the individuals involved; students are encouraged to confront issues of disagreement or conflict and to explore joint solutions. In addition, the University provides resources to individuals who need assistance in informal conflict resolution. Those resources include Peer Advisors, Resident Advisors, and professional staff within the Division of Student Affairs and Public Safety.

Any member of the University community may report an incident by a student(s) or student organization(s) that allegedly violated the Student Code of Conduct. Reports may be made on or on behalf of any member of the University community. For cases involving Sex Discrimination and Sex-Based Harassment, the process in the Title IX Policy & Grievance Procedures will apply.

University conduct reviews are internal and are not an extension of any external judicial system. The University may initiate conduct proceedings regardless of pending civil or criminal action involving the same or a different set of circumstances. A conduct review may proceed before, simultaneous with, or after external investigative or judicial action, and the University is not bound or impeded by any action taken by external authorities. Conduct reviews are fundamentally fair to students and are notably different from those used in a civil or criminal proceeding.

Initial Screening

The Director of Community Standards, Policies & Conflict Resolution (or their designee) (the “Director”) reviews all incident reports and supportive materials provided. The Director will determine if the charges have merit and/or if they can be disposed of. The Director will determine if the matter should be resolved through a conduct review. Alleged violations of University policy(ies) are noted and an Administrative Officer is assigned to provide a more detailed review and meetings with students involved. The Director will compile the information from all reports submitted by University personnel and statements by witnesses (if applicable) for the Administrative Officer to utilize in meeting with a student(s).

Notice to Student

Alleged violations will be presented to the student in writing via university issued email. The student will be notified of the incident date (if known), brief description, and the date, time, and location of meeting. When notified, students are required to attend all student conduct reviews. If the student does not respond or fails to appear, the conduct process shall still occur.

Parents/Guardians and Attorneys

Only procedural questions are discussed with a parent and/or legal guardian while a Conduct Review is pending. All questions or concerns (written or verbal) from one or more individuals acting in the capacity of an attorney are referred to the University's Legal Counsel. All substantive questions, concerns, or comments concerning student conduct, as well as any written correspondence, including the filing of an appeal, must come directly from the student(s) involved. Attorneys may not attend any student meeting. Parent(s) and/or legal guardian(s) may not attend any student meeting (unless a student is a minor) while a Conduct Review is pending, during the timeframe where an appeal may be submitted, or while an appeal is pending.

Standard Conduct Review (up to removal from Residency)

In many cases, the Respondent will meet with an administrator. The Respondent discusses the matter and is given the opportunity to review all materials and discuss their perspective of the situation. The administrator shares the alleged violations and the Respondent either accepts responsibility for each alleged violation, is found in violation of the violation by the administrator, or is found not in violation. Each violation is determined independently. Based on any alleged violations, the Respondent and administrator can discuss a status and potential sanctions or fines. Within three business days of such meeting, the Respondent will be sent a confirmation letter with the summary of the review.

Conduct Review (consideration for suspension or dismissal)

In instances where information leads the University to look at suspension or dismissal as a potential outcome, the Respondent will engage in an introductory meeting (pre-hearing) to review the process, review materials that led to the conduct review and answer questions pertaining to the process. This process is more detailed than a standard conduct review. 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.

Conduct Review Procedures

- The Administrative Officer receives all paperwork. The students' academic schedules are reviewed for a mutually convenient meeting time.
- The Respondent receives notice of the review including: date, time, location, witnesses and advisor name.
- Information is then shared with the Hearing Officer: this is the individual who will determine if the Respondent should be held accountable and for which violation(s).
- On the date of the review, the Hearing Officer presides over the process and audio records the meeting.
- The Respondent provides, verbally and in writing, an opening statement.

- The Administrative Officer reads an opening statement.
- The Administrative Officer invites witnesses in to verbally share their information. Questions for all individuals are channeled through the Hearing Officer
- The Respondent provides a closing statement.
- The Administrative Officer provides a closing statement.
- The Hearing Officer concludes the review.
- All notes from the Administrative Officer, the Respondent, and the Advisor are collected by the Hearing Officer.

Advisors

Any student who is engaged in a Conduct Review (consideration for suspension or dismissal) may seek assistance from an Advisor of the student's choice. The Advisor must be a member of the University community (current student, faculty member, or staff member) and may not be legal counsel or acting in this capacity.

Advisors are permitted to review all material provided to the Respondent (with the Respondent present), subject to applicable records disclosure laws, and attend meetings and reviews, but may not speak during a Conduct Review. The Hearing Officer, at their discretion, may seek out clarification or information from the Advisor.

Notice of Decision

The Hearing Officer will notify the Respondent of the decision (and sanctions, if any) within one week of the date the Conduct Review(s) hearing is/are concluded for the alleged misconduct. A decision will be provided by email.

Sanctions

When a party is found responsible for violating the Code of Conduct, a sanction will be imposed. It is the goal of the University to implement sanctions that are educational and contribute positively to personal growth and student well-being. Students are encouraged to engage in the process and complete the sanction(s) by the deadline to avoid further consequences.

The following sanctions are meant to serve as a guide in the conduct process. This is by no means an exclusive or exhaustive list. Each case is unique and is assessed based on various factors, including the nature of the violation, prior conduct history, and the specific circumstances involved. This individualized approach ensures that sanctions are equitable and relevant to the situation at hand.

Sanctions of disciplinary probation, removal from University housing, suspension from the University and dismissal from the University may be shared with employers if requested. Other professional organizations and certifications (i.e. bar review) may require full release of all records on file.

List of Minimum Conduct Sanctions:

- 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 on 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.

- B. **Suspension from the University:** Suspension is a separation from the University 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. Students may request that the notation be removed at the termination of the 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. **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 or other costs 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 or is dismissed from a trip while it is underway.
- F. **Campus Restrictions and/or Modifications:** Re-assignments to housing or restrictions from varied residence areas may be imposed as part of sanction.
- G. **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.
- H. **Censure:** Censure may be assigned for a stated period of time. It 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 may warrant probationary status.
- I. **Warning:** This is an oral or written statement to the student that they have violated the Student Code of Conduct. A warning may be taken into account in judging the seriousness or determining sanctions for future violations.
- J. **Educational Sanctions:** Educational sanctions are intended to promote student learning as a result of misconduct and may include counseling referrals, a formal apology, and assignments to educational programs, a research or self-reflection paper or any other type of similar action. A failure to fulfill educational sanctions in a satisfactory manner may be cause for further accountability.

The University reserves the right to put the status of any sanction in abeyance. This means the status is put on hold.

Parental/guardian notification will be made for students who receive a status of disciplinary probation, removal from residency, suspension from the University or dismissal from the University.

Appeals

Incidents that result in disciplinary probation, removal from residency, suspension from the University or dismissal from the University are available for appeal. Respondents are not entitled to a re-hearing of the case. Respondents may seek one review only on the basis of one or more of the following:

- a procedural error that unfairly and materially affected the outcome of the case;
- the discovery of new information that could reasonably be expected to alter the decision and was not available at the time of the hearing; or
- the sanction is inconsistent with the gravity of the offense.

A Respondent wishing to file an appeal must submit a written request to the Division Student Affairs through the Guardian Conduct Software within seven days after the date that the notice of decision was emailed to the Respondent. The request must state the grounds for review and provide any additional information that the Respondent deems relevant to the appeal.

Reviews will be made by an Administrator who will review a report of the hearing and the Respondent's appeal submission including any additional relevant information provided by the Respondent. No hearing will be held on an appeal. The Administrator can affirm the original findings and sanction(s), or can impose a new decision and sanction(s). The decision of the Administrator is final and binding.

Modification of Community Standards Procedures

The University retains the right to determine, in its sole discretion, if it will address a report of misconduct outside of these procedures when the safety of the University community is at risk, if the material facts are undisputed, if there are extenuating circumstances involving any party, or if the Vice President of Student Affairs or Director, in consultation with appropriate administrators, determines, in their sole discretion, that it is otherwise in the best interest of the University and/or the community to do so. The Director may modify the procedures after taking into consideration the support and privacy needs of the parties and/or other potential hearing participants. This may include, but is not limited to, alteration of the hearing room, use of multiple rooms, video-conferencing equipment, or other electronic means. The timely resolution of allegations that surface at specific points in the academic year (e.g. summer and winter intercessions, shortly before the end of classes and/or commencement exercises) may also require modification in the administrator availability is significantly affected. Sanction type and sanction terms are not limited to what is expressly outlined solely in this document.

Misconduct of Students Who Are Affiliated with the University for Non-Academic Reasons

Enrolled students who are also affiliated with the University for non-academic reasons when the University is not in session (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 while in that participation in events and/or campus residency is at the discretion of the University, the decision of the Administrative or Hearing Officer is final and binding. If the decision includes removal from University housing, departure is expected within 24 hours of verbal notification. For graduating seniors, this accountability may include forfeiture of the privilege of participation in any and all commencement events.

Interim Measures

At any point in time prior to the final resolution of charges, WNE may take interim action of a protective and/or remedial nature, including but not limited to, suspension or issuance of a “no contact order.” Other possible interim measures include: removal or relocation of living arrangements, banning respondent from areas of campus, and temporarily suspend the respondent from one or more WNE activities or program.

For temporary removal or relocation from residential locations, the Associate Dean of Students or Director of Residence Life, as designated by the Dean of Students, are responsible for issuing interim measures.

In cases involving specific code of conduct allegations, the complainant can request support from the Office of the Dean of Students to adjust academic, residential, employment, and transportation circumstances. The University will strive to fulfill reasonable requests to the best of its ability if feasible. Additional measures to mitigate health or safety risks may also be implemented. The University reserves the right to contact a parent/legal guardian of a student who has been placed on interim suspension.

IMPORTANT STATE AND FEDERAL LAWS AND LEGAL RIGHTS/RESPONSIBILITIES

While the Student Handbook focuses on the expectations from the University, those policies are predicated upon federal and state laws. Below are commonly referred to laws that impact a student while at the collegiate level and the opportunities for assistance on campus. It is expected that students follow all federal, state, and local laws.

Student Right-To-Know and Campus Security Act (CLERY)

The University is in compliance with the federal Student Right-to-Know and Campus Security Act which requires Universities to disclose certain statistics and campus security policies. According to the requirements, data in these areas were tabulated beginning July 1, 1991, and reported

during the summer of 1992 and each summer thereafter. It is the University's policy to provide information concerning security services available on campus.

Campus crime statistics are available from the University's Department of Public Safety. Also, Enrollment Services makes available data on graduation rates, athletic participation rates, and financial support.

Pursuant to the Campus Sex Crimes Prevention Act, any member of the Western New England University community may obtain information provided by the Commonwealth of Massachusetts as to any registered sex offender who may be enrolled or working at the University by contacting the Department of Public Safety.

Western New England University provides annual statistics concerning criminal offenses reported to campus security authorities or local police agencies, as well as our security policies. Information can be found on the Department of Public Safety website at <https://www1.wne.edu/public-safety/clery-act-and-title-IX.cfm>

Title IX of the Higher Education Amendments of 1972 as amended by public law 93-568

Sex Discrimination, including Sex-Based Harassment (as defined in Title IX) are not tolerated at Western New England. Western New England University complies with Title IX. Information about Title IX is [available HERE](#), by contacting the Title IX Office, and in Western New England University.

Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)

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

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar in Enrollment Services or other appropriate official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request an amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Students may ask the University to amend a record that they believe is inaccurate or identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her

right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (as amended), students have the right to withhold the disclosure of any or all of the items.

Written notification to withhold any or all items must be directed to Enrollment Services by the publicized deadline.

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

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

Only parents of dependent students have access rights to the records of students. In compliance with the Family Education Rights and Privacy Act of 1974 (as amended), the University reserves the right to disclose information about dependent students to their parents without a student's written consent. Information will not be released until the University is assured that the parent is entitled to such information.

Students have the right to review their disciplinary records, which are maintained by Enrollment Services. Students may challenge the content of those records which they believe to be inaccurate or misleading. In order to review records, students should make an appointment with Enrollment Services. In order to maintain the confidentiality of other students, Enrollment Services will review the file with the student in summary form. Duplicate copies of the file will not be issued to the student. More information can be [found here](#) on the WNE Enrollment Services webpage.

NOTE: Students and their parents/guardians receive notice of FERPA and their rights through receipt of the Student Handbook publication each year.

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

The law requires all public and independent Universities, colleges, high schools and vocational schools to make available affidavits of voter registration forms wherever students register for classes. Massachusetts residents will find such forms in Enrollment Services in the D'Amour Library. Students who wish to register in another state may not use these forms. Out-of-state students who want to vote in their home state must use either a mail-in form supplied by an election official in the home state or the federal mail-in affidavit of voter registration. The latter may be obtained by writing or calling the Massachusetts Elections Division, Room 1705, McCormack Building, One Ashburton Place, Boston, MA 02108; 617-727-2828 or 800-462-8683.

Massachusetts Hazing Policy (Massachusetts General Laws, Chapter 269, Sect. 17- 19)

- The Massachusetts General Laws state:
- Section 17: Hazing; organizing or participating; hazing defined. More information can be [found here](#).
- Section 18: Failure to report hazing. More information can be [found here](#).
- Section 19: Issuance to students and student groups, teams and organizations; report. More information can be [found here](#).

The Massachusetts Clean Indoor Air Act (Massachusetts General Laws, Chapter 270, Sect. 22)

The Massachusetts Clean Indoor Air requires that smoking be prohibited at private Universities within the Commonwealth except in areas designated by the university as smoking areas. All indoor smoking is prohibited. See the University's Smoke Free Environment Policy.

ACADEMIC POLICIES

(for a full listing of policies, please see [Academic Affairs | Western New England University \(wne.edu\)](#))

Satisfactory Academic Progress (SAP)

Western New England University is required by federal regulations to establish a reasonable [Satisfactory Academic Progress policy](#) to determine whether an otherwise eligible student is making SAP in his or her educational program.

Academic Advising and Student Responsibilities

The mission of the advising program is to foster a culture of student-centered collaboration to ensure holistic student support and personal development, so that each student's academic, life and career goals will be realized. Academic Advising is an essential component of the Western New England University culture, promoting success and personal development through a series of intentional and quality interactions between student and advisor. In this collaborative relationship, an advisor facilitates and supports the student who is an active and engaged participant in the process. Its fundamental purpose is to assist students with increased self-awareness, achievement of degree program learning outcomes, and a career focused plan for life after graduation.

Each first-year student is assigned a First-Year Advisor (FYA). This primary academic advisor is a faculty member normally associated with the student's college and plan of study. (Note: Through Student Affairs, each first-year student is also assigned a Peer Advisor, an upper-class student who serves as a mentor throughout the first year, and who helps new students to navigate the campus, connect to resources and find ways to get engaged through campus activities.) After the sophomore year and beyond, students are normally assigned or may choose a faculty major advisor according to the academic department in which the student's major is contained.

Each student also receives an assigned University Advisor (UA) in the Vanech University Advising Center, whom the student may consult as needed for the full term of undergraduate study (a replacement will be assigned if the University Advisor is no longer available to advise students). Students also have access to career advisors affiliated with their colleges of study. Academic advising is provided for part-time students through the appropriate college.

The ultimate responsibility for decisions on the student's academic choices and program of study remains with the student. Therefore, each student is responsible for understanding degree requirements and planning for orderly fulfillment of those requirements, including their General University Requirements. Students should also consult their faculty advisors to choose elective courses that both broaden and deepen their knowledge of disciplines that are important for success and well-being beyond the university experience.

Academic Integrity

Honesty in all academic work is expected of every student. This means but is not limited to the following examples. It is required to give one's own answer in all class work, quizzes, and examinations without help from any source not 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. Dishonesty or withholding information in academic contexts is covered under WNE's Academic Integrity Policy. Students are responsible for [University policies and procedures regarding Academic Integrity](#). Typical sanctions are an F grade on the paper, or other work involved, or an F in the course as a whole. [Policies for](#)

[repeating](#) a course apply. In addition, repeated violations of the academic integrity standards may result in suspension or dismissal.

Class Attendance

WNE has a [class Attendance Policy](#), including a [Policy for Student Absence due to Religious Beliefs](#). Notifications of absences for religious reasons should be provided in advance of the absence to the applicable instructor(s). Otherwise, students are expected to attend all class sessions for courses in which they are enrolled and should consult the policies established by the instructor for each individual course.

In the event that face-to-face classes cannot be held (for example, because of inclement weather or a facilities issue that closes a campus building), students should expect to attend classes virtually unless otherwise directed by their individual instructors or unless a full university closure is announced.

Mid-Year and Final Examinations

WNE has [Policies for Midyear and Final Examinations](#) that clarify for students what to do in the case of conflicting scheduled final exams and where to find the final exam schedule to ensure that students do not schedule travel that conflicts with scheduled exams.

Taking Coursework at Another College

Students wishing to take courses from outside WNE (or its consortium partner Acadeum) should comply with the [Policy for Taking Coursework at Another College](#). Grades for courses taken outside WNE are not factored into the calculation of the student's grade point average (GPA).

Transcripts

Transcripts of students' academic records may be requested from [Enrollment Services](#).

COLLEGE OF PHARMACY AND HEALTH SCIENCE ACADEMIC POLICIES

Students in the College of Pharmacy and Health Science should also consult the [Student Handbook](#) for the College of Pharmacy and Health Science.

LAW SCHOOL ACADEMIC POLICIES

Students in the School of Law should also consult the [Student Handbook](#) for the School of Law.