

**SPRINGFIELD COLLEGE**

**School of Human Services**  
**Student Handbook**  
**2010-2011**





# SPRINGFIELD COLLEGE

School of Human Services  
Student Handbook  
2010-2011

# Greetings!

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We are glad you are part of the learning community of Springfield College's School of Human Services (SHS).

As a learning community, we are a bridge that connects the experiences that you have had in the past with the opportunities that you will have in the future. During your studies in SHS, you assess what you have already learned, clarify where you want to be personally and professionally, and identify how to get there—a process that involves not just a couple of years of formal education, but a lifetime of learning to be all that you are meant to be as a human being in community.

And as a learning community, SHS needs to establish guidelines by which we all can learn and live together and by which we can encourage honesty and integrity as individuals and as a community. Thus, the *School of Human Services Student Handbook* is presented for those purposes.

The *School of Human Services Student Handbook* is a reference tool and a guide to policies and procedures for all campuses of the School. As a member of the learning community of the School, you are responsible to adhere to all the policies included in the *Handbook*. Therefore, please read the contents carefully. If you have any questions in regard to the policies, feel free to contact me or the appropriate personnel at your campus.

I wish you success in moving toward your personal and professional goals through the learning experiences in the School of Human Services,

Sincerely,



Robert J. Willey, Jr., Ph.D.  
Dean, School of Human Services

# Welcome!

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I would like to welcome you to Springfield College's School of Human Services. The School of Human Services has a thirty year history of creating an educational environment that fosters collective learning and student success. Because of our commitment to **YOU**, our entire staff: faculty, administrators and support personnel look forward to supporting you during each juncture of your educational journey.

There is no student question, concern or thought that we consider insignificant. We value the varied life and community work that each of you bring to this adult learning environment as well as the knowledge you have gained from these experiences. Hence, through our student support services we will assist you in facilitating the appropriate personal, professional and career development that you need to achieve your goals.

I invite you to call on us and best wishes for a successful academic year.

Sincerely,

A handwritten signature in cursive script that reads "Camille Elliott".

Camille Butterfield Elliott  
Associate Director for Student Services

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This edition of the *School of Human Services Student Handbook* is in effect as of September 1, 2010. It replaces all previous editions of the *Student Handbook*.

The contents of the *Student Handbook* are not to be interpreted as an irrevocable contract between the student and Springfield College. All policies and procedures in this handbook were accurate at the time of publication. Changes that occur after this publication will be described in official College documents that supersede all information in this handbook. Questions regarding interpretation of any policy or procedure should be directed to the Office of the Dean.

# Springfield College Mission

The mission of Springfield College is to educate students in spirit, mind and body for leadership in service to humanity.

## School of Human Services Mission

In accord with the mission of Springfield College, the mission of the School of Human Services is to provide broadly accessible higher education in human services for adult learners that embodies the principles of humanics, community partnership, and academic excellence to achieve social and economic justice.

## Our Goals and Objectives are:

### **To provide an educational experience that . . .**

- is recognized as having special strengths in social analysis, critical thinking, communication skills, and leadership for social and economic change;
- responds to student, workplace, and community needs;
- incorporates the knowledge adult learners bring to the classroom through collaborative learning and critical reflection.

### **To recruit, enroll and graduate highly motivated students who are committed to the distinctive philosophy of the College and the School, and who . . .**

- are economically and culturally diverse and have been historically denied access to higher education;
- reflect regional demographics;
- can and will engage in an education to help achieve economic and social justice.

**To create and maintain mutually beneficial alliances with communities and organizations that . . .**

- provide an environment where the human services community gathers to reflect and share knowledge and experience;
- provide resources and information to build and sustain organizations designed to serve community human service needs;
- provide fieldwork opportunities for students and faculty.

**To help society achieve social and economic justice by generating new knowledge about . . .**

- human services;
- adult teaching and learning;
- development and change in local, national and global communities.

**To establish and maintain working and learning environments that . . .**

- attract, develop, support, and retain competent faculty, administrators and staff who are committed to the School's mission;
- provide clean and attractive facilities as well as systems and equipment to support the programs of the School;
- foster meeting the objectives of the School through teamwork;
- clearly define roles, responsibilities and authority;
- encourage open, clear, comprehensive, and timely communication;
- acknowledge talent and creativity among faculty, administrators, staff, and students.

# Springfield College Phone Numbers

## College Administrative Offices

263 Alden Street  
Springfield, MA 01109

Office of the Dean, School of Human Services .....	413/748-3985
Business Office.....	413/748-3183
Financial Aid Office.....	413/748-3112
Registrar's Office .....	413/748-3530
Babson Library.....	800/730-LBRY
Career Services.....	413/748-3222

## SHS Campuses

### **Boston Campus**

The Schrafft Center  
529 Main Street, Suite 1M4  
Boston, MA 02129  
Phone (617) 242-3361  
Toll Free (866) 272-9056

### **Charleston Campus**

4390 Belle Oaks Drive, Suite 200  
North Charleston, SC 29405  
Phone (843) 554-7244  
Toll Free (866) 272-6004

### **Houston Campus**

2122 E. Governors Circle  
Houston, TX 77092  
Phone (713) 681-1120  
Toll Free (866) 252-8801

### **Los Angeles Campus**

111 North La Brea Avenue  
Suite 101  
Inglewood, CA 90301  
Phone (310) 673-5607  
Toll Free (888) 316-5111

### **Manchester Campus**

500 Commercial Street  
Manchester, NH 03101-1151  
Phone (603) 666-5700  
Toll Free (800) 727-0504

### **Milwaukee Campus**

744 North 4th Street, Suite 300  
Milwaukee, WI 53203  
Phone (414) 276-2300  
Toll Free (866) 271-2983

### **St. Johnsbury Campus**

347 Emerson Falls Road, Suite 2  
St. Johnsbury, VT 05819-9179  
Phone (802) 748-5402  
Toll Free (800) 441-1812

### **San Diego Campus**

5348 University Avenue, Suite 110  
San Diego, CA 92105  
Phone (619) 582-4002  
Toll Free (877) 271-7155

### **Springfield Campus**

263 Alden Street  
Springfield, MA 01109-3797  
Phone (413) 748-3204  
Toll Free (800) 727-0004

### **Tampa Bay Campus**

225 West Busch Boulevard  
Tampa, FL 33612  
Phone (813) 936-2800  
Toll Free (800) 724-2778

### **Wilmington Campus**

1007 West Orange Street, Suite 500  
Wilmington, DE 19801  
Phone (302) 658-5720  
Toll Free (800) 506-9270

# Statements of Importance

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## Anti-Discrimination

Springfield College does not discriminate in its admissions or employment policies and practices on the basis of race, sex, sexual orientation, age, color, religion, national origin, disability or status as a veteran. Springfield College is committed to fostering multicultural diversity in its faculty, staff, and student body. When acts of discrimination or exclusion are discovered, affirmative steps are taken to remedy such practices.

## Identification Cards

All students are required to have a Springfield College Identification (ID) Card containing an assigned student identification number, which should be in their possession at all times. This card is used for identification purposes in accessing College building and grounds, borrowing material from Babson Library, and attending College sponsored events. The first Springfield College ID Card is issued to a student at no charge. Replacements for lost or stolen cards will cost \$25.00.

Students should be prepared to show their ID Card when requested to do so by faculty, staff, or administrators.

## Official Communication

Students are ultimately responsible for using official Springfield College communication methods. Failure to use official Springfield College methods does not excuse students from the content that may be received through each method.

The official Springfield College communication methods are:

- Springfield College e-mail system
- Last address provided by students for official communication purposes

# Academic Policies

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## Attendance

### Class Attendance

Because of the accelerated schedule of all courses within the School of Human Services of Springfield College, missing any class session means missing a significant portion of an entire course. Absences are therefore detrimental to academic achievement. Regular attendance is expected of all students and is necessary for optimizing the School of Human Services learning experience and the overall value of classroom instruction. Furthermore, it is essential for the School of Human Services to keep accurate attendance records in order to comply with federal and state financial assistance programs, Veterans Administration benefits, scholarships requirements, and accreditation standards. It should be noted that failure to attend classes impacts eligibility for financial aid. There is no eligibility for financial aid for a course in which a student never began attendance even if the student remains registered for that course. Students who stop attending all classes in a term may lose some or all eligibility for financial aid for that term.

Once a course begins, students are expected to attend all class sessions and workshops for courses in which they are enrolled. However, it is recognized that class absences are sometimes necessary for extenuating professional or personal reasons. It is for these reasons that the following policy and procedures are established.

### Definition

An absence is defined as missing one-tenth of a class session (e.g. approximately 45 minutes of a seven-hour class at any time during the class).

### Policy

Students cannot be absent for more than 25% of the number of class sessions within a course (e.g. one absence in a course that meets four times). All absences must involve legitimate reasons, such as health problems, family emergencies, or unexpected employment-related duties. Exceeding the number of absences during a course results in an "F" for the course if the student has not submitted a written request for a course withdrawal or a leave of absence for the term. Eligibility for a course withdrawal or a leave of absence is possible only within the time limitations established by the School's Leave of Absence Policy and Withdrawal Policy. Requests for withdrawals or leaves of absence beyond the time limitations must be submitted in writing to the Dean of the School.

The student should inform the instructor in advance of an anticipated absence. In the event that this is not possible, it is the student's responsibility to communicate with the course instructor no later than three days after the absence has occurred.

In order to make up for the absence, the instructor is to assign the student a substantial course related make-up assignment, normally a research paper. The make-up assignment for the missed class and other assignments for the course must be fulfilled within the time frame determined by the instructor. If the student does not contact the instructor within the time designated and/or neglects to complete the additional assignment, the final grade for the course will be lowered as defined in the course syllabus.

## Class Lateness

Because of the accelerated schedule of all courses within the School of Human Services of Springfield College, it is important that classes begin and end on time making full use of all available class time. Therefore, students are required to arrive prior to the time class begins and remain in the classroom until class time is over. Failure to fulfill any of these attendance requirements will affect the student's grade for the course.

**Note:** The above policy relates exclusively to all courses taken on ground within any of the eleven campuses of SHS. Attendance Policy for online courses is consistent in principle with the above policy but differs in application to an asynchronous learning environment. Please check the School of *Human Services Guidebook for Online Students* for further information.

## Course Registration and Attendance

Only students who are officially registered for a course may attend class sessions. Students may not "sit in" on classes to make-up for classes that they were registered for and did not attend. Students who miss one class in a course that they are registered for must complete a make-up assignment. If a student misses more than one class, they may not "sit in" another section to get credit for the course.

## Auditing a Course

Students may register for one course for audit designation per term on a space-available basis. Audited courses are billed at prevailing tuition rates. Students are required to attend classes but are not required to complete course assignments. Audited courses are not eligible for financial aid.

An audit carries no credit, has no grade point equivalent, and is recorded as an X on the transcript. Although the course is entered onto a transcript, it does not affect a student's full- or part-time status. Audited courses are not eligible for credit earned through proficiency examinations, nor can the audited course be repeated for credit in subsequent semesters.

## Nonmatriculated Students

### Undergraduate

Individuals who have not been admitted to the School of Human Services but who wish to take undergraduate courses may do so as nonmatriculated students, that is, nondegree seeking students. Nonmatriculated status is an appropriate option for individuals seeking personal enrichment, career advancement, strengthening of academic skills, completion of core requirements for a concentration, or exploration of possible admission into a degree program.

Individuals interested in this option must submit a Nonmatriculated Application Form, which may be obtained from the Admissions Office of the instructional campus. Applications should be submitted as early as possible to ensure enrollment and must be received no later than the first class session of the course. Students must have already completed any prerequisites listed for courses for which they intend to register. A maximum of fifteen credit hours (equivalent to core requirements for all concentrations) taken as a nondegree

seeking student may be applied to a student's bachelor's degree program in the School of Human Services. Registration for additional courses beyond the fifteen credit hours as a nondegree seeking student will require approval from the Dean of the School of Human Services. Nondegree seeking students are subject to all regulations of the College.

Financial aid is only awarded to students who have been accepted into a degree program. Nonmatriculated students are not eligible to receive financial aid.

## Graduate

Students who have not been admitted to the graduate program who wish to take graduate courses are required to file a special student application along with transcripts demonstrating receipt of the bachelor's degree. Special students may be admitted to those courses for which they have the prerequisites with the approval of the faculty members who teach the courses and Graduate Division authorization. No more than 9 semester hours of credit taken as a special student at Springfield College prior to admission may be applied toward a degree.

Financial aid is only awarded to students who have been accepted into the degree program. Nonmatriculated students are not eligible to receive financial aid.

## Add/Drop

Students are only permitted to add courses prior to the first class of each term. No class can be added after the first class has met. Students may not drop a course after the last day of the second month of the term (October 31, February 28, June 30).

To add or drop a course(s), a *Change of Schedule Form* is used in consultation with the student's academic advisor. If dropping all classes for a particular term, the student must consult with his/her advisor and complete a *Leave of Absence Form*. Contact the campus Student Services Office with questions and/or problems. Failure to attend classes does not constitute withdrawing or dropping a class. The *Change of Schedule Form* can be found on the SHS website [www.spfldcol.edu](http://www.spfldcol.edu), quick links/School of Human Services, student services, forms, change of schedule, print.

## Leave of Absence

A leave of absence may be granted to a student who has completed graded courses for at least one term. Students wishing to drop all classes and take a leave of absence for a term need the approval of their academic advisor and must complete a *Leave of Absence Form*. The Office of Financial Aid will notify all lenders that the student is not currently enrolled and repayment of all outstanding financial loans may commence.

If after one year a student has not re-enrolled, the student will be withdrawn from the College as of the date he/she terminated academic study. During this period, any outstanding balance on the student's account will be pursued until collected.

# Withdrawal

## Course Withdrawal

Students who withdraw from a course after the Drop-Add Deadline (the last day of the second month of the term) receive a grade of "W." This grade appears on the students' transcripts for the course.

Once registered for classes, students are responsible for the tuition incurred. To voluntarily withdraw from a course(s), students must report to the campus to begin the withdrawal process. In circumstances where in-person withdrawal is not feasible, the student may initiate withdrawal action by writing or telephoning the campus. Absence from classes does not constitute withdrawal from a course; students must submit official withdrawal forms.

The withdrawal process involves completing a withdrawal form, having it signed by the academic advisor, and submitting the form to the records coordinator at the local campus. If the student has benefited from federal financial aid, he/she must meet with the financial aid coordinator at the local campus. A student who stops attending classes before the end of the term and fails to pass at least one course in the term is considered by the Department of Education to have unofficially withdrawn and the college may be required to cancel or reduce the student's federal financial aid. The student must also contact the business services coordinator to clear any outstanding charges or holds that may prevent continuation of the program at a later date or prevent the release of academic records.

## Program Withdrawal

Students who do not plan to continue their academic studies with the School of Human Services must meet with the campus director for an exit interview, at which time the various steps of the withdrawal process will be reviewed. The purpose of the interview is for the student to have an opportunity to review options and bring closure to the experience at the School. At that time, an effective date will be determined. This date will be used in processing any possible refunds.

Students who are withdrawing from the School must return the Student Identification Card that was issued to them. Withdrawals will not be processed unless the Student Identification Card is returned. Withdrawing students must complete a multi-part *Complete Withdrawal* form. Please be sure to mail it by Certified Mail, return receipt requested to the instructional campus, or obtain a receipt if the *Complete Withdrawal* form is hand-delivered.

## Tuition Refund

The refund policy provides that if a student's *Change of Schedule Form* is received by the 15th of the second month of each semester, the student will receive a 100% tuition refund.

**The deadlines for 100% credit are:**

October 15	for September Term
February 15	for January Term
June 15	for May Term

If a student's *Change of Schedule Form* is received from the 16th of the second month until the last day of the second month in each semester, the student will receive a 50% tuition refund.

**The deadlines for 50% credit are:**

October 31	for September Term
February 28	for January Term
June 30	for May Term

If a student's *Change of Schedule Form* is received after the last day of the second month, the student will be held responsible for the total amount of tuition whether or not the student attended classes. The course(s) withdrawn will remain on the academic transcript with the grade of "W".

## Credit Balance Refund

If a student has a credit balance on his/her tuition account, a refund check will be issued within 14 days, unless the student authorizes in writing the College to hold the credit balance for a future semester. On the Friday following the refund check being generated, the check will be mailed to the billing address on the student account. The refund check will be made payable to the student, unless the student requests in writing that the check be made payable to another party.

### Credit Balance Refund for California Campuses

The student has the right to a full refund of all charges less the amount of the Application Fee, if he/she cancels the enrollment agreement prior to or on the first day of instruction. In addition, the student may withdraw from a course after instruction has started and receive a prorated refund for the portion of the tuition and other refundable charges, if the student has completed 60% or less of instruction.

If the College cancels or discontinues a course or educational program, the College will provide a full refund of all charges. Refunds will be credited to the student account within 30 days of the cancellation or withdrawal.

## Non-Payment

For currently enrolled students, non-enrolled students, students who have been separated, dismissed, suspended, expelled, disciplined, withdrawn and/or have taken a leave of absence, the College will withhold all official transcripts, access to registration for courses and the awarding of diplomas to any student whose account is not paid in full when due. A late charge of \$50 will be assessed for each month that a payment is past due. The

student and/or the party who is responsible for the payment of the student account shall be jointly liable to the College for all costs of collection and reasonable attorney's fees incurred. The student is required to make full payment of all accounts prior to the deadline for commencement (date established by the registrar). Non-enrolled students with a balance on their account will be placed in collections. Once students register for classes, they are responsible for the tuition incurred. Not attending classes does not constitute withdrawing or dropping a class. Any changes to a student's course schedule require submission of a *Change of Schedule Form*. The *Change of Schedule Form* can be found on the SHS website [www.spfldcol.edu](http://www.spfldcol.edu), quick links, School of Human Services, Student Services, forms, Change of Schedule, print.

## Course Cancellation

If registration for any course is under ten students, the course is canceled unless it serves as a required course and may then be offered as a full course. Courses providing elective credit may be offered as independent studies.

# Grading

Faculty members will evaluate students' work and course grades will be assigned. Written papers, oral assignments, fieldwork, performance in class, and/or class attendance may constitute the basis for the grade awarded for the course. Faculty members generally outline the details for determining grades on the course syllabus. Often, any weighted factors for assignments will be outlined in the syllabus. Grade points are assigned to each grade and used in the calculation of the student's grade point average for the term's work or cumulative average. The grades and point values are:

Grade	Grade Points
A ( <i>exceptional</i> )	4.0
A-	3.7
B+	3.3
B ( <i>good</i> )	3.0
B-	2.7
C+	2.3
C ( <i>fair</i> )	2.0
C- (lowest passing grade on graduate level)	1.7
D+ (not awarded on graduate level)	1.33
D (not awarded on graduate level)	1.0
D- (not awarded on graduate level, lowest passing grade on undergraduate level)	0.7
F ( <i>failure</i> )	0.0
P (pass C- or better)	Not included in computation
I (incomplete)	Not included in computation
X (audit)	Not included in computation
W (withdrawal)	Not included in computation
*	Grade not submitted by instructor
IP	Course in Progress
CP	Credit Pending

Faculty have sole responsibility for awarding all grades except X, W, and IP.

The grade point average (GPA) is determined by dividing the sum of the grade points by the sum of the credits. An example is shown below:

<u>Course:</u>	<u>Earned Credits:</u>		<u>Grade:</u>	<u>Total:</u>
Core	4	X	A (4.0)	16.0
Elective	<u>3</u>	X	C (2.0)	<u>6.0</u>
	7			22.0

22.0 divided by 7 credits is equal to a GPA of 3.15. A student's cumulative GPA is shown on his/her grade reports from the Registrar's Office.

## Incomplete Grade

An instructor may give a grade of incomplete (I) following a student's request in situations where incapacitating illness or exceptional circumstances beyond the control of the student prevent the student from completing course requirements as determined in the sole discretion of the instructor. A student must complete the incomplete work no later than the end of the term subsequent to the term in which the "I" was received. All work must be completed prior to graduation.

A contract for incomplete grades must be completed. A copy of this contract will remain with the student, the instructor, the registrar, and the academic department offering the course.

If the student does not meet the conditions of the contract for the completion of the incomplete by the time specified or prior to graduation, the registrar will automatically change the "I" grade to an "F" grade or an alternate grade designated by the instructor that is based on the work completed. This policy applies to all students enrolled at Springfield College, effective Fall 1999. It does not affect "I" grades given prior to this date.

## Change of Grade

A request for a change of grade may be submitted under the following circumstances:

1. Fulfillment of the conditions of a *Contract for Incomplete Grade* (with the instructor's copy of the "Contract" attached to the *Official Change of Grade* form).
2. An error by the instructor, such as error in recording or calculating grades.

Faculty may not submit requests for grade changes later than one calendar year following the term in which the course was originally graded. After the degree has been conferred, no grade can be changed on the final transcript. This policy is not intended to supercede the academic grievance policy or the policy governing incompletes.

Requests for an exception to policy should be submitted by the student requesting the change to the Assistant Dean/Campus Director at the student's instructional campus.

## Repeating a Course

Students may repeat a course in which they have received an unsatisfactory grade. To do so, they must register again for the course at their own expense. Both grade entries will appear on the record card, but only the credit hours and grade resulting from the repeated courses will be used in computing hours and honor credits for graduation. This is true whether the grade for the repeat is higher or lower than the original grade. Students are not eligible for financial aid for repeated courses.

# Course Overload

## Undergraduate

Undergraduate full-time enrollment is defined as 12 credit hours. Some financial aid requirements necessitate 12 credits per semester as full-time minimum. A student wishing to take more than 12 credits in one semester must:

- have completed the prior learning process;
- have completed two full terms of course work;
- be in good academic standing with a “B” (3.0) average;
- have approval from his/her academic advisor.

If the overload exceeds 15 credits, the student must have the written approval with signature of his/her academic advisor.

## Graduate

Graduate full-time enrollment is defined as nine credit hours. Students wishing to take an overload must have completed one full term, be in good academic standing with a “B” average, and have permission of their academic advisor.

# Grade Appeal

A student may file an appeal for a grade received only in cases when:

- There is a discrepancy between the criteria, expectations, or standards outlined in the syllabus and a professor's actions and practices.
- There is some inconsistency in treatment across the student body enrolled in a course

A student must follow the following process to get fair and timely resolution of his/her appeal:

1. The student communicates directly with the instructor within 30 days of receiving the disputed grade. The instructor must respond within 14 days.
2. If not resolved in (1), the student appeals in writing to the Assistant Dean/Campus Director or his/her designee within 14 days of the instructor's response. The Assistant Dean/Campus Director or designee must respond to the student within 14 days and also notify the faculty of the continuation of the appeal process.
3. If not resolved in (2), the student appeals to the Dean of the School in writing within 14 days of response from the Assistant Dean/Campus Director or designee. The Dean will notify all parties of his/her decision. The decision of the Dean is final.

# Grievance

If a student believes that he/she has been treated unfairly, the student has the right to seek resolution of the concern through informal and formal processes. At any step in the process, the student may consult with his or her academic advisor or any other faculty or staff member for advice.

**Step 1 (informal process):**

Within 30 calendar days of the disputed action, the student must raise the concern with the instructor or appropriate party. The instructor or other party should respond to the student regarding this concern within 14 calendar days. (If the 30 days are interrupted by the close of a term or semester break, the remaining days will extend into the beginning of the following term. In situations in which the instructor or other party is on leave or no longer employed by the College, the student should proceed to Step 2).

**Step 2 (informal process):**

If the student and the instructor or other party do not agree to a resolution, the student has 14 calendar days from the instructor's or other party's response to raise the concern with the campus director in which the grievance occurred. The campus director should respond to the student regarding this concern within 14 calendar days and must notify the instructor or other party of the continuation of the grievance process.

**Step 3 (formal process):**

If accord is not yet reached through the steps above, the student may file a written grievance. The written grievance must be submitted to the Office of the Dean within 14 days following the campus director's response to the student. Upon receipt of the form, the Dean will conduct whatever review is needed to arrive at a resolution, including, if necessary, a meeting with the student and instructor. The Dean will notify all parties involved in writing of his/her decision and any subsequent actions. The decision of the Dean regarding the grievance is final.

This policy is not intended to supersede the Grade Appeal Policy, the Academic Honesty and Integrity Policy, or the Harassment/Discrimination Policy.

## Undergraduate Academic Progress Policy

This Institutional Academic Progress Policy applies to both full-time and part-time matriculated undergraduate students enrolled in the School of Human Services at Springfield College (SHS). A student is matriculated if he or she received official acceptance into Springfield College through the admissions process as a degree-seeking student.

### Academic Review

Following the close of each full term, a systematic SHS undergraduate records review is conducted by the Registrar to determine student academic standing status classifications. SHS undergraduate students will not be subject to review until they have attempted the completion of 12 cumulative credits at Springfield College.

### Academic Progress

**Full-time Status:** In order to be considered a full-time student at Springfield College, an undergraduate student must enroll in at least 12 credit hours in a semester. Full-time students are expected to earn a minimum of 24 credit hours in an academic year, comprising September, January, and May terms. The student who does not earn a total of 24 credits in the September and January terms may earn credit sufficient to meet or exceed the criterion through coursework taken the May term immediately following the review at the end of the January term.

**Financial Aid Eligibility:** In order to maintain continuing eligibility for financial aid, an undergraduate student is expected to complete with a passing grade ('A' through 'D-') at least 75% of all credits attempted for completion at Springfield College (not including transfer courses), as calculated at each academic progress review.

The calculation for the 75% pass rate in credit hours attempted for completion includes the Springfield College credit hours for which a student received a grade of 'A' through 'D-' and 'P' divided by the total number of credits the student has attempted for completion at Springfield College, including courses in which a grade of 'F', 'I', 'CP', 'W', or '\*' was recorded.

## Academic Standing

A matriculated undergraduate student enrolled in the School of Human Services must have a cumulative grade point average (CGPA) of at least 2.000 to be eligible for graduation with a bachelor's degree from Springfield College. The 2.000 CGPA is the minimum standard for the College; academic programs may have higher standards for entrance into or continuation in their undergraduate programs and students are responsible for reviewing program standards and requirements that are found in the official campus, school, or institutional documents.

An undergraduate student's academic standing status is assessed at the end of each term according to the Cumulative Grade Point Average criteria listed below. As a result of the academic standing review, SHS undergraduate students are assigned the appropriate academic standing status actions listed below.

### 1. Cumulative Grade Point Average Criterion

There are three minimum CGPAs that undergraduate SHS students must meet, depending on the number of credit hours they have attempted (credits attempted for completion include Springfield College courses graded "A" through "F, P, I, W, CP" plus transfer credits that have been accepted by the College.) Those minimum CGPAs are as follows:

<b>Credit Hours Attempted for Completion</b>	<b>Minimum CGPA</b>
• After attempting the completion of 12-29.5 credits:	1.80 CGPA
• After attempting the completion of 30-59.5 credits:	1.90 CGPA
• After attempting the completion of 60+ credits:	2.00 CGPA

### 2. Academic Standing Status Categories:

#### A. Good Academic Standing

An undergraduate SHS student whose CGPA is above the minimum standards (as noted above) is classified as an undergraduate student in good academic standing at the College. A student who has received an academic warning or an academic alert is considered to be in good academic standing.

#### 1. Academic Warning

Upon reaching the first 12 cumulative semester hour academic standing review, an SHS undergraduate student is given an

academic warning when his or her cumulative GPA is at or above 1.500 but fails to meet the criterion cumulative GPA of 1.80. A student given an academic warning is considered to be in good academic standing.

Academic Warning will not be recorded on the student's academic transcript. A student will be removed from academic warning when he or she has successfully met the appropriate CGPA.

## **2. Academic Alert**

The SHS undergraduate student who is in good academic standing, but has a *term* GPA below the required CGPA, will receive an academic alert. The academic alert is designed to notify the undergraduate student that he or she is in danger of *not* continuing in good academic standing and to encourage that student to seek academic support. This action is advisory and will not be recorded on the student's academic transcript.

## **B. Academic Probation**

The undergraduate SHS student who at any academic standing review point fails to meet the CGPA academic standing criterion and who does not meet the criteria for academic warning is placed on academic probation. An undergraduate student who is placed on academic probation will maintain matriculation status but will *not* be eligible for financial aid.

The undergraduate student who is placed on probation will be notified of this academic standing by letter. As part of the letter of notification from the Office of the Dean of the School of Human Services, the undergraduate student on academic probation may be informed that he or she is required to take certain courses, limit the number of courses taken, or fulfill other conditions specified. Academic probation status will be recorded on the student's academic transcript.

An undergraduate student will be removed from academic probation when he or she meets or exceeds the criterion CGPA. When a student is removed from academic probation, it will be so noted on the transcript.

## **C. Continued Academic Probation**

An undergraduate SHS student who was on academic probation during the term of review will continued on academic probation if the student's term GPA shows significant improvement, but his or her CGPA remains below the required level. Significant improvement is generally defined as a student earning a term GPA of at least 2.000 and having met the conditions of his or her academic probation. If continued on academic probation, the undergraduate student will be subject to the conditions specified under Academic Probation. Continued Academic Probation will be recorded on the student's academic transcript.

#### **D. Academic Dismissal**

At any academic standing review point, an undergraduate student who is currently on academic probation or continued academic probation will be academically dismissed when the criteria for continued probation are not met. The Office of the Dean of the School of Human Services will send the undergraduate SHS student a notification letter of dismissal. The student may appeal the institutional academic dismissal and is required to submit the request in writing to SHS Campus Academic Standards Committee, via the Campus Director.

The institutional academic dismissal will be recorded on the student's academic transcript.

#### Academic Dismissal Readmission

An undergraduate SHS student who is academically dismissed does not maintain matriculation status and may not take courses at Springfield College for a minimum of three (3) academic terms [inclusive of September, January, May] following academic dismissal; and thereafter must make a formal application for readmission to the College. A student who is officially readmitted to the College following institutional academic dismissal will return on academic probation unless he or she has raised his or her CGPA to equal or exceed the appropriate academic standing criterion through course work transferred from another accredited institution and has met all other conditions of readmission from academic dismissal.

When a student is removed from academic dismissal, it will be so noted on the transcript.

#### Appeal Process for Undergraduate Academic Dismissal

An undergraduate SHS student who has been academically dismissed may appeal the dismissal to the SHS Campus Academic Standards Committee by submitting a written request of appeal to the Campus Director. The timeline for the appeal will be specified in the letter of notification of dismissal.

The undergraduate student's appeal should contain information about circumstances affecting the student's academic performance and the student's plans to remedy the situation. Students may bring one Springfield College employee to the appeal meeting for emotional support or to present brief information on the student's behalf. A College employee member invited to attend is under no obligation to do so. A lawyer may not be present at the meeting, either as a legal representative or as the above-mentioned College employee. Any College personnel speaking on behalf of the student will not be in the room during the student's presentation but will be invited to speak following the student's appeal presentation. The student may also bring letters of support written by any individual.

The campus-based ASC will review the appeal according to the ASC operating guidelines. If the committee recommends that the appeal be supported, and the Dean of SHS concurs, the student will be allowed to return on continued academic probation and will be required to adhere to all academic standing policies.

The Office of the Dean of the School of Human Services will inform the undergraduate SHS student of the appeal decision by letter. The outcome of the appeal will be noted on the student's academic transcript.

## Graduate Academic Progress Policy

This Institutional Academic Progress Policy applies to both full-time and part-time matriculated graduate students enrolled in the School of Arts, Sciences, and Professional Studies (ASPS); the School of Health, Physical Education, and Recreation (HPER); the School of Health Sciences and Rehabilitation Studies (HSRS); the School of Human Services (SHS); and the School of Social Work (SSW). A student is matriculated if he or she received official acceptance into Springfield College through the admissions process as a degree-seeking graduate student.

### Academic Review

Following the close of each full semester, a formal graduate academic records review is conducted by the Registrar to determine student academic standing status classifications. Graduate students will not be subject to review until they have attempted the completion of nine (9) graduate credits at Springfield College.

For the purpose of determining academic progress, attempted hours are defined as *Credits for courses grade "A" through "C-" and "F", "P", and accepted transfer credits.*

A graduate student's institutional academic standing status is assessed according to the Good Academic Standing cumulative grade point average criterion (CGPA) of 3.00. As a result of academic standing review, graduate students are assigned the appropriate institutional academic standing status actions (listed below). Graduate students must have a CGPA of 3.0 or better to be eligible for graduation with master's and doctoral degrees. Academic departments or schools may have higher standards for entrance into or continuation in their graduate programs and students are responsible for reviewing program standards and requirements that are found in the official department, school, or institutional publications.

### Academic Standing Status Categories

Following determination of status by graduate academic records review, academic standing status actions (Good Academic Standing, Academic Probation, Continued Academic Probation, and Academic Dismissal) go into effect at the start of the successive term (September, January, or May).

#### Good Academic Standing

A graduate student whose CGPA is at or above the minimum standard of 3.00 is classified as a graduate student in good academic standing at the College.

#### Academic Probation

The graduate student who at any academic review point fails to meet the 3.00 CGPA academic standing criterion on or after attempting the completion of nine (9) credit hours is placed on academic probation. A graduate student on academic probation will maintain matriculation status but will *not* be eligible for financial aid, including teaching and research fellowships.

The graduate student who is placed on academic probation will be notified of this academic standing by letter. Following this notice from the Office of the Dean, an academic plan for the graduate student on academic probation will be designed by the academic advisor and the academic program or SHS campus. This plan may require the graduate student to take certain courses, limit the number of courses taken, or fulfill other conditions specified.

A graduate student will be removed from academic probation when he or she meets or exceeds the criterion 3.00 CGPA.

### Continued Academic Probation

A graduate student who is on academic probation during the semester of review will be continued on academic probation if his/her CGPA is below 3.00 and the student has attempted the completion of fewer than 18 credits at Springfield College or the student's CGPA is above 2.8 but below 3.00 following the completion of 18 credits at Springfield College. If continued on academic probation, the graduate student will be subject to the conditions specified under Academic Probation.

### Academic Dismissal

A graduate student will be dismissed from candidacy for the graduate degree if his/her CGPA is below 2.8 at the end of the semester in which he/she has attempted 18 s.h. of graduate credit at Springfield College. Additionally, a student whose CGPA is below 3.00 following the completion of the required minimum number of semester hours in his/her program plus six credits is subject to dismissal.

The Office of Dean will send the student notification letters of all decisions concerning probation and dismissal. The student may appeal the institutional academic dismissal and is required to submit the request for an appeal in writing to the Campus Academic Standards Committee via the Campus Director.

A student who is dismissed may not take courses at Springfield College for one academic year following dismissal, but may reapply for admission thereafter. When the student is readmitted to the College, his or her academic standing will be reviewed. The appropriate academic standing category will be determined at that time.

### Academic Dismissal Appeal Readmission

A graduate student whose academic dismissal appeal is supported by the Campus Academic Standards Committee and the Dean will be allowed to seek readmission for return on continued academic probation. In order to be readmitted, the graduate student must meet one of the following two conditions:

- a) the program of matriculation officially readmits the student, contingent on all program standards being met; and the final readmission is approved by the School Dean
- b) the student is officially granted admission to another Springfield College graduate program and the final readmission is approved by the School Dean.

# Academic Honesty and Integrity

School of Human Services students are expected to be academically honest. Misrepresentation of facts, omissions or falsifications in any connection with the academic process (including both course work and official documents) are violations of the SHS Academic Honesty and Integrity Policy.

A student is urged to consider that the public value of his/her education depends on the integrity of the grading system, and that academic dishonesty in any form dilutes the value of those grades. The Policy is not intended to diminish collegiality at Springfield College. All of us learn from our colleagues, and education is a cooperative enterprise. Simple justice requires, however, that a student receive the quantity and quality of academic credit he/she has earned. Justice of this sort is compatible with the community values and shared experiences on which a liberal education is based. All students are expected to promote academic honesty and integrity at all times.

Misunderstanding the Policy will not be accepted as an excuse for dishonest work. If a student is in doubt on some points as they affect work in a particular course or as they may be interpreted in practice, he/she should consult with the instructor in the course or the Campus Director, so as to avoid the serious charge of academic dishonesty.

Academic achievement is generally evaluated on the basis of completed "exercises" (defined hereinafter) that a student produces independently. Obtaining credit for work, words, or ideas which are not the products of a student's own effort is dishonest. Such dishonesty undermines the integrity of the academic standards of the College.

Consequences of violating the Academic and Integrity Policy entail penalties ranging from failing an exercise, failing a course, reprimand, suspension, dismissal, expulsion from the College, forfeiture of a diploma and/or legal action. This Policy also applies to alumni, insofar as it relates to Springfield College transcripts and other records of work at Springfield College.

## Basic Policy

A student's name on any "exercise(s)", which term shall include, but not be limited to, a theme, oral report, notebook, report, computer program, course paper, project, portfolio, quiz, examination, or any other assignment related to a course or internship thereto, is regarded as assurance that the exercise is the result of the student's own thoughts and study, stated in his/her own words, and produced without assistance, except as quotation marks, references, and footnotes acknowledge the use of printed sources or other outside help. In some instances an instructor, program, or campus may authorize students to work jointly in solving problems or completing projects. Such efforts must be clearly marked as the results of collaboration. Where collaboration is authorized, students should make sure that they understand which parts of any assignment must be performed independently. Students are not allowed to present the same exercise previously or concurrently completed for another course, without the permission of the instructor(s) of the course(s) in question. Students who perceive the possibility of an overlapping assignment should consult with their instructors before presuming that a single effort will meet the requirements of both courses.

## Plagiarism

Plagiarism is defined as the appropriation, and use as one's own, of the writings and ideas of another. Intent to deceive does not have to be present for plagiarism to occur. Students should be cautious when "borrowing" material from other sources. Rewording (paraphrasing) of an author's ideas does not absolve the student from giving credit and making the appropriate citation. Students who plagiarize are subject to dismissal from the SHS Academic Degree Program.

## Offenses Against the Policy

### **Use of Sources**

In preparing assignments a student often needs or is required to employ outside sources of information or opinion. All such sources should be listed in the bibliography/reference section.

For citations, references in text are required for all specific facts which are not common knowledge and which do not obtain general agreement. New discoveries or debatable opinions must be credited to the source with specific references to edition, page, or web page even when the student relates the matter in his/her own words. Word-for-word, including any part, even if only a phrase or sentence, from the written or oral statement of someone else (including the Internet) requires citation in quotation marks and use of the appropriate conventions for attribution. Paraphrasing or summarizing the contents of another's work is not dishonest if the source or sources are clearly identified (author, title, edition, page), but such paraphrasing does not constitute independent work and may be rejected by the instructor.

### **Laboratory Work and Assignments**

Notebooks, homework, and reports of investigations or experiments must meet the same standards as all other written work. If any of the work is done jointly or if any part of the experiment or analysis is made by anyone other than the writer, acknowledgment of this fact must be made in the report submitted. It is dishonest for a student to falsify or invent data.

### **Creative Work**

A piece of work presented as the individual creation of the student is assumed to involve no assistance other than incidental criticism from another person. A student may not knowingly employ artwork, story material, wording, or dialogue taken from published work, motion pictures, lectures, the Internet or similar media, without full acknowledgment.

### **Examinations, Quizzes, and Tests**

The educational philosophy at SHS emphasizes critical education rather than banking education. Therefore, tests, examinations and quizzes given in courses at SHS should be used primarily for the purpose of learning assessment, educational development and practice exercises. Tests may also be used to assist students with test taking skills that may be required for professional advancement. In writing examinations and quizzes, the student is required to respond entirely on the basis of his/her own memory and capacity, without any assistance whatsoever except as specifically authorized by the instructor.

Cheating on examinations and quizzes can take many forms including, but not limited to, using another individual to take an examination in one's place, bringing into the exam room unauthorized materials from which one gains assistance, appropriating an exam or exam materials without authorization, purposely missing an exam in order to gain an advantage, copying during an examination, improper collaboration or unauthorized assistance on take-home examinations, or other actions that undermine equity and reduce the objectivity of evaluation of student work.

### **Internships**

Students involved in community projects, practica, independent studies, or fieldwork experiences related to their academic program should be aware that their behavior is a reflection of themselves and the College. Their behavior related to such experiences should be appropriate and professional and is subject to this Policy. Violations of this Policy in such circumstances include, but are not limited to, misrepresenting oneself, misrepresenting the College, misusing a position of authority, or failure to honestly report the results of experience or research.

### **College Documents**

Any misuse of official College documents connected with the academic process constitutes a violation of the Policy. Such documents include, but are not limited to, registration cards, *Change of Schedule Form*, applications to change majors, grade report forms, applications for internships or fieldwork, and transcripts. Misuse of such documents includes, but is not limited to, unauthorized alteration of a form, forging of signatures, or misrepresentation of personal or academic information requested.

### **Other Offenses Against the Policy**

In addition to improper uses of sources as described above, dishonesty includes a number of offenses that circumvent procedures set up to produce a fair grade. The use of commercial "research" companies is cheating and a punishable offense. Any falsification of records or routines for grading is dishonest, whether before or after graduation. Gaining access to a recommendation (without permission) once rights have been waived is a violation of the Policy. Withholding, removing, or destroying materials needed by other students for class exercises is as much an offense against the Policy as is plagiarism. Lying in the course of an investigation or a hearing pursuant to the Policy shall be deemed a violation of this Policy.

Students should be scrupulous in learning the principles that govern each new area of computer operations to which they are introduced. Unauthorized collaboration, unauthorized borrowing of someone else's data or programs, and use of the Springfield College computer for unethical purposes and/or other purposes which violate any of the terms of this Policy, are a violation of this Policy and are subject to disciplinary and/or legal action.

### **Procedures**

All cases of suspected academic dishonesty shall be referred to or made by the instructor of the course in which the offense occurred. The person alleging a violation of the Policy shall provide or have copies of the work in question and indicate clearly the nature of the alleged violation in an accompanying narrative. In cases of plagiarism, the person making the charge shall provide or have copies of original sources, if available, marking plagiarized phrases, sentences, and/or paragraphs, and shall indicate borrowings in the accuser's text and in original sources. In the case of an examination, the person making

the charge shall provide or have copies of the examination in question, indicate specifically the grounds for the charge, and explain his/her process of discovery. Other alleged offenses of the Policy should be documented with equal thoroughness and in equal detail.

The instructor is expected to meet with the student and, if applicable, sanction the student with respect to the course work for which the instructor is responsible, as provided in I, II, or III below. If assistance with the investigation is needed, the instructor may consult with or refer the matter to the Campus Director or his/her designee. If the instructor determines that the student has violated the Policy, the sanction (I, II, or III) shall be assessed to the offender and that decision will be conveyed to the student in a letter by the instructor. The student will be informed in the letter that he/she has the right to appeal any decisions to the Academic Standards Committee of the campus wherein the Policy violation occurred.

The appeal must be in writing and include all materials the accused considers relevant, including a narrative clearly outlining the grounds of the appeal. The student will be informed in writing of the decision of the Academic Standards Committee. The student will be informed in the letter that he/she has the right to appeal the decision to the Dean of the School of Human Services. The appeal must be in writing and include all materials the accused considers relevant, including a narrative clearly outlining the grounds of the appeal. The student will be informed in writing of the decision of the Dean. The decision of the Dean in response to this appeal will prevail.

In addition to sanctions I, II, or III, the faculty member or the Academic Standards Committee of the campus has the option of referring the matter to the Dean of the School of Human Services or his/her designee to investigate whether further disciplinary action is warranted. If the Dean believes that a violation exists, he/she shall have the right to sanction a student, which may include, but not be limited to, suspension, dismissal, expulsion, revocation of degree, or legal action.

#### Course Related Sanctions

No student may withdraw from a course following an accusation of a violation of this Policy, unless it is determined that no such violation occurred. An instructor is authorized to enact any sanction under I, II, or III, which he/she judges to be appropriate with respect to the course in which the violation occurred.

#### **1. Reprimand**

In some cases in which a first offense has been judged to merit a minor penalty, the student will be allowed to repeat the exercise or complete an alternative assignment, as determined by the instructor of the course. Responsibility for evaluation of the student's work in the course continues to belong to the instructor of the course. The instructor should keep documentation of the offense and the reprimand.

#### **2. Loss of Credit in the Exercise**

For most offenses the least severe penalty will be loss of credit in the exercise. The student may be required to repeat the exercise or complete an alternative assignment, although credit will not be given. The student will be allowed to continue in the course. The instructor should keep documentation of the offense and the resulting sanction.

### 3. A Grade of “F” in the Course

When the offense is sufficiently serious to merit failure in the course, the student will be removed from the course immediately and the instructor will give a grade of ‘F’. The instructor must write a letter notifying the student of his/her status. A copy of the letter shall be sent to the Campus Director for inclusion in the student’s permanent file.

## Academic Honors

An undergraduate student whose final cumulative grade point average (GPA) is 3.5 or above and who has completed at least forty-five graded semester hours (exclusive of pass/fail grades) at Springfield College is awarded his/her degree with honors according to the following criteria:

Summa Cum Laude	3.900 to 4.000
Magna Cum Laude	3.700 to 3.899
Cum Laude	3.500 to 3.699

The qualifying cumulative GPA shall be determined at the close of the spring semester for May commencement ceremony with honors cords. Academic honors shall be noted on diplomas and transcripts.

## Dean’s List

The Dean’s List is published three times a year: in February, following completion of the September Term; in June, following the January Term; and in October following the May Term.

The criteria for selection to the Dean’s List are as follows:

1. The student must have completed a minimum of 12 credit hours of graded coursework for the term, exclusive of “P” grades.
2. The student must not have any incompletes or missing grades in the designated term.
3. The student must have a minimum semester grade average of 3.500 for the term.
4. The student must not have been barred from the Dean’s List due to disciplinary action.
5. If subsequent grade changes qualify a student for Dean’s List honors for a previous term, that designation will be reflected on the student’s transcript.

Notwithstanding the foregoing, even if all academic requirements for the Dean’s List have been met, a student may be sanctioned pursuant to the student disciplinary policy, which may prevent the awarding of Dean’s List credentials.

Dean’s List status is not awarded to graduate students.

## Honor Society

Springfield College’s School of Human Services has established a chapter of the Pi Gamma Mu International Honor Society. The Honors Society recognizes undergraduate and graduate students who have demonstrated academic excellence in the social sciences, specifically in the field of human services. Campuses hold an event each academic year recognizing new members of the honor society. Students should check with the Campus Director at their campus regarding the qualifications for membership of the Pi Gamma Mu Honor Society.

## Credit Requests for Professional Licenses, Certifications and Trainings

Undergraduate students who are requesting credit for human services training only, product claims, or pre-assessed awards as outlined in the Portfolio Handbook will be assessed a \$100 fee. The assessment will be charge at the time of credit evaluation.

## Health Insurance (for Massachusetts campuses only)

The Commonwealth of Massachusetts requires that health insurance coverage be provided to all students attending Massachusetts Colleges and Universities who are registered for nine or more semester hours. If registered for nine or more semester hours, the student will be automatically enrolled in the Springfield College Health Insurance Plan. If the student already has health insurance coverage, he/she will be required to complete an online Springfield College Health Insurance waiver form. The waiver form must be submitted electronically through the Business Office website by the due date.

## Immunization Requirements (for Massachusetts campuses only)

The Massachusetts Department of Public Health (105 CMR 220.600) requires all undergraduate and graduate students attending educational programs offered within the state to present documentation of the following immunizations:

1. Mumps (1 dose given at or after 12 months of age)
2. Rubella (1 dose given at or after 12 months of age)
3. Measles (2 doses given at least 1 month apart beginning at or after 12 months of age)
4. Tetanus (booster of Td within the past 10 years)
5. Hepatitis B (3 doses)

Effective August 2005, and thereafter the Massachusetts Department of Public Health required all new students at public and private residential schools that provide education to students in grades 9 – 12 and all new full-time and part-time undergraduate and graduate students in degree-granting programs at postsecondary institutions (college or university) that provide or license housing to:

- Receive information about meningococcal disease and vaccination; and
- Provide documentation of receipt of 1 dose of meningococcal vaccine within the last 5 years or qualify for one of the exemptions to immunization established by the statute (medical exemption, religious exemption, or signed waiver declining the meningococcal vaccine).

The preceding immunization requirements are effective for all incoming School of Human Services students enrolled at both the Springfield and Boston campuses. Failure to comply with the immunization requirements will result in denied class registration. In order to meet these requirements, students are required to submit the official Immunization Record to the Springfield College Health Center prior to registration.

The *Immunization Record* form must be completed and signed by a health care provider (registered nurse, physician, nurse practitioner, or physician assistant) or students may attach a copy of documented immunizations or laboratory evidence of immunity. Students are advised to receive vaccinations through their own health care provider. If needed, immunizations can be administered at the Health Center; however, students are strongly encouraged to contact their own health care provider first.

Students may contact the Health Center at (413) 748-3175 with questions or for further assistance.

# School of Human Services Procedures

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## Registration

All matriculated, currently enrolled students (undergraduate and graduate) will select courses on-line. In order to access the online registration system, a student must be cleared to register by the academic advisor and not have any holds on his/her account from the Business Office, Financial Aid Office or Health Center (MA only). If a student has any holds, he/she will be blocked from registration. Please address these holds before registration.

The student must meet with the academic advisor to complete the Course Selection Form. The advisor then will go online to release the student's advising hold. Once that has been done, the student can access the online registration process.

## Billing and Payment Options

Springfield College offers two payment options for students to pay their tuition:

1. Students pay tuition charges in full less any applicable financial aid at the time of registration by personal check, or money order.
2. The College offers a Partial Payment Plan that extends tuition payments over a four month period. There is a \$15.00 fee per semester to utilize the plan. The plan is as follows:

<b>May Term</b>	<b>September Term</b>	<b>January Term</b>
25% at registration	25% at registration	25% at registration
25% May 1	25% Sept. 1	25% Jan. 1
25% June 1	25% Oct. 1	25% Feb. 1
25% July 1	25% Nov. 1	25% Mar. 1

Students within the following categories are required to sign up for the Partial Payment Plan:

- A. If a student does not expect to receive financial aid and cannot pay tuition charges in full at the time of registration but can make payments on the above applicable dates, they must sign up for the Partial Payment Plan.
- B. If a student has received a financial aid decision letter, the letter must be presented to the staff person handling registration. If the student's awarded financial aid does not cover the entire semester's charges, he/she must either pay the tuition balance or sign up for the Partial Payment Plan for the balance.
- C. If a student has NOT met the published admissions and financial aid deadlines, and consequently has not received a financial aid decision letter by the time registration begins, the student must sign up for the Partial Payment Plan option for the full amount of the tuition charges while pending notification of financial aid. The amount of the payments can be adjusted later when students receive a financial aid award letter. Please be aware that it is the student's responsibility to contact the Business Office to arrange adjustments.

NOTE: THE COLLEGE RESERVES THE RIGHT TO DENY PARTICIPATION IN THE PARTIAL PAYMENT PLAN TO STUDENTS WHO HAVE A HISTORY OF MISSED PAYMENTS AND CHECKS RETURNED FOR NON-SUFFICIENT FUNDS.

This signed payment plan constitutes a formal contract. In the event of any difficulties encountered by the student with respect to the agreed-upon tuition payment schedule, the student must call a staff person at the campus.

- Tuition Reimbursement: If a student's employer is covering the cost of tuition immediately upon receipt of a bill or statement, the student must bring an official letter from his/her employer. A statement of charges will be issued by the campus where the student is attending.
- If a student's tuition reimbursement is contingent upon grades, he/she must make arrangements to pay his/her own tuition and then have the employer reimburse the student upon receipt of grades.
- Tuition Vouchers: If a student is receiving aid through a State Vocational Rehabilitation Department, the student must bring the tuition voucher signed by his/her counselor to registration. It should be remembered that most vocational rehabilitation agencies also require students to apply for federal financial aid.

## Graduation Petitions

Graduation Petitions are due at the beginning of your last term; specific dates will be announced or posted at each campus.

Petitions are due in the Student Services Office by the announced dates. The current fee for Springfield College graduates is \$50.00; students will be billed. If students fail to complete their requirements during the term for which they applied due to incomplete grades or other circumstances, they must resubmit a new Graduation Petition when appropriate. The Graduation Petition can be downloaded from the website at [www.spfldcol.edu/SHS](http://www.spfldcol.edu/SHS).

Springfield College holds an annual commencement ceremony in May at the main campus. School of Human Services campuses generally hold additional graduation events at their respective sites.

## Class Cancellation Due to Inclement Weather

In the event that inclement weather and/or emergencies make it necessary to cancel classes or delay the opening of the campus, students must refer to the instructions within their Campus Guide. The Campus Guide can be found at the student services office on each campus.

## Request for Refund of Portfolio Fee

Upon registration for the Human Services and Portfolio Development course, students are charged a \$250.00 portfolio assessment fee. If a student decides not to request credits through the portfolio process, this fee can be waived by a written request to the Prior Learning Coordinator by the end of the term in which the course was taken.

# Financial Aid

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## General Information and Policies

The financial aid program at Springfield College is designed to assist eligible students with the challenge of meeting their educational expenses. The Office of Financial Aid is responsible for the administration of all student aid programs. SHS campus staff are available to assist students with the financial aid process. Aid is awarded on the basis of financial need and federal eligibility and is subject to the relevant federal, state and College policies.

No person at Springfield College shall, on the grounds of age, color, national origin, or race, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or be so treated on the basis of gender under most educational programs or activities receiving federal assistance.

## Important Information to Remember

- Students must take responsibility for the financial aid process. Students should carefully read all correspondence related to financial aid and respond as soon as possible. Good planning will help students avoid problems in the financial aid process. Students may get assistance from their instructional campus or by contacting the Office of Financial Aid directly.
- Financial aid information and forms are available at the SHS web site. Go to [www.spfldcol.edu/shsfinancialaid](http://www.spfldcol.edu/shsfinancialaid). All students who receive financial aid receive the publication Financing Your Springfield College Education with details on financial aid policies and procedures.
- Financial aid application forms must be completed each year by every applicant for aid. The financial aid application year begins with the September term and includes the following January and May terms. Students who will be returning for the next academic year may obtain forms from their campus after February 1. Students must make themselves aware of the required forms and filing dates.
- Federal regulations require that students make satisfactory academic progress toward their degree to maintain eligibility for financial aid (loans, grants and work study programs). Satisfactory academic progress for financial aid has two components, qualitative and quantitative. The qualitative standard is defined by cumulative GPA. SHS undergraduates are expected to maintain a cumulative GPA that meets the School of Human Services academic progress requirements. Graduate students must maintain a 3.0 cumulative GPA. The quantitative standard is defined as passing grades in 75% of coursework attempted in the SHS degree program.
- Loans have become a major component of almost all financial aid packages. Students must assess both their willingness to borrow as well as their ability to manage the expected student loan debt with their existing educational and personal debt. Loan counseling is available from the Office of Financial Aid and each SHS campus.

- Students need to complete their financial aid file and be accepted for admission by the appropriate priority date to receive preference for College grants. Late applicants may not receive College grants and/or may need to submit an appeal to be considered for College grants.
- Springfield College participates in federal programs for Pell Grants, Supplemental Educational Opportunity Grant, Stafford Loans, Perkins Loans, and Federal Work Study. Full-time undergraduate students who are eligible for Pell Grants receive priority for Springfield College Grants. The following states have programs to assist students who are attending Springfield College: California, Delaware, Florida, Maine, Maryland, Massachusetts, New Hampshire, Pennsylvania, Rhode Island, and Vermont.
- Students must not delay the completion of their forms if their taxes have not been filed. USE ESTIMATED INFORMATION. Corrections will be made upon receipt of completed tax returns and completion of verification process.
- Changes in financial or enrollment status must be promptly reported to the Office of Financial Aid or to the SHS campus staff person responsible for financial aid counseling.
- Aid will be revised if a student drops courses or fails to attend – even if a refund was previously sent.
- Aid is awarded based on full-time enrollment unless specifically noted otherwise on the award letter. Aid eligibility may change if less than full-time enrollment.
- Loans cannot be processed if a student is no longer enrolled at least half-time (6 credits for undergraduate students, 5 credits for graduate students).
- Students should investigate other sources of financial support (employers, state agencies, private scholarship organizations). Amounts received must be reported to the Office of Financial Aid.
- All financial aid information is confidential. Disclosure of student financial information is governed by the Family Educational Rights and Privacy Act.
- For questions, please contact

By mail: Office of Financial Aid  
263 Alden Street  
Springfield, MA 01109-3797

By phone: (800) 727-0004 or (413) 748-3112

By email: [finaid@spfldcol.edu](mailto:finaid@spfldcol.edu)

By FAX: (413) 748-3462

PLEASE NOTE: There is at least one SHS administrator at each campus with direct responsibility for financial aid counseling.

# Financial Aid Forms

Required of all aid applicants:

- Free Application for Federal Student Aid (FAFSA) [file directly with federal processor]

Required of all undergraduate aid applicants:

(If undergraduate students do not want to be consider for SHS grant and are not selected for verification, these documents can be waived)

- Signed copy of student's Federal Tax Return (include all schedules and W2s)
- Springfield College Financial Aid Application

(Note: Other information may be requested during the review of your application.)

**WRITE YOUR NAME AND STUDENT ID NUMBER ON ALL FORMS AND LETTERS.**

## Important Dates, Returning Students for September Term

<b>May 1</b>	Priority date for completion of application with the Office of Financial Aid
<b>July 1 and after</b>	Award Letters begin to be mailed to returning students (in order by date of when file becomes complete)
<b>Mid September</b>	Loan processing begins for September enrollment

## Important Dates, New Students

### September Enrollment

<b>July 15</b>	Priority date for completion of application
<b>August 1 and after</b>	Award Letters begin to be mailed to new students (application and acceptance complete at priority date).
<b>Mid-September</b>	Loan processing begins for September enrollment.

### January Enrollment

<b>November 15</b>	Priority date for completion of application
<b>December 1 and after</b>	Award Letters begin to be mailed to new students (application and acceptance complete at priority date).
<b>Mid-January</b>	Loan processing begins for January enrollment.

### May Enrollment

<b>March 15</b>	Priority date for completion of application
<b>April 1 and after</b>	Award Letters begin to be mailed to new students (application and acceptance complete at priority date).
<b>Mid-May</b>	Loan processing begins for May enrollment.

**Financial aid is credited at the end of the first month of each term for all students who are eligible at that time. Aid will continue to be credited as students become eligible.**

# Financial Aid Application Checklist

Staying organized is an important part of the process. The Springfield College Financial Aid Office (SC-FAO) suggests that student's record the date they complete each step and that they keep copies of all information submitted. Before students send any information, check for completeness, legibility and required signatures.

- ❑ **FAFSA** Complete online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
Remember to list Springfield College federal code: **002211**
- ❑ Federal **Student Aid Report** received from federal processor
- ❑ **SC Financial Aid Application** mailed to SC-FAO, if needed
- ❑ Student's **Federal Tax Return** mailed to SC-FAO, if needed  
Check for signatures and that all schedules and W2s are included.  
If married and filing separately, include a signed copy of spouse's return.  
If you were required to file the FAFSA with parent data, submit a copy of the parent(s) federal tax return.
- ❑ Other information mailed to SC-FAO, If needed.
- ❑ Financial Aid award letter received from SC-FAO, If needed.
- ❑ Award Reply completed and mailed to SC-FAO, If needed.
- ❑ **Loan Entrance Counseling** completed online at [www.studentloans.gov](http://www.studentloans.gov) or in person with campus staff.
- ❑ **Federal Direct Loan Master Promissory Note** completed on line at [www.studentloans.gov](http://www.studentloans.gov).

# Student Services Information

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## Academic Advising

Academic advisors are assigned to students during the first term of both the undergraduate and graduate programs. Academic advisors and students work in partnership to achieve a student's educational requirements and goals. An academic advisor:

- makes sure the student is meeting all requirements for graduation: General Education Requirements (GERs) and other program requirements, including transfer credits;
- monitors incomplete grades and progress toward completing course work;
- assists in clarifying learning objectives and career plans;
- addresses problems regarding work/instructors/expectations;
- monitors progress of portfolio; and the use of the Support Center;
- counsels or refers student to appropriate source for assistance.

Academic advisors are required to post office hours.

## Student's Responsibility

The ultimate responsibility for making educational decisions rests with the student. A student is expected to become knowledgeable of SHS policies, procedures, and requirements, to utilize academic support services and to accept responsibility for his/her decisions.

It is expected that the advisee will be prepared to discuss experiential learning options and the resulting impact on the academic plan with the advisor. The student is expected to be an active partner in the advising process and meet with the advisor at least once every term.

## Academic Support

Each SHS campus has a student support structure that serves as a resource to provide students with support, advocacy, information and academic skills. The resources and support offered include assistance with writing assignments, time management, study skills, research projects and areas related to personal development and academic progress. Faculty and staff at various campuses also offer workshops periodically to help students with skills such as resume writing and career planning. Students in need of professional counseling may be referred to a list of community resources that have been identified by the College.

## Career Services

Career Services assists students and alumni in making career and life-planning decisions. A career development specialist has been hired as a liaison for SHS campuses. The Career Development Specialist coordinates services and programs focused on helping individuals become well-informed job applicants who are skilled and confident in presenting their credentials to employers. Resources and networking opportunities are available to assist students to identify and secure full-time professional employment. Job search skills can be sharpened by scheduling videotaped practice interviews, having resumes and cover letters critiqued via fax or e-mail, and by using the Career Center library resources and the Internet. Students who register with the Career Center can establish a permanent reference file and easy access to the weekly job listing bulletin and Job Hotline. The Career Center is open some Saturdays and evenings to more easily accommodate calls from SHS students at remote campuses. The Center also accepts telephone appointments. Graduates are surveyed each year and the placement results published. In addition, the YMCA of the USA publishes and distributes to all Y's a vacancy list twice a month with all exempt position vacancies across the USA. The Career Center is located at the main campus in Springfield, Massachusetts. Students may contact the office at (413) 748-3222.

## Child Care

Child care is often a critical issue for adults returning to the classroom. The School recognizes the challenges students face in meeting this need. However, at this time, the School does not have a child care program and we cannot allow children to attend classes or be left on other parts of the campus. Students must make suitable child care arrangements before coming to school.

## Communication Devices

It is important for students and faculty to have the opportunity to experience the learning process uninterrupted. Therefore, cell phones, beepers, and other mobile communication devices must be turned off while classes are in session.

## Learning Management System

Springfield College expects its faculty to use the learning management system (LMS) adopted by the College as part of coursework requirements for each term. Training is available for instructors who are not familiar with the navigational techniques of the LMS. Training is also available for students to ensure that they can perform necessary navigation such as sending messages to their instructors and their colleagues, retrieving class assignments, sending completed coursework, engaging in group threaded discussions, participating in team oriented assignments, and linking to resourceful websites

## Library Services

Babson Library, located at the main campus in Springfield, Massachusetts and on the Internet at <http://www.spfldcol.edu/library>, serves students, faculty and staff of Springfield College at all of its locations. The library provides a rich collection of print and nonprint materials, and features a wide range of high-quality digital resources. Library staff members are pleased to provide professional assistance to all library users.

Students may connect to the Library's catalog and numerous databases on or off campus through the Library's website or through special sites the Library has developed for each campus. These sites are available through each campus's home page by choosing **Library Research Guide**. For items that are not available online, students at the Main Campus in Springfield, MA may come to the Library to check out items. Students at the regional campuses may request these items using the *Interlibrary Loan Online Forms*. Students may also request any book or article which the Library does not own through Interlibrary Loan.

The Library provides many ways for students to get assistance. Students at or near the Springfield Campus are welcome to stop in the Library at any time. All students may use the Library's online chat service, send in a question using *the Ask the Library* form or call the Library at 1-800-730-5279. Students will also find handouts, tutorials, and FAQs on the Library's web pages.

For more information contact the Library.

Library Web Site	<a href="http://www.springfieldcollege.edu/library">http://www.springfieldcollege.edu/library</a>
Toll Free number (to the Information Desk)	(800) 730-5279
Information Desk	(413) 748-3315
Interlibrary Loan Service	(413) 748-3559

## Smoke Free Environment

Springfield College has adopted a Smoke Free Environment policy. Smoking is prohibited inside all campus facilities including: hallways, offices, lounges, and bathrooms.

## Support Services for Students with Disabilities

Springfield College School of Human Services is committed to providing an equal educational opportunity and full participation in College programs for persons with disabilities in accordance with state and federal laws. The College fully supports the antidiscrimination policies expressed in state and federal legislation for persons with disabilities. It is the College's intent that no person be subject to discrimination with regard to any College program or activity.

The School recognizes the unique needs of students with disabilities and encourages these students to use the support services offered by the College to assist them in attaining their educational goals. The policy of Springfield College School of Human Services regarding admission and access to programs and activities prohibits discrimination on the basis of disability. Disabled students are invited to contact the Campus Director at their instructional campus.

Reasonable accommodations are provided for students with disabilities on the basis of need if the disabilities are documented with appropriate evaluations administered by qualified professionals such as psychologists, medical doctors, or agencies specializing in the diagnosis of such disabilities.

## Veterans Administration Benefits

Students planning to utilize VA benefits to pay for tuition must contact the U.S. Department of Veterans Affairs to determine what benefits are available to them as they decide to matriculate. It may be helpful to use the internet at [www.gibill.va.gov](http://www.gibill.va.gov) or contact 1-888-442-4551 to obtain the necessary information from the government agency. Students, then, must contact the VA certifying official at the local campus in the beginning of each term to have their enrollment certified. Recertifications are not done automatically. If a student decides to withdraw from a particular semester's classes or from the program, he/she must submit a written notice to that effect and indicate that he/she is receiving VA benefits.

# Springfield College Policies

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Each institution establishes rules and regulations to ensure that students' individual rights are respected within the community. Such policies also serve to inform students of their responsibilities. Please read the following policy statements carefully. They will be applied consistently throughout the academic year. Questions concerning campus policies should be addressed to the School's Associate Director for Student Services.

## Abuse and Assault

Springfield College has expectations of the student body to resolve differences in a mature and respectful manner. Physical abuse, verbal abuse, threats, intimidations, coercion, and/or other conduct that threatens or endangers the health and safety of any other member of the College community on or off campus is prohibited. Due to the serious nature of such incidents, students found involved in violation of this policy may be suspended or dismissed from the college.

## Financial Obligations

Tuition, fees, and other charges are payable when due. Deadlines for payment of tuition, fees and other charges are identified on student account summaries, which are mailed to the individual responsible for payment of the bill. Checks or money orders should be made payable to Springfield College. There is a penalty charge of \$30 per check for all checks returned by the drawer's bank.

The College withholds awarding diplomas, issuing official transcripts, and granting honorable dismissal to any student whose account is in arrears. In addition, the College reserves the right to prevent any individual who fails to pay all bills from registering. Any collection costs, including reasonable attorney's fees, incurred by the College will be passed on to the individual and the student responsible for the bill.

## Firearms and Weapons

It is a violation of Massachusetts state law and College policy to possess a firearm or other dangerous weapon on campus.

Examples of weapons considered dangerous are: explosives, knives, pellet guns, paint guns\*, slingshots, blades, wrist rockets, ammunition, fireworks, dangerous chemicals, and martial arts weapons. "Nunchucks, klackers, Kung-Fu sticks, or any other similar weapon consisting of two sticks of wood, plastic, or metal connected at one end by a length of rope, chain, wire, or leather" are illegal in the Commonwealth of Massachusetts (Massachusetts law, section 129C of Chapter 140). The law also includes "shreiken or any other similar pointed starlike objects intended to injure a person when thrown," as well as "billy clubs or other dangerous weapons."

Students may not bring any weapons on campus. Any firearms or weapons found on campus will be immediately confiscated and held by the Campus Director. The student will face severe disciplinary action on campus and, consistent with the Commonwealth's law, may also face imprisonment for not less than six months nor more than two and one half years in a jail or house of correction.

## Fundraising Activity

Any individual student, student group, or student organization wishing to hold a fundraising activity on or off campus must submit a request in writing to the Associate Dean a minimum of two weeks prior to the start of the activity. The written request is to include the purpose of the fundraising activity; the item(s) to be sold; the schedule and location for the activity; the names of persons associated with the activity; and the means by which money is to be collected, deposited, and disbursed.

All fundraiser activities must be approved in writing by the Associate Dean, with a copy of the response filed with the Office of the Dean.

After the fundraising activity is completed, a report must be submitted within two weeks by the student, student group, or student organization to the Associate Dean, including a description of the event and a financial statement including costs, total money collected, and total profit.

*For the Springfield Campus only:* If the fundraising activity involves the sale of coupons or certificates associated with restaurants or businesses in Massachusetts or Connecticut, the Vice President for Business Affairs must also approve the fundraiser. If the fundraising activity takes place in any location other than Blake Hall on a scheduled SHS class weekend, then the Director of Student Activities and Campus Programs must also approve the activity.

## Gambling

Springfield College is committed to providing a safe environment for all students to learn and flourish. Springfield College cannot and will not condone any form of illegal gambling activity. Springfield College wants students to know that gambling is not a “risk free” activity. Information can be provided by School’s Associate Director for Student Services to assist students who may be experiencing a gambling problem or gambling related difficulties.

## Harassment and Discrimination

Harassment is defined as verbal or physical conduct interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work, education, or living environment. Springfield College prohibits harassment and discrimination of any kind based on race, color, gender, sexual orientation, national origin, religion, age, or non-disqualifying disability.

Harassment includes slurs and verbal or physical conduct related to a person’s race, color, age, gender, sexual orientation, disability, religion, or national origin. Sexual harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a condition of the individual’s employment or academic performance;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working, academic, or living environment.

Any type of harassment that hinders access to either employment or educational services, opportunities, or programs is covered by this policy. Positive steps will be taken to eliminate harassment when such practices or acts are discovered. Persons found in violation of this policy will be subject to disciplinary action up to and including dismissal. Details of the Harassment/Discrimination Policy or information about filing a grievance can be obtained from the Affirmative Action Officer in Human Resources or the School's Associate Director for Student Services.

Examples of harassment may include comments which are made with the intent or which have the result of inflicting emotional distress upon another person. Statements or actions about race, gender, religion, disability, or sexual preference which are directed specifically toward another person with the purpose of creating or resulting in a hostile environment will be dealt with under this policy. Students involved in this type of disrespectful behavior will face severe disciplinary sanctioning.

Students involved in violations of these policies may be required to participate in educational/institutional programs and activities. Due to the serious nature of such incidents, students found involved in violation of this policy may be suspended or dismissed.

## Hate Crime

Springfield College does not tolerate hate crimes of any form. This includes use of racial, ethnic, religious, sexual or anti-gay slurs and/or symbols of hate, such as a swastika. This also includes: physical attacks, intimidation, threatening action or language, and damage to personal property; because of a student's race, color, religion, national origin, ethnic background, gender, sexual orientation, or disability.

## Hazing

### Policy Rationale

Springfield College is first and foremost an educational institution. Its hazing prevention policies, and response procedures for hazing incidents, must grow from, and embody the institution's mission. Information about hazing can be provided by the School's Associate Director for Student Services.

Membership in clubs, organizations, and other College-affiliated groups can increase leadership and service potential; provide athletic, recreational, intellectual and spiritual opportunities; and otherwise contribute positively to personal and social development of our students. Where membership is linked with involvement in hazing activities, the educational purpose of the endeavor is compromised and safety of students is endangered. Hazing is therefore prohibited by College policy.

## Policy Statement and Definition

Hazing is prohibited under Massachusetts General Laws (MGL 269, SS 17-19). “Hazing” means any act committed by a person, whether individually or in concert with others, against a student(s) in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization that is affiliated with an educational institution; and that is intended, or should reasonably be expected, to have the effect of humiliating, intimidating, or demeaning the student(s) or endangering the mental or physical health of a student(s). Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in such acts.

Hazing occurs regardless of the consent or willingness of persons to participate in the activity. Hazing is prohibited no matter if it occurs on or off campus.

“Hazing” does not include any activity or conduct that furthers legitimate, curricular or co-curricular, program goals, provided that (1) the goals are approved by the College; and (2) the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the College.

## Hazing Penalties

Those who organize, participate in, or fail to report a hazing incident are subject to punishment according to Massachusetts General Laws (MGL 269, SS 17-18), and will face College disciplinary actions for violating College policy ranging from suspension to dismissal.

**To report a hazing incident, immediately contact the Campus Director or the School’s Associate Director for Student Services.**

## Life Threatening Behavior/Potential for Self Harm

Springfield College recognizes that certain life threatening behavior (e.g. suicide threats, gestures or attempts; eating disorders; substance abuse; threats, gestures or attempts to harm others) are signs of personal distress. The College is committed to helping students alleviate whatever stress factors are precipitating life threatening behavior by providing support and/or referral through use of appropriate resources. However, since it is critically important to maintain civility and respect for all members of the College community, it is recognized that action must be taken when such behavior is considered by the College disruptive to and unacceptable in the academic and social/living environment.

If the student poses a threat to him/herself or other members of the College community, she/he may be suspended from the College. The basis for this decision will be out of concern for the safety and welfare of the individual student and members of the community, as determined in the sole discretion of the Dean of the School of Human Services or his/her designee. As a result, the College may require that the student actively engage in counseling and/or other treatment programs as a condition of enrollment. In such cases, College personnel would request to have access to the treatment providers to understand the student’s condition and if progress is being made.

## Personal Property and Identity Theft

Students who knowingly or unwittingly participate in the theft of a personal property or identity theft may be held accountable through the School's Student Judicial Process as well as the local Court System.

## Release of Personally Identifiable Information and Student Records

Springfield College will maintain student confidentiality rights and protect access to information as provided by the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment. Except as provided by law, information from a student's records will not be released without the prior written consent of the student. This legislation also provides for the College to release the following information without consent:

1. Directory information may be provided unless a student has filed a written request to withhold this information. Students must advise the Registrar in writing not later than September 15 of each academic year if they wish to restrict the release of this information whether the student resides on or off campus. Springfield College considers the following information as "directory information": name; campus mailbox and dates of attendance at the College, major credit hours earned, degrees earned, honors received.
2. Information may be shared with and by Springfield College faculty and staff who have a legitimate educational interest in the student.
3. Academic information may be shared with parents of students who complete an authorization form to release academic record information.

In addition, any requests which come from officials of other institutions in which the student might be applying for transfer, government agencies and officials who provide proper identification, officers of the court, financial aid personnel to support a student's application for aid, as well as appropriate parties in health or safety emergencies will have access to information in the student's records. Students may also be asked to sign a written waiver granting permission for the release of information from the school records.

Students retain the right to review the contents of their educational and academic records. In order to do so, a formal written request must be made through the Offices of the Registrar. In such cases, a meeting will be established within 45 days of the request to permit the student to review materials. Springfield College will comply with a written request initiated by the student to supply information in their behalf. Such requests must be signed and dated and include the specific records or information to be disclosed, the purpose for the disclosure and the individual(s) to whom the information should be released. Details concerning the FERPA are available at the Office of the Registrar.

## Responsible Use of Information Technologies

The Springfield College Responsible Use Policy is to serve as a guideline by which faculty, staff and students can review the requirements of ethical and legal behavior within the College community when using a computer, computer system, network or the Internet.

Access to, and use of computing and networking resources at Springfield College are privileges extended to members of the Springfield College community. The use of College

computing resources, like any other College-related activity, is subject to the normal requirements of legal and ethical behavior within the College community. Members of the Springfield College community may use these resources for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the College, and other College-sanctioned or authorized activities.

Springfield College acknowledges that occasionally faculty, staff and students use College resources assigned to them or to which they are granted access for non-commercial uses are permitted by faculty, staff, and students, if they are not excessive, do not interfere with the performance of any faculty, staff, and students, do not interfere with the efficient operation of the College or its computing resources, and not otherwise prohibited by this policy or any other College policy or directive.

Because computing systems have such great power, activities that might at first seem to be merely mischievous, can harm an entire College community and beyond. Any unauthorized access or interference with system functionality is unacceptable.

College-wide guidelines such as the Student Handbook, Sexual Harassment Policy and Copyright Policy apply to the use of computing resources, as do community standards of consideration for others, and the mission of the College. Federal, state and local laws and regulations also apply.

Springfield College computing resources may only be used for legal purposes and may not be used for any of the following purposes or any other purposes that is illegal, immoral, unethical, dishonest, damaging to the reputation of the College, inconsistent with the mission of the College or likely to subject the College to liability. Impermissible uses (some of which may constitute illegal uses) include, but are not limited to, the following:

- Harassment
- Libel or slander
- Fraud or misrepresentation
- Destruction of, or damage to equipment, software, or data belonging to the College or others
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copying or transmission of copyright protected material
- Use of the College's trademarks, logo, insignia, or copyrights without prior approval
- Violation of computer system security
- Unauthorized use of computer accounts, access codes (including passwords), or network identification numbers (including email addresses) assigned to others
- Use of computer communications facilities in ways that unnecessarily impede the computing progress of others
- Development or use of unapproved mailing list
- Use of computer facilities for private business purposes unrelated to the mission of the College or to College life
- Academic dishonesty
- Violation of software license agreements
- Violation of network usage policies and regulations
- Violation of privacy
- Viewing, posting, or sending obscene pornographic, sexually explicit, or offensive material

- Posting or sending material that is contrary to the mission and values of the College
- Intentional or negligent distribution of computer viruses

## Responsibilities of Users

The user is responsible for correct and sufficient use of the tools available for maintaining the security of information stored on each computer system. The following precautions are strongly recommended:

- Computer accounts, passwords, and other types of authorization are not be shared with others
- Understand the level of protection the computer systems automatically apply to files
- Be aware of computer viruses and other destructive computer programs, and take steps to avoid them
- Understand that the user has ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data
- Be sure to make backup copies of all important data
- Respect the privacy of others
- Be sure to comply with all federal, state and other applicable laws as well as College policies and regulations

## Security

Springfield College will assume that users are aware that electronic files are not necessarily secure. Users of electronic mail systems should be aware that electronic mail is generally not secured and is extremely vulnerable to unauthorized access and modification. The Office of ITS will make available to interested persons information concerning reasonable methods for attempting to protect information on central computing systems from loss, tampering, unauthorized search, or other access.

## Privacy and Confidentiality

Springfield College reserves the right to inspect and examine any Springfield College owned or operated communications system, computing resource, and/or files or information contained therein at any time, as well as personally owned computers linked to College servers and telecommunications equipment.

Authorized access to data or information entails both privilege and responsibility, not only for the user, but also for the system administrator. There is no expectation of privacy or confidentiality for documents and messages stored on College-owned equipment.

Additionally, email and data stored on Springfield College network of computers may be accessed by the College for the following purposes:

- Troubleshooting hardware or software problems
- Preventing unauthorized access and system misuse
- Retrieving business related information
- Investigating reports of violation of College policy or local, state or federal law
- Complying with legal requests for information
- Rerouting or disposing of undeliverable mail
- The system administrator will need specific approval from the Office of Human Resources or the appropriate designee to access these items. The extent of the access will be limited to what is essentially necessary to acquire the information.

## Reporting Violations

All users should report any discovered unauthorized access attempts or other improper usage of Springfield College computers, networks, or other information processing equipment. If you observe, or have reported to you, a security or abuse problem, with any College computer or network facilities, including violations of this policy, you should notify the Chief Technology Officer, the Office of Human Resources or other appropriate administrator.

Violations of this policy may be treated as violation of College policy and/or violations of civil or criminal law. The Office of ITS in conjunction with the Office of Human Resources will investigate apparent or alleged violations of these guidelines. The College reserves the right to immediately suspend user privileges pending investigation. Such action will be taken to protect the security and integrity of the computer system and will take precedence over its impact on the individual work.

When appropriate, at the discretion of the Chief Technology Officer, cases of apparent abuse will be reported to the School's Associate Director for Student Services (student cases), the Vice President for Academic Affairs (faculty cases), or the Director of Human Resources (staff cases). These offices are responsible for determining any further disciplinary action. Upon a finding of a violation, disciplinary measures may include warnings, suspension of user privileges (temporary or permanent), disciplinary action up to and including termination of employment. The College may also pursue civil and/or criminal charges if it deems appropriate.

Questions regarding this policy should be sent to the Director of Information Technology Services or the Director of Human Resources.

## Sexual Harassment

### Basic Facts You Should Know

Sexual harassment has the potential of threatening an individual's academic performance, economic livelihood, career advancement, psychological and overall well-being and the very fabric of the community. Sexual harassment is a form of discrimination in violation of the Title VII of the Federal Civil Rights Acts of 1964, Title IX of the 1972 Education Amendments, and Springfield College policy.

Sexual Harassment will not be tolerated at Springfield College.

Any type of harassment that hinders access to either employment or educational services, opportunities, or programs is covered by this policy. Positive steps will be taken to eliminate harassment when such practices or acts are discovered. Persons found in violation of this policy will be subject to disciplinary action, up to and including dismissal. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

According to the Federal Equal Employment Opportunity Commission guidelines, sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a condition of the individual's employment or academic work.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals.
3. Such conduct has the purpose or effect of unreasonable interference with an individual's performance or creating an intimidating, hostile, humiliating, or sexually offensive working, academic or living environment.

## Behavior Which May Constitute Sexual Harassment

**Verbal harassment** may include sexual innuendo, humor, and jokes about sex or gender-specific traits, as well as implied or blatant verbal threats.

**Physical harassment** may include offensive contact (patting, pinching, brushing against the body, etc.), blocking movement, attempted or actual fondling or kissing, or any other form or coerced sexual contact.

**Non-verbal harassment** may include suggestive or insulting whistling, gestures, leering, or unwelcome \* close physical proximity.

**Unwelcome\* sexual requests** may include explicit sexual propositions which include or strongly imply promises or rewards for complying (e.g. higher grades, better recommendations) and/or threats of punishment for refusing (e.g. lower grades, poorer recommendations, loss of job).

\***Unwelcome** is defined as any other sexually oriented behavior, whether it is intended or not, that makes you feel uncomfortable, is unwanted, and has the effect of creating a work or academic environment that is hostile, offensive, intimidating, or humiliating to males or females.

## Responses to Sexual Harassment

Say no to the harasser. Ignoring the situation will not make it go away. Be direct and firm. State, without smiling or apologizing, that you want the behavior to stop.

Send a letter if speaking up is uncomfortable or unsuccessful. Include a description of the offending behavior or an explanation of your feelings, and a request for the behavior to stop. Keep a copy. Keep records of what happened and when.

Document in writing or on tape, or tell a friend in confidence, the names, dates, places, times, witnesses, the nature of the harassment, and how it affected you. Save any letters, cards, or notes in a secure place.

If the harassment does not stop, discuss it with Equal Opportunity Officer or one of the individuals listed in this brochure.

## Sexual Harassment Can Have A Wide Range Of Effects

- Denial of promotion
- Termination, forced resignation, quitting
- Failing an exam, receiving poor grades or performance reviews
- Dropping a class, changing a major, dropping out of school
- Low morale or a tense, unproductive working or learning environment
- Confusion, self-doubt, anxiety, embarrassment, guilt, insomnia, stress

## Consensual Relationships

Consensual relationships, which are of concern to the College, are those amorous, romantic or sexual relationships in which both parties appear to have consented, but where there is a definite power differential (e.g. between an instructor and student or a supervisor and an employee). Such relationships may produce a conflict of interest when one of the parties is responsible for assigning grades or making employment decisions for the other. Charges of sexual harassment may develop, even when both parties have consented to the relationship. Generally, problems do not arise until the relationship ends. Therefore, the College views such relationships as unwise.

Faculty members and staff are cautioned against entering into romantic sexual relationships with students; supervisors are also cautioned against entering into such relationships with employees.

Springfield College policy requires that intimate relationships be reported immediately to the department chair or supervisor so that suitable arrangements can be made for objective evaluation of the student or employee.

## What Is Sexual Assault?

Sexual assault is a crime of violence. It includes any kind of covert, forced sexual contact by an individual or group with someone who does not consent to the act, who is physically helpless or who is under the influence of drugs or alcohol. Date or acquaintance rape is a sexual assault committed by someone who is known to the victim, such as a friend, classmate, professor, co-worker or relative.

Date or acquaintance rape is one of the most common types of sexual harassment and often the least understood. It is rape even if the attacker is someone you know; it happens to you on a date; you have had sex with that person before and this time you said no; you and your date have engaged in sexual touching and kissing but then you are forced to have intercourse against your will; your body froze and you were unable to yell or physically struggle with the attacker.

Victims of sexual violence often have feelings of shame, fear, and self accusation. Remember ....sexual harassment and sexual violence can happen to anyone. It is not your fault. You are not alone. If you have been raped or sexually assaulted, you should get help immediately. The College has designated certain individuals to assist you. They will hear your account and offer support and counsel.

Date rape is a crime and should be reported to Campus Police. The Counseling Center is located in the Towne Health Center is available to any student who has suffered through the experience of rape. Please do not go through the effects of that trauma alone.

Springfield College will cooperate fully in the investigation and prosecution of any criminal sexual activity. The College may pursue enforcement of its own rules whether or not legal proceedings are underway.

Brochures explaining ways to protect you against date rape are located in the reception area of Campus Police and through the Office of Student Affairs or the Office of Human Resources.

## Complaint Procedure

Remember, you have a right to pursue your education and/or perform your job in an environment free from harassment of any kind.

### What to do if you are experiencing sexual harassment:

Any member of the College community who believes he or she has been a victim of harassment as defined in this policy is urged to bring the matter to the attention of the Equal Opportunity Officer, or other appropriate individuals (see below). Any member has a right to file a complaint with our organization. This may be done orally or in writing.

### The following steps are available to you:

File a complaint with the Equal Opportunity Officer. When we receive the complaint, we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offensive conduct, and where it is appropriate, we will also impose disciplinary action. Such action may range from counseling to termination of employment.

Pursue an informal resolution. If an informal settlement cannot be reached, you may put a formal statement/complaint in writing. At that point, the Equal Opportunity Officer or designee serves as a mediator between the parties.

### Where to go for help:

If you think you are experiencing sexual harassment, you are urged to contact one of the individuals listed below. If you have been accused of sexual harassment, you should seek the advice of one of these individuals as well.

If you receive a report of sexual harassment or believe you have witnessed an incident(s) of sexual harassment please do not ignore it. You may seek advice from someone knowledgeable about complaint investigation and ways to bring about a process of resolution.

Allen Noble, Equal Opportunity Officer, (413) 748-3118

Rosanne Captain, Assistant Vice President for Administration and Finance, (413) 748-3118

Judy Jackson, Chief of Campus Police, (413) 748-5555

Jean Wyld, Vice President for Academic Affairs, (413) 748-3196

Robert Willey, Dean, School of Human Services, (413) 748-3982

## Solicitation

The primary goal of Springfield College is fostering education and study. To achieve this, the College places restrictions on activities which might disrupt the operations of the College. For this reason, commercial groups not associated or affiliated with the College are not permitted on College-owned property for the purpose of solicitation without the advanced written permission of the Campus Director. Such solicitation includes the distribution of flyers, announcements, and posters as well as door-to-door sales in any college facilities.

Campus-recognized and affiliated groups are permitted to place announcements, flyers, and posters, for the purpose of advertising their group's events, only on bulletin boards. These bulletin boards are placed in numerous areas around the campus. Flyers, posters, and announcements placed on walls by College-recognized groups may be removed and discarded. No door-to-door solicitation is permitted in any College-owned buildings by anyone including recognized or affiliated Springfield College groups or individuals. Banners may not be hung from any building on campus without written permission from the Campus Director. There are designated areas on campus where banners may be hung for the purpose of advertising programs or events. Arrangements may be made to hang banners at these locations through the Campus Director. Disciplinary action will be taken against the group or individuals who violate this policy.

## Student Demonstration

Students who choose to express their opinions and differences through demonstrations must keep the following in mind:

The demonstration must be orderly at all times and should in no way jeopardize the public safety or interfere with the College program(s). Picketing or demonstrating must not interfere with the entrances to buildings or the normal flow of pedestrian or vehicular traffic. Students involved in a demonstration may not interfere by mingling with organized meeting or other assemblies for the purpose of harassment since this invades the rights of others to assemble and the rights of speakers to free expression. The demonstrating group may not obstruct or physically interfere with the integrity of the classroom, the privacy of the residence halls, the operation of the administrative process, or the function of the physical plant. Acts of violence or intimidation on the part of any group of students or other conduct which the College deems in violation of its policies, whether it be those who are demonstrating, those who are dissenting or those who are interfering with the process of dissent, will result in immediate disciplinary action.

## Substance Use Statement

The College hopes that the years spent as a member of the Springfield College community will be a time of great personal growth and development. Clearly, the primary goal is to gain knowledge and expertise in a particular field. However, there are other important goals, such as learning to take responsibility for one's life, gaining awareness of one's basic values, and making changes that are consistent with those values, as well as learning to live, work and play in a thoughtful community with others. The Alcoholic Beverage and Drug Policies are adopted to promote attitudes towards alcohol use that are consistent with an atmosphere of civility, and to discourage alcohol-related behavior on campus which is illegal and/or abusive to oneself or to others. The Drug Policy clearly outlines the position of the College relating to use of illegal substances. Both policies have been developed to be consistent with our belief in the total development of the person – in Spirit, Mind, and Body.

## Alcohol Policy

Springfield College is in compliance with the Drug-Free Campus Regulations and has adopted the following policies to address the presence of alcohol and the use of drugs and/or other illegal substances. Springfield College's mission speaks to the importance of educating students in mind, body and spirit for leadership and service to humanity. An understanding of the purpose of a Springfield College education underscores the rationale

for the college policy on alcohol. The misuse and abuse of alcohol in whatever form is inconsistent with this fundamental commitment of the College to provide said education. The College encourages and supports students who abstain from the use of alcoholic beverages.

It also acknowledges that we live within a social environment which establishes in law, a minimum age for the use of alcohol (21). The College does, however, permit the use of alcohol on campus in a manner consistent with the law. The College does not allow the use of alcohol to lead to disruptive behavior or conduct which infringes upon the rights of those who wish to pursue their academic interests as responsible members of the community.

All campuses of the School are subject to the laws of the Commonwealth of Massachusetts regarding the consumption, purchase, possession, and transportation of any alcoholic beverage. Some of the more pertinent statutes and regulations that have an impact on the way the College relates to these issues are as follows:

1. No person, group or organization may sell alcoholic beverages except pursuant to a license granted by the Commonwealth through the local government licensing authority. Licensing authority does not give permission for groups to have an open bar on campus, except in a family residence.
2. No person shall operate a motor vehicle under the influence of alcoholic beverages. Violators may be subject to arrest, fine, mandatory court education programs, immediate loss of license and/or imprisonment.
3. No person or group shall purchase or otherwise procure alcoholic beverages for consumption by a person under 21 years of age. Violators may be subject to criminal charges and a fine.
4. No person under 21 years of age shall keep, purchase, sell, possess, or receive alcoholic beverages. Violators may be subject to arrest, criminal charges and fine.
5. No person shall use the liquor identification card or driver's license of another, or supply such cards to another, furnish false information in obtaining such cards, or alter or deface such cards. Violators may be subject to arrest, criminal charges and fines.
6. In addition to the criminal penalties for wrongful handling and use of alcoholic beverages, individuals who furnish or sell alcoholic beverages to minors or to persons who are intoxicated may be liable to such persons and to anyone else who suffers personal injury as a result of such furnishing or sale. This may result in a civil lawsuit.
7. No on or off campus sanctioned event will be allowed to have an open bar.

## Drug Policy

The College prohibits the possession, use, or distribution of any illegal and/or controlled substance as defined by the statutes of the Commonwealth of Massachusetts. Considered to be evidence of drug-related violations and sufficient grounds for full disciplinary action include, but are not limited to the following:

1. Being in the presence of a controlled substance/illegal drug.
2. Being in the presence or possession of any drug paraphernalia and/or being in the presence of smoke or odors as in the case of marijuana.
3. Possession, use or distribution of all types of drug paraphernalia, including, but not limited to pipes, bongs, rolling papers, clips, and unauthorized use of syringes.

Possession of such paraphernalia will be considered sufficient evidence that a violation of the College drug policy has occurred. If found, any item will be confiscated.

## Sanctions for Violating the Drug Policy

A student who violates this policy in whole or part by being found in the presence of, possessing, using, and/or distributing illegal substances will face severe disciplinary action as determined by the College in its sole and exclusive discretion.

## Federal Law

Persons convicted of drug possession under state or federal law while receiving federal financial aid are ineligible for federal student grants and loans for up to one year after the first conviction and five years after the second. The penalty for distributing drugs is the loss of benefits for five years after the first, ten years after the second, and permanently after the third conviction.

It is especially important to note that under Federal law, distribution of drugs to persons under the age of 21 is punishable by twice the normal penalty with mandatory imprisonment. A third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs if death or serious injury results from use of the substances.

## General Regulatory Statement

### Preamble to the Code of Conduct

Springfield College is committed to the creation and maintenance of a living-learning environment, which fosters the intellectual, personal, social, and ethical development of its students. Respect for the rights of others and self-discipline are essential for the fulfillment of these goals. This Code of Conduct is designed to explain the rights and responsibilities inherent in membership in this academic community.

Students are encouraged to familiarize themselves with all applicable policies and regulations. Ignorance of policies and regulations regarding expected behavior will not be accepted as a defense or excuse.

Violation of the norms of civility and other accepted rules of behavior, whether or not covered by specific regulations, subjects a student to disciplinary action. Springfield students are expected to understand and live up to the highest expectations of an academic community.

## Philosophy

The judicial process provides oversight for community standards and is administered in an educational context. When campus judicial action becomes necessary, that action must be handled expeditiously and thoroughly.

The education of students concerning the rules and regulations of the College emphasizing the need to live by those rules in a community of people is promoted in judicial hearings and during other contact made with individual students involved in violations.

## Code of Conduct

### Interpretation of Regulations

Disciplinary regulations at the College are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms. In addition, alleged violations of local, state, and federal laws shall constitute a violation of the College's Code of Conduct. Violations of the Code of Conduct shall be cause for disciplinary action up to and including suspension or expulsion, regardless of the action or inaction of federal, state, or municipal authorities with respect to violations of the laws above mentioned.

### Prohibited Conduct

Springfield College believes that the following practices are examples of unacceptable conduct. This list is intended to be exemplary and not exhaustive.

1. Directing threatening language at another person.
2. Physical altercations.
3. Harassment of any type, including but not limited to, repeated unwanted phone calls or visits, obscene phone calls, remarks or gestures.
4. Misuse or abuse of alcohol.
5. Possession, use, or distribution of any illegal and/or controlled substance.
6. Community disturbance and/or involvement in any situation that violates the rights of others.
7. Food fights and water fights.
8. Gambling.
9. Theft of College property or the property of another person.
10. Shoplifting including that occurring at any College auxiliary service or any other theft of goods and/or services.
11. Selling books, which are not one's own, back to the Bookstore.
12. Vandalism of another person's property, including graffiti.
13. Damage to others' property and/or to College property.
14. Unauthorized possession, use, removal or defacing of property.
15. Failure to comply with directions of College officials, including Campus Police Officers, acting in performance of their duties.
16. Refusal to appear before officials or properly constituted governing boards or committees of the College.
17. False reports of fire or other dangerous conditions. Failure to report a fire properly or interference with the response of College or city officials to such emergency calls.
18. Creating a fire hazard and/or endangering the safety of persons or property through tampering with the fire safety equipment. Improper use and/or possession of inflammable or hazardous substances.
19. Failure to evacuate, failure to evacuate in a timely manner, or premature re-entry into any College building after a fire alarm has been sounded or other notice has been given.
20. Possession of firearms, illegal weapons, or explosives on campus.
21. Use of the College mail system for purposes that are inconsistent with the mission, policies, regulations, or practices of Springfield College.
22. Embezzlement or misuse of the funds of Springfield College and/or student organizations.
23. The setting of fires, arson or adding to unauthorized fires.
24. Bomb scare.

Springfield College reserves the right to discipline students who live off campus and are involved in activities on and off campus that may endanger the health, safety and welfare of Springfield College students and/or otherwise violate College policies. Moreover, Springfield College reserves the right to review and address incidents that occur off campus in which Springfield College students are involved. Behavior, which impacts the institution and/or otherwise violates the code of conduct and/or rules, regulations and policies will be addressed through the College Judicial System.

## Student Judicial System

### Preamble

As mature and responsible members of the College community, all students at Springfield College are expected to act in a manner consistent with the Humanics philosophy. The Student Judicial System of Springfield College exists as a mechanism for the resolution of alleged infractions of College policy, rules, regulations and/or local, state or federal law. It shall function in the manner delineated below, with the Campus Director's Office and the Dean of the School of Human Services ("SHS Dean") serving as the exclusive avenues for hearing and redress of violations of the College's rules and regulations and appeals therefrom. A copy of this document shall be given to all School of Human Services ("SHS") students.

A student, when charged with an offense, will be notified of the offense by the office of the Campus Director. The student will be required to initially meet with the Campus Director or his/her designee. If the charge is uncontested, the Campus Director or his/her designee will sanction the student. If the student contests the charges, then a hearing before a member of the Office of the Campus Director shall occur, as provided for hereinafter. Following such a hearing, the student may request an appeal before the SHS Dean.

### Article I: Hearings

#### 1. Statement of Purpose

1.1. The purpose of a hearing before a "Hearing Officer" (defined hereinafter) appointed by the Office of the Campus Director is to provide a student, where charges are contested, with an impartial hearing in all disciplinary matters. The decision of the Hearing Officer shall be final, subject only to a limited right to appeal to the SHS Dean, as more fully described in Article II.

#### 2. Guidelines and Procedural Safeguards

- 2.1. Either the Campus Director or an Impartial Alternate Hearing Officer designated by the Office of the Campus Director (hereinafter referred to as the "Hearing Officer") shall conduct all hearings where charges against the student are contested.
- 2.2. If a student contests the charges brought against him/her, and requests a hearing, then he/she shall notify the Office of the Campus Director by completing a *Request for Hearing* form that may be obtained from the Office of the Campus Director. The *Request for Hearing* form must be filed by the student with the Office of the Campus Director within seven (7) days of being notified of the charges.
- 2.3. If the designated Hearing Officer is the accuser or is a witness for or against the student, he/she may not hear the matter; rather the matter shall be heard by an impartial designee appointed by the Campus Director (the "Impartial Alternate Hearing Officer").
- 2.4. The Office of the Campus Director shall notify the student of the date and time of the hearing. There shall be no continuances except for good cause shown in

- advance. No hearing shall be held earlier than seven (7) days following written notice to the student of the date and time of the hearing (“Notification of Hearing”).
- 2.5. The hearing before the Hearing Officer shall open with the individual or group who filed the charge and who shall serve as prosecutor (the “Complainant”), making a statement to the Hearing Officer as to why the charge has been filed. The Complainant shall then present its witnesses and evidence to the Hearing Officer. The student shall have the right to cross-examine all witnesses for the Complainant. Thereafter, the student shall present his/her case defense and may testify, introduce evidence and/or present witnesses on his/her behalf. Following the direct examination of the student’s witnesses, the Complainant shall have the right to cross-examine the witnesses. The Hearing Officer shall have the right to examine all witnesses including the student.
    - 2.5.1. There may be designated Complainants for certain departments of the SHS. The faculty may elect to have one member serve as a Complainant for complaints filed by Faculty Members. In each case, however, the Faculty Member or person who actually made the complaint shall serve as a witness at the hearing.
  3. Advisors
    - 3.1. The student has the right to an advisor from the “Advisor Pool” discussed in Article IV, where the potential disciplinary action is suspension, separation, dismissal and/or expulsion. If this is the case, the Notification of Hearing will notify the student about his/her rights to use the Advisor Pool and will contain a list of potential advisors with their office address and telephone extension.
  4. Burden of Proof
    - 4.1 The Burden of Proof shall rest upon the individual or group alleging the charges by a preponderance of the evidence.
  5. Witnesses and Evidence
    - 5.1. Each party shall be given an opportunity to testify and present evidence and witnesses at the hearing before the Hearing Officer. Each party shall have an opportunity to hear and question adverse witnesses. In no case shall the Hearing Officer (whether the Campus Director or the Associate Campus Director or the Impartial Alternate Hearing Officer, as the case may be) consider statements against a student unless they have been introduced into evidence. The decision of the Hearing Officer may only be made based upon evidence that has been introduced at the hearing. All written evidence to be introduced into evidence shall be submitted to the Office of the Campus Director at least two (2) days prior to the date of hearing.
  6. Deliberation and Decision
    - 6.1. If a student is found responsible for the infraction, the Hearing Officer may consider anything he/she deems relevant in determining a sanction, including, but not limited to, a student’s record and/or past history of disciplinary proceedings.
    - 6.2. The Hearing Officer may render a decision at the hearing; however, he/she shall have at least seven (7) days thereafter to decide a matter. Written notification of the decision will be provided to the student.
  7. Jurisdiction
    - 7.1. The Office of the Campus Director shall have original and exclusive jurisdiction in all matters except for a Recusal Petition as described in Sections 2.3 and 10.1.

8. Initiation of Proceedings

- 8.1. Any administrative personnel (including, without limitation, staff from the Office of the Campus Director), faculty member or student of the College may file a charge against any student at the College for misconduct and/or violations of the rules, policy statements and/or regulations of the College (the "Charge"). The person filing the Charge shall be the person responsible for prosecuting the case, except where a designated complainant has been appointed, pursuant to Section 2.5.1. The Charge shall be filed with the Office of the Campus Director. Pending action on the Charge, the status of a student will not be altered and his/her rights to be present on campus and attend classes suspended, except where it is determined by the Office of the Campus Director, in its sole and exclusive discretion, that for reasons relating to physical, mental and/or emotional safety and/or well being of the student and/or any other member of the College community and/or College property may be in jeopardy.
- 8.2 The Office of the Campus Director may cause a preliminary investigation to be made by any College official, including, without limitation, Campus Police for the purposes of ascertaining whether a Charge should be filed.

## Article II: Judicial Appeals

9. Jurisdiction and Composition

- 9.1. All judicial appeals shall be heard by the (then) SHS Dean unless such dean is the complainant or has served as a witness in which case his/her impartial designee shall serve as the sole person to decide appeals under this policy. The SHS Dean has exclusive jurisdiction for all appeals of decisions of the Hearing Officer. It has no original jurisdiction except as to a "Disciplinary Interpretive Ruling" defined hereinafter.

10. Statement of Purpose

- 10.1. A judicial appeal is not provided to conduct hearings of first impression except as to a request for a disciplinary Interpretive Ruling as provided in Section 10.3.
- 10.2. A judicial appeal may be granted upon receipt of "Petition of Appeal" if the SHS Dean determines that a Petition of Appeal is based upon:
- A reasonable claim of substantive miscarriage of justice;
  - New evidence;
  - Procedural irregularities (including, a claim as to the impartiality of the Hearing Officer);
  - Imposition of improper or excessive penalty (whether or not resulting from contested or uncontested charges); or
  - Improper assessment of evidence.
- 10.3. A judicial appeal shall be granted upon receipt of a Petition for Interpretation whenever the SHS Dean shall determine that there exists a substantive material issue pertaining to the interpretation of the College's Disciplinary Rules and Regulations, including this document ("Disciplinary Interpretive Ruling").
- 10.4. Petitions to the SHS Dean must be received and date stamped by the SHS Dean's Office within seven (7) days after the student has been notified of a decision by the Hearing Officer. It is the student's responsibility to be sure that his/her petition for appeal is timely and date stamped.

11. Contents of Petitions

- 11.1. Petitions of Appeal shall be in writing and contain a statement of the grounds for appeal sufficiently detailed to allow the SHS Dean to make a reasonable judgment as to whether to grant the appeal. The Petition of Appeal shall contain a

description of the Charge against the student, the decision from the Hearing Officer and a statement as to appellant's position supporting the grounds for the appeal. If new evidence is to be introduced, the reasons for failing to provide it earlier shall also be provided.

- 11.2. The SHS Dean shall notify the appellant in writing, within seven (7) days after receipt of a Petition of Appeal, with a copy of the notice to the Hearing Officer whether it will grant or deny the Petition of Appeal. If the notice grants an appeal, a hearing date and time will be specified which will not be continued except for good cause shown, in advance.

## 12. Conduct of Reviews

- 12.1. The SHS Dean may address questions to any party or to any witnesses during the proceedings. Other than new witnesses introducing new evidence as a basis for grounds for appeal, witnesses may not present testimony which was previously provided at the original hearing. The SHS Dean may, in his/her discretion, limit the number of witnesses to be heard. The SHS Dean may also require the production of documents, oral testimony of witnesses and/or other exhibits.
- 12.2. The SHS Dean may commence the hearing by listening (in total or in part as determined by the SHS Dean) to an audio transcript of the hearing before the Hearing Officer. The appellant will then present an opening argument to the SHS Dean as to why the decision and/or sanction(s) ordered by the Hearing Officer are erroneous. This shall be followed by the appellant's introduction of new evidence (if any) to the SHS Dean. The Hearing Officer shall provide the SHS Dean with its argument as to the conduct of the original hearing and grounds supporting the conclusions reached and/or sanction(s) provided. If the SHS Dean desires, the Hearing Officer may also present witnesses; however, this is not required since evidence which was previously introduced at the original hearing must be recognized by the SHS Dean.
- 12.3. The SHS Dean may order a summation of one or more aspects of the case.
- 12.4. The SHS Dean shall decide and make a written report of his/her decision within seven (7) days of the Hearing with a copy to the student and the Office of the Campus Director. The report shall consist of:
  - a. A summary of the review, including a statement of the original Charge and evidence presented; and
  - b. Decision of the SHS Dean and reasons therefore.
- 12.5. The SHS Dean has discretion to either support or reject (in total or in part), the decision of the Hearing Officer and/or increase or decrease the sanction(s) imposed by the Hearing Officer.
- 12.6. In connection with deciding the merits of an appeal, the SHS Dean may review a student's file, including, without limitation, prior disciplinary proceedings.

## Article III. Provisions Applicable to Hearings before the Office of the Campus Director and Appeals to the SHS Dean

### 13. Public Hearings

- 13.1. All hearings before the Campus Director and/or appeals to the SHS Dean (collectively referred to in this Article III as "Hearings") shall be open unless it is determined by the Hearing Officer (which term shall hereafter mean the Campus Director or the impartial Alternate Hearing Officer) that there are substantial reasons why they should be closed (e.g., upon the request of the student, or if the subject matter is of a "sensitive nature") as determined by the Hearing Officer. It

shall be within the discretion of the Hearing Officer to limit public attendance to Hearings. To be considered an “open hearing” does not mean meeting in the largest room possible on the College campus. It merely means to allow at least three neutral witnesses to be present. If more persons are interested in the matter than the designated hearing room will hold, the Hearing need not be moved into a larger room. This decision rests within the discretion of the Hearing Officer.

14. Recording

14.1. All Hearings shall be recorded by either audio and/or video as determined by the discretion of the Hearing Officer; provided, however, in a closed Hearing, the Hearing Officer may use discretion and decide not to record details of confidential aspects of a matter.

15. Failure to Appear

15.1. If the student fails to appear for a Hearing, and has not demonstrated good cause therefore, the Hearing Officer may dispose in the matter as he/she chooses. Even if the student, after electing to hold a Hearing at the Office of the Campus Director, agrees to waive same, the Campus Director may determine that a Hearing should occur and may order same.

16. Continuation of Hearings

16.1. Hearings may be continued by order of the Hearing Officer for reasons he/she deems relevant, including, but not limited to, a request that additional witnesses be called to testify and/or that documents or other evidence be produced.

## Article IV: The Advisor Pool

17. Advisors

17.1. In all cases where there is a possibility of suspension, separation, dismissal and/or expulsion (individually and/or collectively referred to as “Severe Sanctions”) the student shall be notified of same, together with the list of potential Advisors in the Notification of Hearing. If the student disputes the Charge and requests a Hearing before the Office of the Campus Director in a case where Severe Sanctions are a possibility, he/she selects from the list of potential Advisors at such time as notifying the Office of the Campus Director that a Hearing has been requested. This notification will be included on the *Request for Hearing* form.

17.2. An Advisor may not present evidence on behalf of the student; he/she only may serve the function of coach and counselor. An Advisor may not examine or cross-examine witnesses, but may only assist the student in doing same. The Advisor must be from the list of “Pool Advisors” and no other Advisor may serve on the student’s behalf at the hearings.

17.3. If an Advisor, upon being notified that he/she has been selected to advise the student and he/she believes that a question of impartiality exists or is otherwise unwilling to serve as such, the potential advisor shall notify the Office of the Campus Director and the student within two (2) days. The student may either select another Advisor from the list of Advisors previously furnished to him/her or request that the Office of the Campus Director appoint same. If the student fails to notify the Office of the Campus Director with the name of an Advisor within seven (7) days after receiving Notification of Hearing where Severe Sanctions are a possibility or within seven (7) days after receiving notice of the potential Advisor’s question of impartiality or unwillingness to serve as such, an Advisor will be appointed to the student by the Office of the Campus Director.

17.4. A Pool of Advisors will be established (the “Pool”), for each academic year by the Office of the Campus Director.

## 18. Time Periods

- 18.1. Any date on which an act must be done on or by, which falls on a Saturday, Sunday, legal holiday or College holiday, shall be deemed to be the next day when the College is in session.

## Article V: Monitoring of Probation

### 19. Probation

- 19.1. Each academic year, the Office of the Campus Director will establish a group of probation monitors who will agree to monitor a sanctioned student's accountability if probation has been assigned.
- 19.2. If a Hearing results in the student being placed on probation, the student will report to a probation monitor as ordered by the Office of the Campus Director.
- 19.3. The probation monitor will report to the Office of the Campus Director as requested by the Hearing Officer with respect to the monitoring of the probation assigned.

## Article VI: Types of Accountability

### 20. Sanctions

- The following are examples of the types of accountability that can be agreed upon and/or sanctioned. This list is intended to be exemplary; it is not exhaustive.
- 20.1. Mutually Agreed Upon Accountability—An appropriate educational experience which provides for the individual(s) participating in an opportunity (i) to have a better understanding of his/her attitudes and behavior and the attitudes and behavior of others, relevant to the issues involved in the disciplinary action, (ii) to acknowledge his/her part in contributing to whatever situation occurred, (iii) to make amends without experiencing loss of respect for himself/herself, or (iv) insofar as possible, to make up for any physical and/or psychological damages caused to others as a result of his/her previous behavior. Examples of this type of accountability include dialogues, workshops, tutorial programs, classroom instruction, counseling, etc.
  - 20.2. Warning—Notice to student, in writing that continuation or repetition of the conduct found wrongful, within any stated period of time may be cause for further disciplinary action.
  - 20.3. Censure—Written reprimand for violation of specific regulations.
  - 20.4. Fines
  - 20.5. Educational or Community Work
  - 20.6. Restriction of Awarding of Degree(s)
  - 20.7. Restitution and Reimbursement for Damage or Reimbursement of Property—Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
  - 20.8. Loss of Privileges—Loss of such privileges as may be consistent with the offense committed and the rehabilitation of the student.
  - 20.9. Probation—A definite period of time during which a student will be required to report on a regularly established basis to a College official so designated from the probation pool as selected by the Office of the Campus Director. Failure to meet the requirements of probation will result in further disciplinary proceedings.
  - 20.10. Separation—Exclusion from classes or other privileges or activities as set forth in the notice of separation for a definite period of time.
  - 20.11. Suspension—Termination of the student status for a definite period of time selected by the Office of the Campus Director.

- 20.12. Dismissal—Termination of the student status for a definite period of time, with readmission contingent upon acceptance of application for admittance by the Admissions Office.
- 20.13. Expulsion—Termination of student status with no possibility of readmittance.

## Article VII: Amendments to the Judicial Code

### 21. Amendments

- 21.1. Amendments to the Student Judicial System may be made from time-to-time by the College at which time all students shall be bound by such changes, without restriction.