



2016-2017 Student Handbook

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Worcester State University*

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

You have made a wise choice in selecting Worcester State University. According to The Princeton Review, WSU is one of the 75 “Best Value” public universities in the nation, is a “Best in the Northeast,” based on student surveys of quality, and is a “Most Environmentally Responsible” college. Payscale.com says we are one of the best “Return on Investment” colleges, and Worcester Magazine readers have named us the best college in Worcester for a few years in a row. You join the 35,000 students at 10 area campuses who make Worcester a “College Town.”

At WSU, the student is the most important person on our campus. Whether you are a commuting student or you live in one of our award-winning residence halls, take advantage of all we have to offer you. Opportunities are here - to engage in sports, clubs, performances, lectures, art gallery exhibits, and more. Our neighborhood campus is blocks away from a wide variety of cultural, recreational, and entertainment venues that the second largest city in New England provides, and Boston is just an hour away. While most of your classmates hail from Massachusetts and nearby states, we educate those from about 30 countries, and offer our students “study away” opportunities across the nation and the globe.

Get to know your faculty and your fellow students, and you will find that there’s no better place to use your knowledge and ambition to change the way the world works. Don’t hesitate to let me know what I can do to make your Worcester State University experience the very best.

Welcome, from the entire WSU family. It is great to have you here.

Sincerely,

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

Barry M. Maloney

President

Purpose of Handbook

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

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

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

We are delighted that you chose us. The entire community welcomes you and wishes you a successful year.

www.worcester.edu/Student-Services

Worcester State University's Mission

Worcester State University, a public metropolitan institution of higher learning located in a culturally vibrant region of the Commonwealth, affirms the principles of liberal learning as the foundation for all advanced programs of study.

Worcester State University offers programs in the traditional liberal arts and sciences disciplines, while maintaining its historical focus on teacher education. It has expanded its offerings with professional degree programs in biomedical sciences, business, and the health professions. Through its curricula, Worcester State addresses the intellectual and career needs of the increasingly diverse citizenry of central Massachusetts.

Worcester State is dedicated to offering high quality, affordable undergraduate and graduate academic programs and to promoting the lifelong intellectual growth, global awareness, and career opportunities of its students. To this end, Worcester State values teaching excellence rooted in scholarship and community service; cooperates with the business, social, and cultural resources of Worcester County; collaborates with other institutions of higher learning in the region; and develops new programs responsive to emerging community needs.

Student Affairs Mission

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

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

Student Rights and Responsibilities

Drug-Free School/Community

WSU realizes that it has an obligation to maintain a healthy and safe environment by promoting a campus and collegiate experience that is free from drug and alcohol abuse.

It is only through the maintenance of such an environment that WSU can fulfill its mission of developing the social, cultural and intellectual potential of its members; subsequently fostering their development as responsible contributors to, and participants in, a healthy society.

It is the policy of WSU, pursuant to Drug-Free Schools and Communities Act Amendments of 1989, to prohibit the unlawful possession, use or distribution of drugs and alcohol in any part of WSU's activities. Students who violate this policy will be subject to disciplinary action up to, and including, expulsion from WSU. Students who are found responsible for the unlawful sale or distribution of illicit drugs will be suspended, dismissed or expelled from WSU in the first offense.

Students may confidentially obtain information regarding public and private drug and alcohol counseling and rehabilitation services from WSU's Counseling Center is located on the third floor of the Student Center, Suite 325.

Family Educational Rights and Privacy Act

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

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

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

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

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

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

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

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

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

- WSU officials within the institution

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

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

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

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

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

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

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

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

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

Campus Resources and Services

Academic Support Services

The Academic Success Center is located in the Administration Building, Room 130. It focuses on:

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

Peer Mentors: The Academic Success Center sponsors a team of Peer Mentors who can provide academic information about programs, policies, and procedures. Peer Mentors work closely with first-year students enrolled in their first-year seminar.

Academic policies and Procedures:

- please visit www.worcester.edu/SP-Academic-Success-Center

More detailed registration information and course information can be found in the WSU Catalog of Undergraduate Studies.

www.worcester.edu/Catalogs-and-Calendars

Athletics and Intramurals

The Athletics and Wellness office is an integral component of Worcester State University's efforts to provide a high-quality, affordable education and supportive environment that promotes the total development of the student. A brand new, state-of-the-art, 100,000 square foot Wellness and Recreation Center opens fall of 2016. This building will provide our students robust intramural and recreational opportunities, while our student-athletes will compete in some of the nicest indoor facilities on the east coast. Employment opportunities for students may also be available in the Wellness and Recreation Center.

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

Worcester State University is a Division III member of the National Collegiate Athletic Association (NCAA), the Massachusetts State Collegiate Athletic Conference (MASCAC), and a single sport affiliate of the Little East Conference and the Great Northeast Athletic Conference. The university sponsors the varsity sports of baseball, men's and women's basketball, men's and women's cross country, field hockey, football, men's golf, men's ice hockey, men's and women's soccer, softball, women's tennis, men's and women's indoor and outdoor track and field, women's volleyball, and women's lacrosse.

Students electing to compete in a varsity program must maintain good academic standing and make satisfactory progress as defined by Worcester State University. In addition, the student-athlete must be a full-time undergraduate student registered for at least 12 semester hours. Students who have completed one academic year in residence or utilized on season of eligibility in a sport must have completed 24 semester hours in the previous two semesters. Questions concerning athletic eligibility should be directed to the Athletics Office located in the Wellness Center.

For those students interested in competing in a less formal level, Worcester State offers an intramural sports program in such sports as football, basketball, street hockey, softball, soccer, and volleyball. Any student who wishes to participate in intramural sports, regardless of ability or past experience, is urged to do so.

Other wellness opportunities such as use of the aerobics center, weight room, aerobics and yoga classes, etc. are also available to the students at Worcester State University.

In all of its programs, the Athletics and Wellness office is cognizant of its responsibilities as an educational support component at Worcester State University.

Bookstore

All required course materials for classes are available at the WSU Bookstore located in the Student Center. This full service bookstore offers new and used textbooks, as well as textbook rental. To make the book selection process for classes easier, please bring your class schedule. The Bookstore also stocks school supplies, specialty books and a wide variety of gifts and clothing imprinted with the WSU logo.

Used Textbooks

We stock many used copies of textbooks, but the supply is limited and they sell quickly. Shop early for the best selection of used books.

Rent-A-Text

Students will have the option to use Rent-A-Text through the University bookstore saving on average half the price of a new book. You'll need to complete the short rental agreement online or at the register in the store. You must be 18 years of age and provide a valid ID and a credit card as collateral. With Rent-A-Text, students can highlight and write in the book. Normal wear and tear is anticipated. You can pick up rental textbooks in store or order online and have them shipped to your home.

Textbook Rental Return Policy

Any student who uses the University Bookstore Book Rental Program must abide by the contract he/she signs. All rented textbooks are due back by the due date (shown on your receipt). Students who fail to return the books by the due date will be charged a non-return fee as well as a processing fee on the credit card that he/she has submitted for collateral. If his/her collateral is dishonored by the credit card company, he/she will be sent to a collection agency for payment. In addition, the student will not be eligible to participate in the Textbook Rental Program until he/she settles his/her debt.

Online Purchasing

Textbooks and many general merchandise items are available on the bookstore website at www.WSU.bkstr.com. Students can purchase

textbooks or rent textbooks by clicking on the textbook tab, picking the proper term and selecting the course and section numbers. Online orders can either be picked up at the bookstore or they can be shipped to your home.

Return Policy/General Return Policy

STANDARD RETURN POLICY: A valid receipt and/or packing slip are required for all refunds or exchanges. All items (except Course Materials and Hardware/Software) unopened and in original condition returned within 30 days of purchase may be exchanged or refunded to the original form of tender with receipt.

Course Materials and Hardware/Software Details:

Course Materials (textbooks): A full refund will be given for textbooks (excluding Final Sale items) returned prior to campus specific refund deadline. All returns need to be returned with receipt.

1. Fall and Spring classes have one week after the first day of the semester with receipt
2. All Summer classes have a two day return policy with receipt

Materials purchased after the campus specific deadline (but before the final week of class) must be returned within 2 business days of purchase. Materials purchased during the last week of classes or final exams are not returnable/refundable.

Final Sale items include the following: Inkling Digital Textbooks, Study Guides, Test Prep Books, Bar Charts, Cliff Notes, Professional Reference Study Aids, clearance items and magazines. All these items are not returnable/refundable.

Ways to Pay

The bookstore accepts cash, personal checks, MasterCard, Visa, American Express, and Discover cards, as well as the OneCard. The bookstore also has gift cards available for sale in store or online.

Book Buy Back

The bookstore will purchase books back at any time, no matter where they were originally purchased, provided there is national demand for the book, as determined by the bookstore's buying guide. The bookstore purchases books back for resale from WSU students at half the new purchase price provided there is a current order and need for the book in the upcoming semester. The best time for students to sell books back

is during finals when they are finished with it and the bookstore has the most-up-to-date information on the needs of the upcoming semester.

See bookstore website for hours.

Bookstore Online: www.WSU.bkstr.com

Campus Ministry

Campus Ministry at WSU seeks to enable students, faculty and staff to grow spiritually in their faith journey as they work and study in the campus setting. Through interfaith programs, lunches and dinners, counseling and fellowship opportunities, the Campus Ministry seeks to bring a religious dimension into the everyday life and conversation of the WSU community. The Campus Ministry House is located near Dowden Hall and is staffed by Catholic and Protestant chaplains and available clergy from various religious traditions.

www.worcester.edu/Campus-Ministry

Career Services

What will I do when I graduate from WSU? What types of career options may relate to my major? How do I choose a major? How can I get experience in my field/find a job? These are just some of the questions that bring students to Career Services. So that we can explore fully the links between your academic planning and career planning, we encourage you to begin using our services as early as possible, preferably in your first year. Here is an overview of our services:

- help with choosing a major
- individual career counseling, often utilizing a variety of career assessment inventories, such as Myers Briggs Type Indicator, John Hollands Self-Directed Search, etc.
- assistance with exploring career options
- information on career trends and job search strategies
- employer information
- internship, part-time, full-time, and summer job database on our website
- assistance with preparing resumes, cover letters, portfolios, and personal statements
- mock interviews
- graduate and professional school advising
- on-campus employer events
- career fairs, and other career-related events

Please visit Career Services' website for more information. Our office is located on the third floor of the Student Center. The phone number is (508) 929-8072. Visit us on the web at www.worcester.edu/Career-Services. Call or drop by to set up an appointment with a Career Counselor.

Commuter Services (CSO)

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

The Commuter Advisory Board (CAB) consists of commuter students who are interested in creating programs and addressing issues that are of concern to the commuter population. Some programs CAB has planned in the past include: monthly commuter breakfast, a paint ball trip, pool and ping pong tournament, and Commuter Appreciation Week. Meetings are held weekly, and the day/time is determined in the beginning of each semester.

Commuter students can also utilize the Living Room of the Student Center as a lounge area between classes and activities. The Living Room includes a refrigerator, microwave oven, multiple flat-screen TVs, billiards, a ping-pong table, and a quick charge station for all your electronic devices.

Commuter Services is staffed by a full-time professional who oversees the Living Room, advises the Commuter Advisory Board and works closely with the Office of Student Involvement and Leadership Development. More information can be found at **www.worcester.edu/Commuter-Services**.

Conference and Event Services Office

Located on the second floor of the Student Center the Conference and Event Services Office handles all non-academic scheduling of all space. The office works closely with student organizations, offices and departments on campus to facilitate meeting space, campus lectures and special events such as commencement. The office employs approximately 15 student employees all of whom must be fee paying students and are allowed to work up to 15 hours per week. The Conference and Event Services Office also handles all outside agents of the university renting available space to area businesses and organizations as well as space for private functions. The office is highly customer service oriented and strives to make events seamless and stress free.

www.worcester.edu/Conference-and-Event-Services

Counseling Services

Confidential counseling services are available to all currently enrolled undergraduate students. Counseling services are available to assist students in coping with personal issues that may interfere with their psychosocial development as well as their academic success. The Counseling Center staff is committed to respectful understanding of various social, interpersonal, and cultural contexts represented by all students.

Services that are available through the Counseling Services office include: individual counseling, support for survivors of sexual violence, consultation, outreach, and group counseling.

Counseling Services is located on the third floor of the Student Center, Suite 325. For more information or to schedule an appointment please call (508) 929-8072 or email counseling_wsu@worchester.edu.

www.worcester.edu/Counseling-Services

Support for Survivors of Sexual Violence:

- Go to a safe place and tell someone you trust what happened.
- It's your choice to report the crime to the police and/or WSU, but remember that action against a rapist can prevent others from becoming a victim. If you would like to report the assault, you can call University Police or your local police department. You can also make a report to the Title IX Coordinator or another WSU staff member. Please know that most WSU employees are obligated to report if they know or suspect that a sexual assault has occurred.
- Don't shower, bathe, douche, or brush your teeth.
- Don't throw away any clothing or objects that might contain evidence. Save every article of clothing worn during the attack without laundering it or altering it and place them into a bag, if available. If you choose to go to the hospital, bring the bag with you.
- Seek medical attention either at a local hospital or WSU Health Services. Not all injuries are evident, so for your well-being, it is recommended that you receive a medical exam as soon as possible. Medical staff can help assess your needs, including prevention of sexually transmitted infections (STIs) and pregnancy, and emotional counseling.

- Be a good witness. Even though it may be hard, try to remember details. The sooner you tell, the sooner the attacker can be caught.

Emotional care:

- Seek support from trusted friends or family.
- Go to WSU Counseling Services and a counselor can talk with you confidentially. Remember, it's not your fault.
- Other supports on campus include the Dean of Students' Office, Residence Life and Housing staff, and Campus Ministry. (Note that Campus Ministry staff is not always on campus, but will return messages.)

Common Reactions of Assault

Survivors of sexual assaults may experience some of the following:

- Shock and/or numbness
- Helplessness
- Fear and/or anxiety
- Guilt, self-blame, and/or shame
- Difficulty sleeping or eating
- Academic difficulty and/or difficulty with attention and focus
- Use of substances to manage painful feelings

Survivors have a variety of reactions that might surface at different times following the assault—days, weeks, or months later. Counseling can help survivors address these needs at any time.

Dining Services

WSU Dining Services is managed by Chartwells, a division of Compass Group North America. At Chartwells, our goal is to be one of the best dining programs in the nation, with a repertoire of various cuisines and outstanding services for our customers.

Dining Locations – We currently operate eight dining locations on campus.

Sheehan Hall Pulse on Dining is an all you care to eat dining facility. Located on upper campus on the first floor of Sheehan Hall, the dining

facility features several different buffet stations and made to order food options.

Dowden C-Store is a late night convenience store. Located in Dowden Hall, students can grab snacks, toiletries, hot subs and pizza.

NEW! – Woo Scoops will open the Fall of 2016 on the first floor of Wasylean Hall. In a partnership with Gifford's ice cream offerings will include all your favorite ice cream dishes and freshly made waffle cones and bowls.

The Food Court is located on the first floor of the Student Center and features a fast food eatery. Offerings include wraps, soup, burgers, paninis, quesadillas, stir fry, pizza and a variety of freshly made-to-go salads and sandwiches.

Starbucks Café is located in the Learning Resource Center (aka Library/LRC) and offers a full drink menu of your Starbucks favorites.

The Woo Café is located on the lower campus in the Sullivan Academic building. It is a great dining location for commuters and those who need something quick to eat between classes, offering Au Bon Pain soups and fresh made sandwiches and salads.

Lancer's Loft is a late night dining spot and is located on the third floor of the Student Center. Offering a pub style menu along with hot entrees, it is a great place to dine after a late class, practice or study session.

NEW! – Lancer's Court will open the Fall of 2016 in the newly developed Wellness Center. The concept will offer freshly made smoothies and fresh pressed juices. On the Go fresh baked snacks, sandwiches and salads.

For more information on dining menus, hours of operation, special events and much more, please visit our website
www.dineoncampus.com/wsu.

Meal Plans – Chartwells offers a wide-variety of meal plans to both resident and commuter students. The meals per week or number of meals for the block plans are eligible for entrance into the Sheehan Hall facility.

Resident Students can choose from the following plans:

- 19 meals per week with \$50 dining dollars for the semester
 - 14 meals per week with \$125 dining dollars for the semester
 - 10 meals per week with \$175 dining dollars for the semester
 - 7 meals per week with \$450 dining dollars for the semester
- *All meal plans are priced at \$1,820 per semester

All first year, sophomore, junior and first –time transfer commuter students have a \$150 dining dollar plan for each semester. In addition they can purchase any of the following block plans:

- 50-meal block plan
- 75-meal block plan
- 100-meal block plan
- 125-meal block plan with \$200 dining dollars
- 150-meal block plan with \$300 dining dollars

All students, faculty and staff have the ability to purchase dining dollars.

The dining dollars can be used at all the dining facilities on campus. These plans are all bonus dollar plans. Please visit www.dineoncampus.com/WSU to purchase a plan or view more information.

Sustainability—Chartwells at WSU has recently partnered with Red’s Best, a Massachusetts based fishing organization that employs local fishing vessels off the coast of Cape Cod. We believe in the importance of purchasing sustainable seafood and supporting local organizations. We fully support local farmers and purchase locally grown and fair trade products when possible through our partnership with Sid Wainer and FreshPoint. Our Sheehan Hall Pulse on Dining is a Carbon FoodPrint facility, using a web-based program to minimize the carbon foodprint of the operation. We also use a food waste dehydration system that allows us to heat and cook food waste that can then be used by a compost company as soil. In 2015 WSU was named the National Food Recovery Challenge winner. Together we can make a difference.

Student Accessibility Services

Student Accessibility Services (SAS) collaborates with and empowers students who have disabilities in order to coordinate support services and programs that enable equal access to an education and university life. The SAS strives to assist students with disabilities in advocating for themselves, receiving reasonable accommodations, and utilizing campus-wide resources in order to fulfill their postsecondary education goals. SAS provides a welcoming, supportive and engaging setting for students, and promotes disability as an essential aspect of diversity on campus.

Accommodations and services are individually determined through an interactive intake appointment with a professional staff member. Student's self-report and documentation by a qualified professional are reviewed. Eligibility for reasonable accommodations and services are determined by SAS staff based upon each students' functional limitations and individual needs.

SAS is the only office on campus that issues educational, testing and residence life accommodations.

Please see our website: www.worcester.edu/Student-Accessibility-Services. For further information contact us: Room 131, Shaughnessy Administration Building; phone: 508-929-8733; email: sas@worchester.edu. We are here to help you!

Health Services

The Student Health Services (SHS) is located in the Sheehan Hall, room SRH-001.

1. Office hours are Monday 8 a.m. to 8 p.m.; Tuesday, Wednesday, Thursday and Friday 8 a.m. to 4 p.m. during the academic year. The office is open for a limited number of hours during the summer for the purpose of collecting Student Health Forms. For more information on services provided or for summer hours, please call (508) 929-8875 or visit www.worcester.edu/Health-Services. All matriculated students who pay the health services fee are eligible to use the Student Health Services.

The office is staffed by a full-time nurse practitioner, two part-time nurse practitioners, and part-time physicians from the University of Massachusetts Medical School working in affiliation with WSU. Students may contact the Health Services Office for days/hours of these health care providers.

Services provided by the SHS are confidential and include:

- health maintenance and wellness programs including routine gynecological exams
- evaluation and treatment of acute illness and injury and/or referral as needed
- PPD (Tuberculosis) testing (at cost).

Medical emergencies are handled immediately. The clinic operates on an appointment schedule. Most appointments can be scheduled within 24 to 48 hours.

www.worcester.edu/Health-Services

Immunization Requirements

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

- 1) two doses of measles, mumps and rubella vaccine given at least one month apart beginning at or after 12 months of age;
- 2) one dose of tetanus/diphtheria/pertussis (Tdap) is required, if it has been 5 years or more since the last dose of tetanus/diphtheria (Td);
- 3) three doses of Hepatitis B vaccine;
- 4) All newly enrolled full-time resident students must be immunized with the Meningococcal vaccine within the last 5 years or the student/parent/ legal guardian may sign the Meningococcal Information and Waiver Form developed by the Massachusetts Department of Public Health;
- 5) a history of varicella (chicken pox) disease verified by a health care provider, or two doses of Varicella vaccine given at least 1 month apart beginning at or after 12 months of age. All international students must have proof of a negative mantoux test performed in the USA. In the case of positive test results, evidence of a negative chest x-ray is required. Mantoux testing (PPD) is also available at Student Health Services for a minimal fee. A copy of an immunization record from a school in the Commonwealth indicating receipt of the required immunizations may be presented; or in the case of measles, mumps, rubella, Hepatitis B, or varicella, laboratory evidence of immunity. The law provides for medical and/or religious exemptions. Provision is also made to allow students to register on condition that the required immunizations are obtained within thirty days of registration.

Students must submit the WSU Report of Medical History form, completed by a physician, in order to register for courses. All resident students must have a complete WSU Health Form in order to move into the residence halls.

Health & Wellness

The Office of Health and Wellness serves as a resource for the campus community on a broad range of health and wellness topics. We seek to support healthy lifestyle choices through education and prevention and encourage students to make informed decisions regarding their health.

The Office of Health and Wellness serves as the primary resource for alcohol and drug education and prevention for all students. The office coordinates campus-wide efforts to address issues related to alcohol and other drug use.

The Office of Health and Wellness works collaboratively with Athletics to coordinate WSU Lancers Student Athlete Life Skills. Life Skills is a collaboration between the NCAA and member institutions that are committed to total development of student athletes, preparing them with “life skills that are useful throughout the college experience and after graduation.”

www.worcester.edu/Health-and-Wellness

Health Risks

Alcohol and drugs can contribute to negative consequences that can affect virtually all Worcester State students' health and academic achievement whether they choose to drink or not.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol cause marked impairments in higher mental functions subjecting themselves to the possibility of lowered academic performance, dependence, unwanted/unprotected sex, assault, violence or injury. Very high doses cause respiratory depression and death. Students who choose not to drink experience second hand consequences that are often compounded or created by others substance use. In addition to physical sexual advances or assault, these students also experience damaged property, disrupted sleep and study.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to product withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

WSU offers a comprehensive, multi-tiered approach to alcohol education and prevention. Services and resources are available for students, faculty and staff through the Office of Health & Wellness, Counseling Services, Health Services, University Police and Residence Life.

The Office of Health and Wellness is located on the third floor of the Student Center, Room 337 or visit us online at www.worcester.edu/Health-and-Wellness.

International Programs

The International Programs Office (IPO) at WSU bears the dual responsibilities of advocating internationalization on our campus as well as promoting academic and cultural exchanges within the global community.

The IPO serves WSU students in implementing their academic goals, specifically in international education. Students are encouraged to study abroad during their tenure at WSU. Through direct exchanges and a variety of program providers, WSU offers study abroad opportunities in virtually every part of the world. With the recent membership in the National Student Exchange (NSE), students now have the ability to exchange with nearly 200 institutions in the United States, Canada and U.S. territories.

The IPO collaborates with WSU academic departments to develop short-term faculty-led programs abroad. These faculty-led programs allow students to interact with their professors more closely while studying abroad as well as to conduct valuable first hand research. Students in all academic levels are welcome to participate.

WSU students with a minimum of a sophomore standing and a cumulative GPA of 2.7 are eligible to study abroad. Students are encouraged to plan their study abroad experience as early as possible. This can be done by making an appointment with the study abroad advisor. Interested students may study abroad for a summer, a semester, or an academic year. Eligible students should contact the International Programs office at (508) 929-8305 or visit our office in the Student Center, Suite 317.

With respect to international students and visiting scholars, WSU is authorized under federal law to issue forms I-20 and DS-2019 for academic study, teaching or research at our campus. All international students must have a valid visa to travel to the U.S. and students are required to study full time. Under the policy of the Department of Homeland Security, all international students must report to the IPO after their initial entry to the U.S., which can be done at the orientation session before the start of each semester. International students should contact the IPO by calling (508) 929-8305 or coming to the office. For more information please visit our website at www.worcester.edu/Study-Away.

OneCard

The OneCard is WSU's official student identification card. It is used to access all Library functions, allows door access to authorized locations on campus, and can be utilized as a debit card. It's important to safeguard your WSU OneCard ID because of the cash value and building access assigned to it.

To obtain your OneCard, visit the office of Student Accounts (Bursar/OneCard) office on the first floor of the Administration Building, during regular business hours. You must be registered for classes at WSU (at least 24 hours prior), present a photo ID (such as a driver's license) and sign the Terms and Conditions contract.

In the event that your OneCard is lost or stolen, suspend it immediately Online at: www.worcester.edu/OneCard, or at the OneCard office to prevent loss of funds. There is a charge of \$25 to replace your OneCard.

Guests visiting the campus may utilize the OneCard program by obtaining a Guest Card from one of the CMC machines, which are located in the Student Center, Learning Resource Center, Wasylean Hall, Sheehan Hall, the Wellness and the OneCard Office. For more information about the OneCard, visit www.worcester.edu/OneCard call (508) 929-8888 or email onecard@worchester.edu.

Police Department of Worcester State University

The WSU Police Department is comprised of the office of the parking clerk and daily operations of police services to the WSU community under the supervision of the chief of WSU Police. Police can be contacted by phoning 929-8044 or 929-8911.

Administration

The administrative office of the WSU Police Department is located on the first floor of Wasylean Hall, Room 102.

Services provided include:

- office of transportation **www.worcester.edu/Parking**
- employee and faculty parking decals
- WSU keys for academic facilities
- Emergency Management
- foot and vehicular patrols of WSU grounds, facilities and residential dwellings
- crime and incident reporting
- emergency response to incidents and crimes.
- enforcement of motor vehicle rules and regulations
- enforcement of police and WSU policies and Massachusetts general laws and Federal Regulation
- on-campus escort service upon request
- safety programs for residential and commuter students.

Lost and Found

Lost-and-found articles are kept in the WSU Police Department located on the first floor of Wasylean Hall. All inquiries should be directed to that office by calling (508) 929-8887 or (508) 929-8044 / 8911.

www.worcester.edu/University-Police

Residence Life

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

The Office of Residence Life and Housing is located on the first floor of Sheehan Hall (508) 929-8074.

www.worcester.edu/Residence-Life

Restroom Policy

Every member of the Worcester State University community is free to use whichever restroom aligns with their gender identity.

Worcester State has designated in the Administration Building, Dowden Hall, Sheehan Hall, Wasylean Hall, and the Wellness Center single user restrooms available for anyone to use, regardless of gender identity or expression.

If any person is behaving dangerously or actively harassing others in a restroom or any other on campus space, please contact University Police.

Office of Student Involvement and Leadership Development & Student Organizations

The Office of Student Involvement and Leadership Development provides a co-curricular program which enhances students' overall educational experience. Through OSILD, student clubs and organizations provide a variety of social, cultural and educational programs for the entire WSU community as well as traditional events such as Welcome Week, Spring Week, Multicultural Festival, Homecoming, Family Weekend and Senior Events. Students are encouraged to participate in one or more student organizations: Third World Alliance, Student Government, Campus Ambassadors, WSU Pride Alliance, Student Events Committee, WSU Dance Company, WSUR Radio, ENACTUS, Surreal Games and Sci Fi, Active Minds, Lancervision TV, Commuter Advisory Board, club sports—the Dance Team and Equestrian Team, and many special interest clubs.

www.worcester.edu/Student-Involvement

Student Center

The Student Center is available as a resource for the entire WSU community and is conveniently situated at the geographical center of the campus. The facility contains a food court, lounges; and the very popular Living Room, a gathering place for students; offices for Student Affairs personnel and student organizations; a student-run print center; a fitness center; an exhibit area; bookstore and meeting rooms. The entire Student Center is the living room of the campus. It is where students, faculty and staff gather to meet and socialize and to create community. It is also a place where students have numerous opportunities to learn and practice leadership, programming, management and interpersonal skills.

Lancer Landing

This space is used as a lounge for student during the daytime. The space is used by clubs and organizations for a variety of programs and events.

Student Government Association

WSU encourages freedom of thought, a diversity of ideas and concerns and boundless extracurricular opportunities. It is the belief of WSU that student participation in all aspects of campus life is an integral part of the education process.

Students are encouraged to become involved and provide the student perspective in the planning and implementation of WSU policy, events and activities. There are three types of student activities and organizations you should be aware of – you support them directly with your fee money.

The three types of student organizations in the SGA are:

- major organizations
- special interest clubs
- club sports

Student Government

The Student Government is the representative body of the entire undergraduate student population

All undergraduate students, upon payment of their tuition and Student Activity fee are encouraged to become active in the SGA by running for elected positions, voting in campus elections, applying for appointments

to WSU governance committees, or by just attending open public or planned events. The Student Government Office is located on the third floor of the Student Center. The telephone number is (508) 929-8655.

The purpose of the Student Government is to be the primary advocate of student rights and to be involved with the formation of WSU policy. The Student Government serves as a vehicle of communication among the students, administration and faculty.

All services and activities sponsored by the Student Government and the organizations it funds are provided by a Student Activity fee each student pays on his/her tuition bill. These organizations are run by students who volunteer their time, effort and ability. This sense of interest and concern for other students is what makes the Student Government a meaningful and successful organization.

Students who become involved in the Student Government and the many clubs and organizations it funds have a unique opportunity to acquire and develop specific skills: you learn how to work with other people and their ideas; plan, organize, set goals and achieve them. At the same time, you're learning about your individual strengths and weaknesses.

There are four branches of the Student Government:

Student Trustee

In the academic year 1981-82, the Massachusetts legislature voted to include one student of the Board of Trustees at each college in the state college system. Although he/she is not an official Student Government Association officer, the student trustee is elected by the SGA in annual elections.

The decision to allow students to be voting members of the Board of Trustees was a major step in strengthening student representation in the overall governance of WSU.

SGA President

The SGA president is elected by the SGA annually. Responsibilities include the coordination of all facets of the SGA, keeping the SGA abreast of current issues concerning student interests, appointment of members of ad-hoc committees set up to address student interests and concerns and making recommendations to the Student Senate regarding student life in general.

Student Senate

The Student Senate is composed of 24 senators; three from each class, four at-large students, plus four resident students and four commuter students. There are five officers of the Student Senate: chairperson,

parliamentarian, treasurer, secretary and public relations. All officers of the Senate are elected by the Senate annually.

An important responsibility of the Student Senate is the allocation of funds from the Student Activities Trust Fund. The Senate also responds to issues and concerns relative to student life. The Student Senate is available to any member of the SGA to express concerns about WSU issues. They also sponsor an annual auction to raise money for the homeless and children in need as well as other community service projects throughout the year.

The Senate meets weekly at 4 p.m. on Thursdays in the Foster Room (third floor, Student Center). All WSU students are welcome and encouraged to attend meetings.

Student Organizations

Active Minds

Active Minds is the leading nonprofit organization that empowers students to speak openly about mental health in order to educate others and encourage help-seeking. Active Minds is changing the culture on campuses and in the community by providing information, leadership opportunities and advocacy training to the next generation.

They work to increase students' awareness of mental health issues, provide information and resources regarding mental health and mental illness, encouraging students to seek help as soon as it is needed, and serve as liaison between students and the mental health community. Through campus-wide events Active Minds aims to remove the stigma that surrounds mental health issues, and create a comfortable environment for an open conversation about mental health issues on campuses nationwide.

Campus Ambassadors

Campus Ambassadors (CA) is a Christian fellowship open to all WSU students. CA sponsors weekly Bible studies, campus-wide programs and speakers, retreats and social events. Our weekly meeting, called the Multitude, is every Tuesday at 4:30 p.m. in the Lancer Landing in the Student Center. These meetings are relaxed and designed to allow students to develop their Christian faith in a supportive environment. You may also join them for a spaghetti dinner following their meeting at 4:30 p.m. at the Campus Ministry House, which is behind Dowden Hall. For more information call (508) 929-8686.

CAB (Commuter Advisory Board)

CAB is a major organization that programs for commuter students and addresses commuter related issues. Previous programs include: Pool Tournament, Commuter Appreciation Week, Monthly Commuter Breakfast, Paintball Trip, Children's Day. CAB is always looking for new members!

Meetings are open to everyone and they meet every Thursday at 2:30 p.m. in the Student Center. If you have any suggestions for programs or issues that concern you, as a commuter student, please contact the Commuter Advisory Board at CAB@worchester.edu. Their office is located on the 2nd floor of the Student Center in the Living Room.

Enactus

Enactus is an international organization that connects student, academic and business leaders through entrepreneurial-based projects that empower people to transform opportunities into real, sustainable progress for themselves and their communities. Working with leading corporate partners and member universities, Enactus establishes student programs on campuses around the world. With the support and encouragement of their faculty advisors and local business advisory board, Enactus students apply business concepts to develop community outreach projects that improve the quality of life and standard of living for people in need. Lancervision TV (LVTV) LVTV is a student-run television station on campus that broadcasts in the Student Center and the residence halls. LVTV staff writes, produces and directs their own original programming which includes news programs, game shows, Happy Hour, and live tapings of student events that happen on campus. LVTV also has a complete line up of movies shown daily. The LVTV office and studio are located on the first floor of the Learning Resource Center.

Student Events Committee (SEC)

SEC is the major programming board for all members of the WSU community. Their purpose is to develop a large variety of programs and events, such as: Spring Week, live music, comedy, guest speakers and lectures. Some other past events and programs include: Supermarket Bingo, comedians, Battle of the Brains, novelties, Live All Day (music, food and fun), Psychic Fair, Winter Week, trips (such as Salem, skydiving, Boston), and concerts.

SEC is always looking for new members and new ideas. Our meetings are Tuesdays at 3 p.m. in the Fallon Room (third floor, Student Center). The SEC office is located on the 2nd floor of the Student Center.

Surreal Games and Sci Fi

The Surreal Games and Sci Fi Club brings live action role playing and video games to WSU. This club holds popular events such as Sci Fi Fridays, video game tournaments and live action role playing nights.

Third World Alliance (TWA)

Third World Alliance is an organization that provides a bridge between the many diverse ethnic groups found on campus. The organization sponsors campus and community activities that reflect the unique cultural backgrounds of the WSU community. Past events include Latin Heritage Month, Black History Month, Salsa lessons and the Annual Multicultural Festival. The TWA office is located on the 2nd floor of the Student Center.

WSU Dance Company

The WSU Dance Company allows students to learn and perform different types of dance such as tap, jazz, hip hop and contemporary. Students have the opportunity to show off their skills in recitals held at the end of each semester. The group is open to all students of any skill level. The WSU Dance Company office is located on the 2nd floor of the Student Center.

WSU Pride Alliance

The purpose of WSU Pride Alliance is to provide students at WSU and the community with a forum for the issues relating to sexual orientation and sexuality. The group shall also provide support to students who are having problems in dealing with their sexual orientation. The members of WSU Pride Alliance also aim to encourage understanding and acceptance of gay, lesbian, bi-sexual, trans-sexual, trans-gender and straight ally students throughout the college community. Along with educating the community, WSU Pride Alliance also gives students a place to socialize and sponsors recreational activities. The WSU Pride Alliance Office is also located on the 2nd floor of the Student Center.

WSUR

WSUR's purpose is to expose students to different musical artists, styles, backgrounds and alternative radio programming. Students interested in DJ'ing for the radio station, or doing behind the scenes work in radio programming are encouraged to become members. Students can even call the station's phone line (508) 929-8512 to make special requests for their favorite songs. The WSUR office and station is located in the Student Center Living Room on the second floor. Listen online by going to www.worcester.edu/wsurl.

Club Sports

Dance Team

The Dance Team is a group of 12 to 15 students chosen through an audition process that competes with other local colleges and universities. In past years, they have also attended a national competition in Florida, performed at WSU basketball games and sponsored their own competition/showcase on campus.

Equestrian Team

The Equestrian Club will be competing with eastern Massachusetts schools at several regional competitions. They welcome new and experienced riders.

Other Clubs and Organizations

Additional student organizations include: National Student Speech Language and Hearing Association, Student Occupational Therapy Association, Business Club, Chemistry Club, Psychology Club, ENACTUS, French Club, Spanish Club, Pre-Med and Allied Health Club, Amnesty International, Criminal Justice Club, Student Nurses Association, Chess Club, Active Minds, Tae Kwon Do, Newman Associates, Peer Health Educators, WSU ROTC, Ghost Light Players, Association of Computing Machinery, The English Club and the Community Leadership Experience@Worcester State.

Student Organizations' Directory

Student organizations offices are located on the second and third floors of the Student Center, unless otherwise mentioned. Included in the list below is location information and telephone extension of all organizations.

Student Government	Location	Ext.
Senate Chair	SC-3rd floor	8655
Class of 2016 Council		
Class of 2017 Council		
Class Council		

Organizations	Location	Ext.
Commuter Advisory Board	SC-2nd floor	8566
LVTV	LRC130	
Student Events Comm.	SC-3rd floor	8656
Surreal Games & Sci Fi	SC-2nd floor	8653
Third World Alliance	SC-3rd floor	8565
WSUR	SC-3rd floor	8512
WSU Pride Alliance	SC-3rd floor	

Veterans Services

WSU proudly welcomes our student veterans. You have provided a very noble and crucial service for all of us, and for that, we thank you. We are committed to helping you meet your educational needs by providing you with information, services, and support.

Certifying Official for Veterans Benefits

Your dedicated contact at WSU is: Cherie Milosh, Certifying Official
Cherie can be reached at: cmilosh@worchester.edu
Registrar's Office, Administration Building, Room 107 (508) 929-8773

Cherie can assist with all aspects of Chapter 33, the Post-9/11 Bill, and the Montgomery GI bill. The Registrar's Office can also provide general information of interest to veterans and dependents of veterans enrolled at WSU. Spouses and dependents of 100 percent disabled or deceased veterans wishing to inquire about possible veterans' benefits should contact the Registrar's Office.

Director of Veterans Services

Your dedicated contact for Services at WSU is: Alan Jackson
Alan can be reached via email - ajackson@worchester.edu, in person in the Student Center, 2nd Floor or phone by calling (508) 929-8884.

Once a Veteran has been accepted to WSU, certified their benefits, the Office of Veterans Services will assist you in your transition to the academic environment. Services to assist you through on-campus and off-campus resources are available and coordinated through this office. Our aim is to insure that our Veterans are successful in completing the requirements as degree seeking students.

www.worcester.edu/SP-Military-Affairs-and-Veterans-Services

Academic Procedures

Academic Advising

Students are assigned a faculty member from their major department to serve as their advisor. Undeclared students have faculty/academic advisors assigned as well. Each student meets with his/her academic advisor during the regularly scheduled advising period each semester to review academic progress and select courses for the coming semester. All advisors have office hours so the student should contact the advisor whenever information or an opinion on an academic matter is needed. Refer to the Academic Advising Handbook online (www.worcester.edu/handbook) or the Academic Success Center for further information. Faculty advisors must approve all courses taken off-campus using appropriate forms available in the Office of the Registrar.

www.worcester.edu/SP-Academic-Success-Center

**More detailed registration and course information can be found in the
WSU Catalog.**

www.worcester.edu/Catalogs-and-Calendars

Intent to Graduate

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

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

Progress Toward the Degree

Attendance

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

Worcester State abides by Chapter 375 of the Commonwealth of Massachusetts, An Act Excusing the Absence of Students for Their Religious Beliefs. Section 2B of this law states: "Any student in an educational or vocational training institution other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section."

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

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

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

College Credits*	Cumulative GPA
1-29	1.50
30-59	1.75
60 and over	2.00

*College credits include all credits attempted at Worcester State plus all credits accepted in transfer. Students are reminded that only grades earned at Worcester State are used in determining their GPA.

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

Probation and Dismissal: Students who fail to meet and/or maintain the minimum cumulative GPA required for good standing are placed on academic probation and are subject to the following restrictions: 1) they may not participate in intercollegiate athletics; and 2) they may not register for more than 12 semester hours of credit per semester; and 3) they may not serve on any standing and ad hoc governance committees of Worcester State.

Failure to improve the GPA and regain good standing after two regular academic semesters (Fall and Spring) will result in academic dismissal

and separation from Worcester State. Students dismissed from Worcester State for academic deficiency may not register for or attend classes at Worcester State until 12 months have elapsed. Readmitted students must attain a minimum GPA of 2.0 for each semester following their return. Failure to maintain a 2.0 semester GPA will result in a second separation from Worcester State not subject to appeal. See next section regarding withdrawal/leave of absence.

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

Undergraduate Appeal Procedure

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

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

- Step 1** When an issue arises in which the student believes he/she has been treated unfairly, the student shall request in writing a meeting with the instructor. In the case of an end-of-semester grade, the student shall request such a meeting no later than ten working days after the beginning of the next semester. The instructor shall arrange to meet with the student within ten working days of the receipt of the request.
- Step 2** If the matter is not resolved to the satisfaction of the student at Step 1, then, within ten working days of the meeting in Step 1, the student shall file a written request to review the matter with the appropriate Department Chair.
- Step 3** If, within ten working days of the receipt of the request in Step 2, the Department Chair is unable to resolve the matter to the satisfaction of all parties, then either party may, within ten working days, file a written request to review the matter with the Dean of the respective school.

- Step 4** If, within ten working days of the receipt of the request in Step 3, the Dean is unable to resolve the matter to the satisfaction of all parties, then either party may, within ten working days, file a written request to review the matter with the Vice President for Academic Affairs. In the case of continuing education courses or graduate courses, the appeal of Step 3 goes to the Associate Vice President of Continuing Education.
- Step 5** Within ten working days of the receipt of the request in Step 4, the Provost/Vice President for Academic Affairs shall inform the student, faculty member, Department Chair, Dean of the results of his/her review.

The appeal process ends at this point.

Withdrawal From Worcester State University/Leave of Absence

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

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

Reinstatement after Withdrawal/Non-continuous Attendance/ Dismissal

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

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

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

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

All reinstated students follow the degree, program, and graduation requirements from the catalog in effect at the time of their reactivation. Through appropriate advising, a plan for success outlining the maximum credits applicable will be developed prior to the semester of re-matriculation.

University Policies

Commitment to Diversity

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

Worcester State University Equal Opportunity Diversity and Affirmative Action Plan (EO Plan)

Worcester State University has established specific complaint procedures to help resolve claims of discrimination on campus. The University's "Discrimination Investigation and Complaint Procedures" will serve as a system of review and resolution for both informal and formal complaints.

Any member of the University community who believes that they have been a victim of discrimination may initiate an informal claim or formal complaint procedures as outlined in Worcester State University's "Discrimination Investigation and Resolution Procedures."

Further information or advice may be obtained by contacting the Director of Affirmative Action in the Office of Diversity, Inclusion and Equal Opportunity, located in the Shaughnessy Administration Building, Room 335 or by calling (508) 929-8117.

More Information may be found at www.worcester.edu/diversity. Additional forms and documents such as the *Investigation and*

Resolution Procedures regarding discrimination and the University's official Complaint Form may also be located by visiting our web page and selecting the tab labeled *Policies and Discrimination Complaints*.

It is the Policy of Worcester State University to provide each student, employee, and other person having dealings with the institution, an environment free from all forms of discrimination, discriminatory harassment, and retaliation as defined in WSU's Equal Opportunity, Diversity and Affirmative Action Plan (EO Plan) and/or the University's Student Code of Conduct.

These Procedures are intended to provide a mechanism to investigate and resolve complaints of discrimination, discriminatory harassment, and retaliation. These Procedures are available to all students, faculty, librarians, staff, visitors, contractors, applicants for employment or admission, and others having dealings with Worcester State University.

No community member may retaliate, intimidate, threaten, coerce or otherwise discriminate against any individual for filing a complaint under these Procedures or for otherwise exercising his or her rights or responsibilities under the EO Plan or the Student Code of Conduct.

Complaints of the following prohibited behaviors may be made to the Office of Diversity, Inclusion and Equal Opportunity under these Procedures.

Discrimination or discriminatory harassment on the basis of:

- race
- color
- religion
- national origin
- age
- disability/failure to accommodate
- sex/gender
- sexual orientation
- gender identity
- gender expression
- genetic information
- marital/parental status
- veteran status
- and retaliation

Policy on Nondiscrimination

Worcester State University is committed to a policy of nondiscrimination, equal employment opportunity, and affirmative action in its educational programs, activities, and employment practices. Worcester State maintains and promotes a policy of nondiscrimination on the basis of race, creed, religion, color, sex, sexual orientation, age, disability, veteran status, marital status, and national origin. This policy incorporates by reference the requirements of Federal Executive Orders 11246 and 11375, as amended; the Civil Rights Act of 1964, as amended; Title IX of the Higher Education Act of 1972, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974; The Civil Rights Restoration Act of 1988; and pertinent laws, regulations, and executive orders; directives of the Massachusetts Department of Higher Education, the Board of Trustees, the Commonwealth of Massachusetts, and other applicable state and federal statutes.

The Director of Affirmative Action in the Office of Diversity, Inclusion and Equal Opportunity may be contacted at (508) 929-8117 regarding Worcester State University's policy of nondiscrimination and affirmative action (including compliance with Section 504 of the Rehabilitation Act of 1973, as amended).

Consensual Relationships

Consensual romantic and/or sexual relationships in which one party retains a direct supervisory or evaluative role over the other party are unethical and create a risk for real or perceived coercion. The University does not intrude upon private choices regarding personal relationships when these relationships do not violate the University's policies, or cause harm or increase the risk of harm to the safety and wellbeing of members of the campus community.

1. Faculty/Administrator/Staff Member Relationship with Students

No faculty member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who is being taught or advised by the faculty member or whose academic work is being supervised or evaluated, directly or indirectly, by the faculty member. No administrator or staff member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who the administrator or staff member supervises, evaluates, advises, or provides other professional advice or services as part of a University program or activity. A romantic and/or sexual relationship,

consensual or otherwise, between a faculty member, administrator or staff member and a student is looked upon with disfavor and is strongly discouraged.

2. Relationships Between Supervisors and Subordinates or Between Co-Workers

A consenting romantic and/or sexual relationship between a supervisor and subordinate or co-workers may interfere with or impair the performance of professional duties and responsibilities and/or create an appearance of bias or favoritism. Further, such relationships could implicate state ethics laws and/or result in claims of discrimination, sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation. Therefore, such workplace relationships are strongly discouraged.

Title IX

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

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

Note: Sex discrimination includes sexual harassment and sexual assault.

Title IX Procedures

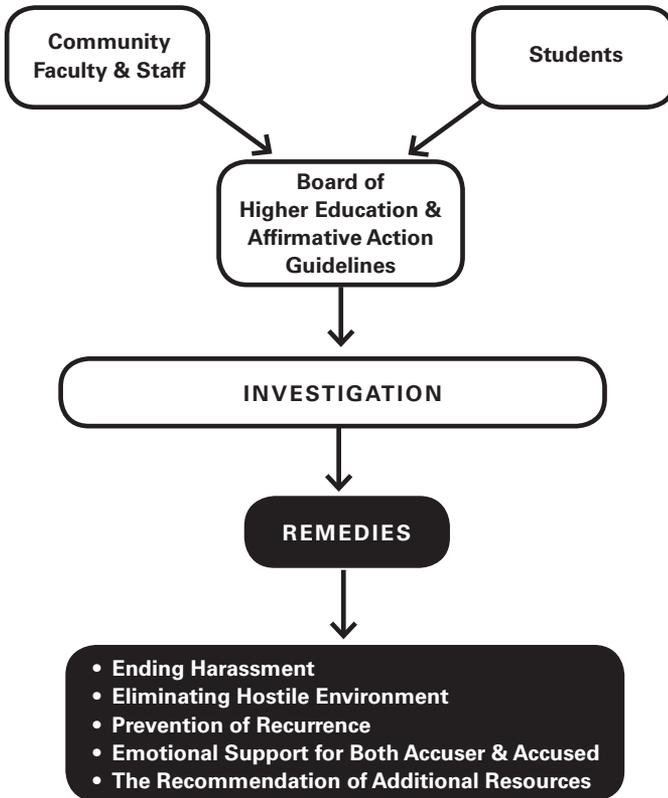
Worcester State University has equitable procedures in place to promptly, thoroughly and fairly address concerns and complaints of harassment or discrimination while being mindful of the rights and unique needs of all parties and of due process.

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

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

Title IX Academic Accommodations

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



University Complaints and Reports

Rosemary Naughton, Associate Dean of Students, Title IX Coordinator
Student Center, SC-344B
rnaughton@worchester.edu | (508) 929-8077

For a complete list of Title IX Delegates see:
www.worcester.edu/Title-IX

Cancellation of Classes

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

Emergency Contact Information

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

Gambling and Bookmaking Policy

Gambling (betting or wagering of any form) is strictly forbidden on all properties owned or leased by Worcester State. Worcester State supports all federal and state laws regarding illegal gambling. References: Mass. General Laws, Chap. 271, Sec. 5, 7, 17.

Prohibited activity includes but is not limited to: betting or wagering or selling pools on any athletic event, whether professional or amateur; playing card games for money or prizes; possessing any card, book or other device for registering bets; knowingly permitting the use of your room, apartment, office, telephone, computer or other electronic device for illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; involvement in unauthorized raffles or lotteries. Students involved in illegal gambling, particularly bookmaking, risk criminal prosecution and/or suspension

from Worcester State. Worcester State recognizes that problems with gambling (including legal but compulsive gambling on lotteries, at dog tracks and casinos) can adversely affect a student's academic career. Students are encouraged to seek help for themselves or friends who might be in need by contacting one or more of the following offices or organizations:

University Police – Wasylean Hall, Rm. 102 (508) 929-8044/8911

Counseling Services – Student Center, Suite 325 (508) 929-8072

Residence Life & Housing – Sheehan Hall, Rm. 101 (508) 929-8074

Dean of Students – Student Center, Suite 344 (508) 929-8077

Off-Campus resources include:

Massachusetts Council on Compulsive Gambling

Boston – 1 (800) 426-1234

Gamblers Anonymous – (413) 732-7854

Guest Policy

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

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

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

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

Hazing Policy/Chapter 665

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

The Commonwealth of Massachusetts an Act Prohibiting the Practice of Hazing

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows: Chapter 269 of the General Laws is hereby amended as follows:

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

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person, Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

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

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to

every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen, provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations or endorsement of sail unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicant for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said section seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney any such institution which fails to make such report.

Insurance for Property Policy

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

Involuntary Administrative Withdrawal Policy

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

Leafleting Policy

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

Sales and Solicitation

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

Social Network Code of Behavior and Caution

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

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

Sound Emission Policy

Personal misuse of sound emitting equipment when it becomes a public nuisance on campus by disturbing the peace of others is prohibited and violators are subject to disciplinary action.

Statement on Student Jury Service

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

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

Students should carefully read all materials they receive with their summons to service, which contain helpful information about confirming, postponing, rescheduling, or relocating service, and address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

Students who must miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work. Students may be required to furnish their summons notice or the certificate of service when making these arrangements.

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, please contact the Office of Jury Commissioner (1-800-THE-JURY/1-800-843-5879). Further information can be found on the Office of the Jury Commissioner's website at www.massjury.com.

Drone Policy

As a public institution, Worcester State University establishes the following policy which is applicable to all employees, students, contractors, volunteers, and guests. The operation of an unmanned air craft system (UAS), a drone, is regulated by the Federal Aviation Administration (FAA). Operation by any person of a UAS, from or above the campus, is governed by this policy.

Use on campus requires prior approval from University Police at least 48 hours prior to the use of the UAS at that time, users must read and understand WSU's UAS operating procedures guidelines.

University Police maintains the authority to "ground" or suspend operations of any UAS that is not compliant with FAA regulations, WSU policy, or presents a danger to Worcester State University property or to the Worcester State community.

Student Travel Policies

Worcester State University recognizes that enrollment as a student does not curtail the freedom to travel that is generally secured to members of our society by the Constitution and laws of this country. In addition to travel that is a normal incident of any person's enrolling as a student—commuting between home and Worcester State University, for example—students are free to travel, as they wish and in whatever way they wish to museums, libraries, sporting events, social and cultural activities, and to a multitude of other destinations that are encouraged by their personal, educational and intellectual interests. To this kind of personal travel the Student Travel Guidelines are of no application,

for Worcester State University seeks neither to regulate nor to control any individual student's personal freedom to travel. Worcester State University does, however, impose certain requirements and controls in connection with travel that it formally sanctions or sponsors. While Worcester State University reserves the right to impose special requirements in any individual case, the general rules that are of application to such travel are set forth in these Student Travel Guidelines.

1. WHO MAY SPONSOR:

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

ANY STUDENT'S FAILURE TO COMPLY WITH THIS PROCEDURE MAY RESULT IN JUDICIAL ACTION BY WORCESTER STATE UNIVERSITY.

2. WHO MUST APPROVE:

In every case, Worcester State University-sponsored or Worcester State University-sanctioned travel requires prior approval of either the Chief Student Affairs Officer or the provost/vice president of Academic Affairs.

- a. Travel sponsored by an academic department or other academic program must be approved by the provost/Chief Student Affairs Officer.
- b. Travel sponsored by athletics, a recognized student organization, or club must be approved by the Chief Student Affairs Officer.

3. Once a Worcester State University sponsored or sanctioned travel plan has been decided, representatives of the sponsoring organization must meet with the professional staff person designated by the vice president of Student Affairs, or provost/Chief Student Affairs Officer.
4. As soon as possible after the deadline for submission of price quotations, the appropriate professional staff person (athletics director, advisor, coach, faculty member) and student leader (for non-athletic clubs/ teams only) shall submit, to the vice president of Student Affairs or the provost/vice president of Academic Affairs, the specifics of the travel program for review and approval. This proposal shall include:
 - purpose, dates, and itinerary
 - estimated number of participants
 - number and names of chaperones
 - copies of price quotations and names of selected vendor(s)
 - source(s) of funding for the trip
 - financial breakdown of total cost of trip
5. Worcester State University reserves the right to require, as a condition of any student's participating in any Worcester State University-sanctioned or Worcester State University-sponsored travel, that the student or his/her guardian sign a waiver of all claims against Worcester State University and its employees for liabilities that may arise out of such travel. Worcester State University may impose this requirement whenever Worcester State University-sponsored or Worcester State University-sanctioned travel occurs outside (or inside, e.g., paintball, skydiving) the Commonwealth of Massachusetts.
6. Worcester State University shall require the student organization's, club's or team's advisors, coach or professional staff person(s) to accompany any trip which in the judgment of Worcester State University requires the presence of a professional staff member. His/ her duties will be to assist in securing the services contracted. The staff member will also assist the members of the student organization and the participants in following the established guidelines for the trip.
7. Written contracts will be required with all vendors. The agreements shall contain specific information to include: exact overall costs; hotel costs; transportation costs; departure and return dates; times and locations; number of spaces provided; name of hotel(s) and public

transportation carrier(s); clear statement of refund policy; payment deadlines if applicable; the availability of complimentary spaces; a clear statement delineating routine or special expenses not included in the price of the trip. A copy of all contracts must be on file in the office of either the vice president of Student Affairs or the provost/Chief Student Affairs Officer.

8. Individuals may forfeit deposits in the event they cancel out of the event and cannot find a replacement. All cancellation, refund and deposit policies must be clearly stated in the contract. A copy of these policies, which will vary from trip to trip, must be given to each participant prior to his/her initial deposit; and the participant must read, and sign, a copy of the cancellation, refund, and deposit policy.
9. All trips will be offered either to students only (or students and a guest only) first. For example, a Spring Break trip to Florida would be offered “to students only” first, while a Senior Class Trip to NYC may be offered to “seniors and a guest only” first. A trip offered “students only” first shall have a specified time period announced for students to reserve spaces. Thereafter, additional available spaces may be filled by a student adding a guest to the list and paying the appropriate deposit.
10. Participants in any Worcester State University-sponsored or Worcester State University sanctioned travel are expected to behave responsibly. Students who violate standards of conduct set forth in this or any other Worcester State University policy will be subject to the procedures and sanctions of the student judicial code. All participants in such travel are personally responsible for any injury or damage they cause to other persons or their property and Worcester State University, or it’s agents, assume no liability for any such damage or injury. All participants are personally liable for any costs, however incurred, that are not included in the travel package as advertised.
11. The travel agency or tour operator will be required to carry adequate liability insurance and/or show proof of adequate liability coverage by carriers.
12. It is the responsibility of the students to be aware of and adhere to departure times. Participants who miss travel connections are personally liable for any costs incurred in securing substitute transportation.
13. Worcester State University assumes no liability for a student

choosing to ride in a private vehicle to or from the trip's destination. Participants who travel in private vehicles do so at their own risk.

14. Student organization may subsidize a trip's cost. Any complimentary trips will be decided by the organization's officers and advisor(s). Attendance at an educational program or conference related to the organization's purpose can be subsidized up to one hundred percent (100%). Students will be reimbursed under the AFSCME travel rate.
15. NEITHER WORCESTER STATE UNIVERSITY NOR ANY STUDENT ORGANIZATION ASSUMES ANY FINANCIAL OR OTHER RESPONSIBILITY FOR IT'S OR ANY OTHER PERSON'S FAILURE TO PROVIDE IN WHOLE OR IN PART, ANY SERVICE OR PRODUCT IN CONNECTION WITH ANY WORCESTER STATE UNIVERSITY-SPONSORED OR WORCESTER STATE UNIVERSITY SANCTIONED TRIP; NOR DOES WORCESTER STATE UNIVERSITY OR ANY STUDENT ORGANIZATION ASSUME ANY FINANCIAL OR OTHER RESPONSIBILITY FOR THE QUALITY OF ANY SUCH SERVICE OR PRODUCT THAT IT OR ANY OTHER PERSON DOES PROVIDE IN CONNECTION WITH ANY SUCH TRIP. In the case of every trip, it is responsibility of the travel agency, tour operator and other vendors of services and products. Worcester State University may in any particular case, but at its sole discretion, take such steps as it deems appropriate to secure such vendor's fulfillment of any obligations undertaken in connection with a trip to secure refunds from vendors with respect to services or products not provided or not properly provided, but Worcester State University assumes no obligation to take such steps and no liability in consequences of its doing so. WORCESTER STATE UNIVERSITY ASSUMES NO OBLIGATION TO MAKE REFUNDS TO STUDENTS IN THE EVENT A TRIP IS CANCELLED, POSTPONED, OR ALTERED.
16. INTERNATIONAL TRAVEL REQUIREMENTS: See Page 28

Tailgating Policy

As part of an ongoing effort to promote a healthier and safer campus environment, Worcester State has implemented the following policy regarding tailgating activities at football games. Beginning in the fall of 2009, the following guidelines regarding tailgating will be in force:

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

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

Weapons and Hazardous Materials Policy

The possession or concealment of any type of firearm or other dangerous weapon, including but not limited to replica weapons, stiletto, dagger, dirk knife, any knife having a double-edged blade or a switch blade, or any knife having an automatic spring release device by which the blade is released from the handle, having a blade of over two and one-half inches, or a sling shot, knuckles, black jack, metallic buckles or any item which could be used as a weapon, is strictly prohibited on Worcester State premises or off campus where Worcester State jurisdiction applies.

The use or possession of pepper spray and/or other dangerous propellants or apparatus capable of launching projectiles is prohibited.

The use or storage of fireworks or other explosives and hazardous chemicals except under controlled circumstances in a supervised classroom or laboratory setting is strictly prohibited.

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

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

Bomb Threat Policy

Any student who makes a bomb threat or who aids in the making of a bomb threat, if found responsible through the Worcester State judicial process, shall be suspended or expelled from Worcester State and may be criminally charged (terrorism).

Worcester State University Student Code of Conduct and The Conduct System Introduction

Worcester State University seeks to promote the peaceful and productive pursuit of the intellectual and social development of its *students*, and to ensure the safety and welfare of all *members of the Worcester State University community*. To help accomplish these fundamental ends, it is essential for students and others to cooperate when dealing with *Worcester State University* representatives in any matter and to understand both the rights and the obligations they have as members of this community. This “Student Code of Conduct and Conduct System” will enumerate and explain some of those rights and obligations, but the underlying rationale for any such code is the recognition that, as students and employees of Worcester State University, we comprise a community that, like all communities, calls on its members to conduct themselves with proper regard for the rights of others and for the mission and goals of the institution. All members of the Worcester State University community share the responsibility for maintaining an environment in which all actions are guided by care, concern, respect, integrity, and reason.

The functioning of Worcester State University as an intellectual community depends, in the first instance, on establishing a set of rights that all members of the community can know will be guaranteed and preserved by the institution. In addition to the basic rights granted by the United States and the Commonwealth of Massachusetts, members of the Worcester State University community share some other rights crucial for the conduct of free inquiry that is central to Worcester State University’s mission. These include the right to reasonable use of Worcester State University facilities, the right to privacy with respect to one’s personal effects and academic records, the right to organize a democratic student government, and the right to establish a responsible Worcester State University-recognized press that will be free of censorship. It is, of course, understood that any such rights that any student has are equally possessed by all students (without regard to race, age, gender, religion, sexual orientation, or national origin). Further, the

exercise of any of these rights must not interfere with a similar freedom for any other member of Worcester State University.

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

Jurisdiction of Worcester State University

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

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

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

Conduct – Rules and Regulations

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

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

3. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other Worcester State University activities, including its public- service functions on or off-campus, or other authorized non-Worcester State University activities when the act occurs on Worcester State University premises.
4. Conduct that threatens or endangers the health or safety of any person including but not limited to:
 - a. physical abuse
 - b. verbal abuse
 - c. threats
 - d. intimidation
 - e. harassment
 - f. coercion
 - g. retaliation
5. Create an intimidating, hostile or demeaning environment for education, Worcester State University-related work, activities on premises or off-campus where Worcester State University jurisdiction applies.
6. Open air fires are prohibited anywhere on Worcester State University premises or at Worcester State University-sponsored or supervised activities, with the exception of Chandler Village barbecues, or with expressed written permission from the Dean of Students or his/her designee.
7. Theft: Attempted or actual theft of and/or damage to property of Worcester State University or property of a member of the Worcester State University community or other personal or public property.
8. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. For more detail, see the Hazing Policy.

9. Bullying, defined as the severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student or a member of the Worcester State University community that has the effect of:
 - *Causing physical or emotional harm to the other student or damage to the other student's property*
 - *Placing the other student in reasonable fear of harm to him/herself or of damage to his/her property*
 - *Creating a hostile environment at school for the other student*
 - *Infringing on the rights of the other student on campus*
 - *Materially and substantially disrupting the education process or the orderly operation of Worcester State University.*
 - *Bullying through the use of technology or any electronic means (cyberbullying).*
10. Failure to comply, which includes, but is not limited to the following: a failure to cooperate with and/or a failure to adhere to the directions of recognized Worcester State University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
11. Unauthorized possession of and/or duplication of keys or OneCard to any Worcester State University premises, or unauthorized entry to or use of Worcester State University premises.
12. Possession of another person's identification card or one card.
13. Use, possession or distribution of narcotic or controlled substances is prohibited except permitted by federal/state/and local law. Possession of any item considered paraphernalia for the purpose of administering or consuming illegal or unauthorized substances is prohibited. Being in the presence of illegal drugs or under the influence is also prohibited.
14. Consumption, possession, distribution, or evidence thereof, of alcoholic beverages except as expressly permitted by the law and Worcester State University regulations. Being in the presence of alcohol, possession of empty containers and public intoxication are also prohibited.
15. Possession of firearms and/or explosives, other weapons, dangerous chemicals, paintball guns or other devices capable of launching projectiles on Worcester State University premises or off-campus where Worcester State University jurisdiction applies. For more information see also the Weapons and Hazardous Materials Policy.

16. Participation in a campus demonstration that significantly disrupts the normal operations of Worcester State University by infringing on the rights of other members of the Worcester State University community.
17. False reporting of an emergency. The false reporting of a bomb, or other emergency, falsely activating a fire alarm or otherwise falsely reporting an emergency.
18. Motor Vehicle Violations:
 - a. Failure to operate a motor vehicle in a safe and reasonable manner
 - b. Failure to abide by posted traffic regulations or campus parking and motor vehicle regulations.
 - c. speeding
 - d. non-compliance with traffic signs, signals and/or parking lot/roadway markings
19. Tampering with equipment intended for emergency or assistance notification and/or response that results in a false alarm or interferes with the operation of equipment in the event of an emergency.
20. Violation of University Technology Services policies www.worcester.edu/information-technology including but not limited to:
 - a. **Network Acceptable Use Policy**—This statement represents a guide to the acceptable use of the Worcester State University Network for data communications.
 - b. **Copyright and Protected Digital Content Policy**—Worcester State University supports the intellectual property rights of software and digital content developers and requires that faculty, staff, and students to follow all local, state and federal laws governing copyright protection of software and digital content.
 - c. **RIAA & MPAA Complaint Policy**—Worcester State University will support the privileges of copyright owners of intellectual or creative property. This policy outlines Worcester State University’s response to complaints by RIAA, MPAA (or similar organizations) of potential copyright violations.
21. Interference with the processes of the Conduct System, including, but not limited to:
 - a. Falsification, distortion, or misrepresentation of information before a conduct body.

- b. Disruption or interference with the orderly conduct of a conduct proceeding.
 - c. Institution of a conduct proceeding knowingly without cause.
 - d. Attempting to discourage an individual's proper participation in, or use of, the conduct system.
 - e. Attempting to influence the impartiality of a member of a conduct body prior to, and/or during the course of, the conduct proceeding.
 - f. Harassment (verbal or physical) and/or intimidation of a member of a conduct body or a witness prior to, during, and/or after a conduct proceeding.
 - g. Failure to comply with the sanction(s) imposed under the Student Code/Conduct System.
 - h. Influencing or attempting to influence another person to commit an abuse of the conduct system.
22. Violation of federal, state or local law and any other Worcester State University policies, rules or regulations on Worcester State University premises or at Worcester State University-Sponsored or supervised activities or off-campus where Worcester State University jurisdiction applies.
23. Conduct that has a detrimental effect on the reputation of Worcester State University.
24. Failure to abide by the Tobacco Free Campus Policy
25. Conduct unbecoming of a member of the WSU Community, including but not limited to:
- a. Conduct that is lewd
 - b. Conduct that is indecent such as stripping, public urination, public defecation, and/or streaking
 - c. Conduct that is Disorderly
 - d. Conduct that Disturbs the Peace
 - e. Aiding, abetting, or procuring another person to disturb the peace of be disorderly

Worcester State University Tobacco Free Campus Policy

Background

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

Smoking in the Workplace

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

Policy

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

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

Alcohol Policy

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

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

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

- Worcester State University prohibits the possession, consumption, storage or service of alcohol by students with the exception of prior approval from the Dean of Students or designee.
- Students are not allowed in the presence or in possession of empty or full containers of alcohol, including decorative containers.
- Public intoxication is prohibited.
- Operating a vehicle under the influence of alcohol is prohibited.
- The manufacturing of any alcoholic beverage is prohibited.
- Students are responsible for informing their guests of Worcester State University's Alcohol Policy prior to any campus visit. The student will be held strictly accountable for an alcohol violation when their guest violates the alcohol policy. Guests are defined as any person visiting the student whether or not the guest has signed-in to the residence halls through official procedures. Guests, regardless of their age are not permitted to bring alcohol onto the Worcester State University campus.
- Providing alcoholic beverages to a person under age twenty-one (21), whether gratuitously or for sale, is prohibited.
- The possession or use of alcoholic container(s) which indicates the probability of common source drinking (e.g. kegs, punch bowls, beer balls, or the functional equivalent) is prohibited and shall result in a more severe sanction.
- Drinking funnels, taps, ice luges or similar devices are prohibited.
- Creating, offering, and playing drinking games such as beer pong are considered endangering behaviors and are prohibited.
- Open alcoholic beverage containers (including cups containing alcohol) are prohibited.

Additional Guidelines

- Intoxicated persons shall be subject to police intervention including medical transport, arrest, and/or other appropriate action.
- In the event that a student is suspended from Worcester State University housing or from Worcester State University for any disciplinary infraction(s), including but not limited to alcohol, no refund of any Worcester State University fees or tuition will be given to the student.
- Any backpack, bag or similar container that anyone carries onto campus shall be subject to inspection and search by a member of

the Worcester State University staff whenever there exists reasonable suspicion to believe that the container is being used to bring onto campus any alcoholic beverage or other material in violation of Worcester State University Policy.

- Students are encouraged and expected to seek help from Worcester State University Police or other Worcester State University staff when they witness others who are incapacitated due to alcohol or other drug use.
- Residency in a bedroom, apartment, or suite in which any alcohol containers, (empty or full to include decorative containers) are present is a violation of the Policy. This includes the bedroom to which the person is assigned or in an adjacent common area.
- Visitation in a bedroom, apartment, or suite in which any alcohol containers, (empty or full to include decorative containers) are present, with reasonable opportunity to be aware of the presence of said item is a violation.

Alcohol and Drug Emergency Transport/Amnesty Policy

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

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

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

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

an administrative team to discuss the students' well-being, evaluate their residency status and/or visitation privileges within the residence halls, and potential conduct action.

STATEMENT ON MEDICAL MARIJUANA

Effective January 1, 2013, Massachusetts state law will permit the use of medical marijuana. However, federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions, therefore Worcester State University will provide no change to its current drug policies. Please understand that the use, possession, or cultivation of marijuana for medical purposes is not allowed in any Worcester State University property; nor is allowed at any University-sponsored event or activity off campus.

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

Drug Policy

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

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

Class A

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

Class B

Cocaine, Codeine, Methadone, Oxycontin and Oxycodone, Amphetamines, Fentanyl, Methamphetamine and its isomers and salts, Phenacyclidine (PCP, Angel Dust), Lysergic Acid Diethylamide (LSD), Opium in certain amounts, P2P, PCH, PCC, MDMA (ecstasy), Phenmetrazine, Percodan, Dilaudid

Class C

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

Class D

Marijuana, Barbitol, Phenobarbital

Class E

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

Smelling Substance Releasing Toxic Vapor

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

2. **Drug Paraphernalia** are objects used for the purpose of ingesting, injecting, inhaling, etc. any or all of the above substances. These include, but are not limited to, pipes (ceramic, metal, glass, etc.), syringes, or any other object modified for this purpose, (e.g. plastic containers, toilet paper rolls, etc.).
3. **Possession of a Controlled Substance** is simply proof the individual directly or constructively possessed some amount of a controlled substance without lawful authority.
4. **Possession with Intent to Distribute** does not require possession of a minimum quantity of a controlled substance where other signs of distribution exist, e.g. quantity (even a minute quantity can suffice), purity, street value, possession of a large amount of cash, uniform packaging, known drug area, behavior, possession of drug paraphernalia, etc. Penalties as outlined under Massachusetts General Laws are included in subsequent pages.
5. **Counterfeit Substances** are imitations intended to be offered off deceptively as a genuine controlled substance. Because fake substances are often more dangerous to ingest and because the dealer is attempting to make a profit while eliminating the risk of being caught with a controlled substance, possession and sale of a counterfeit substance are punishable crimes under the law.
6. **The Drug-Free School and Park Zone Law** was designed to heighten safety and deter drug distribution in areas where children congregate most: schools and public parks. This law provides for an enhanced penalty for individuals who possess any illegal drug with the intent to distribute. This applies to a suspect within 100 feet of a public park or playground or 1000 feet of a public or private elementary, secondary or vocational school. **Worcester State University is within 1000 feet of two schools.**

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

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

Additional Guidelines

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

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

Proposed Minimum Sanctions for 2016-2017 AY

ALCOHOL

In the Presence of or in possession of empty containers of alcohol, including decorative containers

RESIDENT STUDENT	COMMUTER STUDENT
Written Warning	Written Warning
Subsequent violations for being in the presence of, or in possession of empty containers of alcohol (including decorative containers) will result in increased sanctions and levels	Subsequent violations for being in the presence of, or in possession of empty containers of alcohol (including decorative containers) will result in increased sanctions and levels

LEVEL 1

RESIDENT STUDENT	COMMUTER STUDENT
General Probation for one semester (15 weeks)	General Probation for one semester (15 weeks)
Complete an alcohol education course (\$30 registration fee to be paid at time of course)	Complete an alcohol education course (\$30 registration fee to be paid at time of course)
Parental/Guardian Notification for student under the age of 21	Parental/Guardian Notification for student under the age of 21

LEVEL 2

RESIDENT STUDENT	COMMUTER STUDENT
General Probation for an additional one semester (15 weeks)	General Probation for an additional one semester (15 weeks)
Complete an Ever-Fi online alcohol education course	Complete an Ever-Fi online alcohol education course
\$100 Fine	\$100 Fine
Complete ten (10) hours of service	Complete ten (10) hours of service
Residence Hall Probation for up to one academic year	Residence Hall No Trespass Notice for up to one academic year
Parental/Guardian Notification for student under the age of 21	Parental/Guardian Notification for student under the age of 21

LEVEL 3

RESIDENT STUDENT	COMMUTER STUDENT
Disciplinary Probation for one semester (15 weeks)	Disciplinary Probation for one semester (15 weeks)
BASICS one on one educational course	BASICS one on one educational course
\$150 Fine	\$150 Fine
Residence Hall suspension for up to one academic year or residence hall expulsion	Permanent No Trespass Notice for the residence halls
Parental/Guardian Notification for student under the age of 21	Parental/Guardian Notification for student under the age of 21

LEVEL 4

RESIDENT STUDENT	COMMUTER STUDENT
Suspension from Worcester State University for no less than one semester	Suspension from Worcester State University for no less than one semester
Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks upon return from suspension	Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks upon return from suspension
Parental/Guardian Notification for student under the age of 21	Parental/Guardian Notification for student under the age of 21

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

DRUGS

LEVEL 1

RESIDENT STUDENT	COMMUTER STUDENT
General Probation for two semesters (30 weeks)	General Probation for two semesters (30 weeks)
Complete E-Checkup, an online drug education course	Complete E-Checkup, an online drug education course
\$100 fine	\$100 fine
Complete ten (10) hours of service	Complete ten (10) hours of service
Residence Hall Probation for up to one academic year	Residence Hall No Trespass Notice for up to one academic year
Parental/Guardian Notification for student under the age of 21	Parental/Guardian Notification for student under the age of 21

LEVEL 2

RESIDENT STUDENT	COMMUTER STUDENT
Disciplinary Probation for one semester (15 weeks)	Disciplinary Probation for one semester (15 weeks)
BASICS one on one drug educational course	BASICS one on one drug educational course
\$150 Fine	\$150 Fine
Complete fifteen (15) hours of service	Complete fifteen (15) hours of service
Residence Hall suspension for one academic year	Permanent No Trespass Notice for the residence halls
Parental/Guardian Notification for student under the age of 21	Parental/Guardian Notification for student under the age of 21

LEVEL 3

RESIDENT STUDENT	COMMUTER STUDENT
Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks (upon return from suspension if applicable)	Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks (upon return from suspension if applicable)
Residence Hall Expulsion and/or suspension from Worcester State University	May be suspended from Worcester State University
\$200 Fine	\$200 Fine
Parental/Guardian Notification for student under the age of 21	Parental/Guardian Notification for student under the age of 21

LEVEL 4

RESIDENT STUDENT	COMMUTER STUDENT
Suspension from Worcester State University for no less than one semester	Suspension from Worcester State University for no less than one semester
Parental/Guardian Notification for student under the age of 21	Parental/Guardian Notification for student under the age of 21
Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks (upon return from suspension if applicable)	Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks (upon return from suspension if applicable)

Revised 5/1/16

Sexual Violence Policy/Title IX

Title IX

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

It reads:

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

Note:

Sex discrimination includes sexual harassment and sexual assault.

Sexual Violence Policy/Title IX Procedures

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

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

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

Sexual Violence Policy/Title IX Academic Accommodations

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

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

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

Confidentiality:

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

Processing Complaints:

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

Retaliation:

The University prohibits retaliation against any person for making a complaint of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation, for assisting in making a complaint, for resisting or openly opposing such conduct, or for otherwise using or participating in the complaint investigation process under the Policy. Persons who file or participate in the investigation or resolution of, claims or complaints of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation with outside agencies, law enforcement or otherwise pursuant to any applicable state or federal law, are also protected from retaliation by this Policy.

Prohibited retaliation includes, but is not limited to: threats; intimidation; reprisals; continued harassment or misconduct; other forms of harassment; slander and libel; and adverse actions related to employment or education. Retaliation can be committed by individuals or groups, including friends, relatives or other associates of the person against whom a complaint is filed. Retaliation, even in the absence of proven sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence or stalking in an underlying complaint, constitutes a violation of this Policy that is just as serious as the main offense itself.

False Complaints:

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

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

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

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

Title IX Coordinator		
Rosemary Naughton	508-929-8964	Student Center, 344B
Title IX Delegates: See the Title IX website for more information - www.worcester.edu/Title-IX		
Other Offices		
University Police	508-929-8911	Wasylean Hall, 102
Student Conduct (Josh Katz)	508-929-8648	Student Center, 339
Counseling Resource		
Sarah Valios	508-929-8072	Student Center, 325D

Sexual Violence Policy Appeals

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

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

Zero Tolerance Policy

On October 28, 1997 Worcester State University adopted the following policy to ensure the rights of every member of the Worcester State University community to freely engage in the pursuit of personal and educational growth...

The following inappropriate behaviors shall lead to student's suspension or dismissal from Worcester State University whenever a determination of responsibility has been made. Immediate interim suspension pending a hearing will occur whenever the accused student is deemed a safety threat.

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

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

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

- Arson
- Illegal occupation of a building
- Intentional destruction of property (including electronic property medium)
- Possession or discharge of illegal weapons Illegal alcohol or drug distribution

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

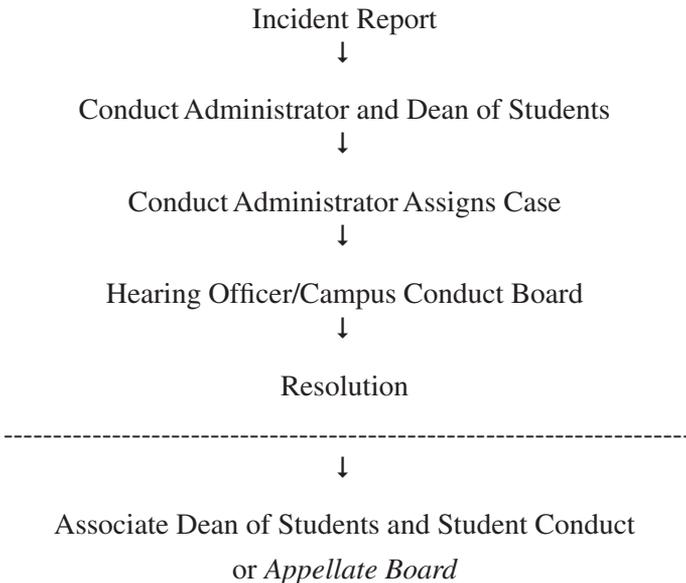
- Creating or false reporting of bombs
- Hazing
- Inciting a riot
- Resisting arrest
- Intentionally tampering with fire safety equipment including causing a false alarm
- Driving under the influence of alcohol or drugs

Violation of Law and Worcester State University Discipline

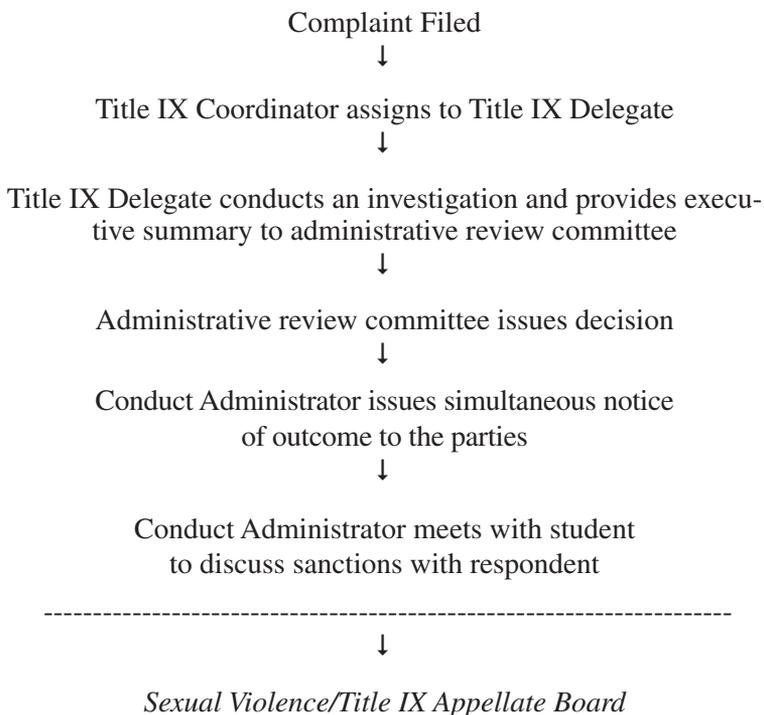
Worcester State University disciplinary proceedings *may* be initiated against a student charged with violation of a law that is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to whether civil litigation in court or criminal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

III. Conduct Policies and Procedures

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



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



A. Conduct Authority

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

B. Initiation, Notification and Hearing Process

1. Any member of the Worcester State University community may report any student for violation of the code of conduct. Reports shall be prepared in writing and directed to the Conduct Administrator. Reports should be submitted as soon as possible after the incident takes place, preferably within Thirty (30) days. The Conduct Administrator has the authority to extend this timeframe on a case-by-case basis.
2. The Conduct Administrator will determine if the report has merit and/or if it can be disposed of by mutual consent of the parties involved, on a basis acceptable to the Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the case cannot be disposed of by mutual consent, the Conduct Administrator may later serve in the same matter as the conduct body or a member thereof.
3. All charges shall be delivered to the accused student via email to his or her Worcester State University email address and/or in written form and mailed to the student. All written correspondence will be mailed to the residency address on file with the university. Resident students will receive notice both electronically and to their on campus mailboxes during the academic year. The hearing shall be scheduled not less than two (2) or more than fifteen (15) business days after the student has been notified. In the event of an emergency, the Student Conduct Administrator reserves the right to change the time limit for a hearing.
4. The Conduct Administrator at his/her discretion may schedule a Conduct Conference, Administrative Hearing or a Campus Conduct Board Hearing in accordance with the following:
 - a. A Conduct Conference is a meeting conducted by a Hearing Officer appointed by the Dean of Students or his/her designee on an annual basis in consultation with the Conduct Administrator. In the conduct conference, the conduct officer shall review all available information with the student to determine whether or not a decision can be made regarding the student's responsibility. If a

decision cannot be reached, then the matter will be referred for an Administrative hearing.

b. An Administrative Hearing is a hearing conducted by a Hearing Officer appointed by the Dean of Students or his/her designee on an annual basis in consultation with the Conduct Administrator.

c. The Campus Conduct Board is comprised of faculty members, administrators and students. A full Board consists of five members. A quorum of three members must be present to convene a hearing. In addition to these members, the Board will be chaired by the Student Conduct Administrator or his/her designee, who will vote only in the event of a tie. The pool of board members will be appointed by the Dean of Students or his/her designee on an annual basis in consultation with the Student Conduct Administrator.

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

a. The University will provide a prompt, fair, and impartial investigation and resolution of all matters subject to hearing.

b. All conduct conferences, administrative hearings and campus conduct hearings will be conducted by officials, including students who sit on the conduct board, who receive annual training on:

(i) Issues related to domestic violence, dating violence, sexual assault, and stalking, and

(ii) How to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

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

c. Hearings normally shall be conducted in private, i.e. not open to the public.

d. In hearings involving more than one accused student, the chairperson of the conduct body, at his or her discretion, may permit the hearings concerning each student to be conducted separately.

e. The complainant and the accused student have the right to be assisted by an advisor of their choice; **however advisors are**

- not permitted to speak or to participate directly in any hearings before a conduct body.** Advisors will not be permitted admission into a hearing if the student they are advising does not attend the hearing. The complainant and/or the accused student are responsible for presenting his or her own information.
- f. The complainant, the accused and the conduct body shall have the privilege of presenting witnesses, subject to the right of questioning by anyone present (except an advisor).
 - g. Admission of any person to the hearing shall be at the discretion of the conduct body and/or its chairperson.
 - h. Pertinent records, exhibits and written statements may be accepted for consideration by a conduct body at the discretion of the chairperson.
 - i. After the hearing, the conduct body shall determine (by majority vote if the conduct body consists of more than one person) whether the student has violated each section of the Student Code that the student is charged with violating.
 - j. The conduct body's determination shall be made based on the preponderance of the evidence; meaning whether it is more likely than not that the accused student violated the student code.
 - k. Formal rules of process, procedure and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Worcester State University conduct proceedings.
 - l. The complaint process and the accused student(s) may request to review the report(s) prior to the hearing. This review will take place on campus. The timeframe to review the report(s) is at the discretion of the Student Conduct Administrator.
6. There may be a written and/or recorded summation or other type of record as determined by the conduct body and/or Conduct Administrator, of all hearings before a conduct body. The record shall be the property of Worcester State University.
 7. A student may not be found to have violated the Student Code solely because the student failed to appear before a conduct body. In all cases, the materials and information in support of the charges shall be presented and considered, as the hearing will be held in the absence of the student, should he/she fail to attend.

8. In the absence of a functioning conduct board or appeals board, such as during final exams, when classes are not in session, during the summer, or in the case of off-campus academic programs, disciplinary hearings will be the responsibility of the Conduct Administrator or his/her designee for all students. Appeals during such time shall be heard by the Dean of Students or his/her designee.
9. A case may be reopened after the final decision is made if both of the following conditions are met:
 - a. There is newly available evidence which could not reasonably have been discovered and available at the time of the original hearing.
 - b. The request to reopen is made within the two academic semesters following the date of the original final decision. The Conduct Administrator has the authority to extend this timeframe on a case-by-case basis.
10. When a student has also been criminally charged, the accused student has the right to refuse to incriminate him/herself. All statements made in the hearings or any information submitted is subject to subpoena.

C. Sanctions

Worcester State University adheres to and upholds a philosophy of progressive discipline whenever appropriate. The conduct system and the imposition of sanctions contribute to the teaching of appropriate individual and group behavior and foster the ethical development and personal integrity of students.

In each case in which a conduct body determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the conduct body. Following the hearing, the conduct body shall advise the accused, in writing, of its determination and of the sanction(s) imposed, if any.

1. The following sanctions, included, but not limited to, may be imposed, deferred, or held in abeyance:
 - a. Warning
 - b. Loss of Privileges
 - c. Fines
 - d. Restitution
 - e. Discretionary Sanctions, including but not limited to:

- i. Service Hours
 - ii. Work assignments
 - iii. Educational Programs
 - iv. Written Assignments
 - v. Bulletin Boards
 - vi. Apology Letters
- f. Probation
- i. General Probation: a probationary status imposed for a specified time period, during which time a student is expected to demonstrate a positive change in behavior. In addition, conditions and restrictions appropriate to the violation may be imposed. Further violations during the probationary period will result in additional, more severe disciplinary sanctions
 - ii. Disciplinary Probation: a restrictive probationary status imposed for a specified time period, during which a student is prohibited from the following:
 - 1. Representing Worcester State University in intercollegiate (NCAA)varsity athletics,
 - 2. Holding an elected or appointed student office, including Class Committee, academic governance committees, and executive board positions,
 - 3. Selecting their room for the following year during the lottery process. The student must wait until process is completed before selecting their space in accordance with the date set forth by Residence Life and Housing.

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

- iii. Residence Hall Probation: formal notice to the student that his/her behavior is unacceptable in the residence halls and additional policy violations, however minor, may result in further disciplinary action not limited to room relocation or removal from the residence halls. Residence Hall Probation is for a specific time period. During probationary period, the student must demonstrate that he/she is willing and able to act in accordance with the behavior standards outlined in the Code of Conduct, Student Handbook, Residence Life Occupancy Agreement and the Residence Hall Handbook.

- g. Suspension
 - i. University Suspension: separation of the student and the University for a defined Period of time, after which the student is eligible to return. Conditions for readmission may be specified. During the time period of the suspension, the student is not permitted on University premises without the expressed written permission of the Dean of Students or his/her designee. If a suspended student violates any University policy or any condition of the suspension, the student may be subject to further conduct action by the university.
 - ii. Residence Hall Suspension: separation of the student from the residence halls for a defined period of time, after which the student is eligible to return to live in the residence halls. While suspended from the residence halls, the student loses all guest/visitation privileges.
 - iii. Interim Suspension: In certain circumstances the Dean of Students or his/her designee may impose a Worcester State University, residence hall, or organizational suspension prior to the hearing before a conduct body. During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other Worcester State University activities or privileges for which the student might otherwise be eligible, as the Dean of Students or his/her designee may determine to be appropriate. A student on whom an interim suspension has been imposed will be accorded a hearing as promptly as circumstances permit.
 - h. Expulsion
 - i. University Expulsion: permanent separation of the student from Worcester State University. The student is not permitted on Worcester State University premises without the expressed written permission of the Dean of Students or his/her designee.
 - ii. Residence Hall Expulsion: permanent separation of the student from the residence halls including permanent loss of all guest/visitation privileges.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. More severe sanctions shall be imposed for repeated violations of the same policy.
 4. For serious violations, Worcester State University may impose a severe sanction for the first offense.

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

- ii. the procedures for the accused and the victim to appeal the results;
 - iii. any change in the results that occurs prior to the time the results become final; and
 - iv. when the results become final.
9. Failure to complete any sanction will result in one of the following:
- a. Imposition of Disciplinary Probation until the original sanction has been completed, or
 - b. Imposition of a more severe sanction, if the student is already on Disciplinary Probation.

D. Appeals

1. A decision reached by a conduct body may be appealed by the accused student(s) to the Appellate Board or Associate Dean of Students no later than 5:00 p.m. on the fifth (5) business day from the date of the decision letter. You must complete the appeal form found in the Student Services portion of your MyWSU student portal.
2. If you fail to appear at your original hearing without consent of your Hearing Officer you may lose your right to appeal.
3. An appeal is not a new hearing but a review of the summation/ record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures.
 - b. To determine whether the finding of responsible is supported by the weight of the evidence or to consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because the person appealing did not know such evidence and/or facts at the time of the original hearing.
 - c. To determine whether the sanction(s) imposed were appropriate.

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

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

5. Upon completion of the appellate hearing, the Appellate Board or Associate Dean of Students shall promptly notify the accused student of the outcome of the appeal. Said decision(s) shall take one of the following forms:
 - a. Appeal Upheld: The accused student's request for appeal has been honored. In the case of an upheld appeal, the new findings/sanctions shall be stated
 - or-
 - The matter may be remanded to the Conduct Administrator for re-opening of a hearing to allow reconsideration of the original determination and/or sanction(s).
 - b. Appeal Denied: The accused student's request for appeal is denied and the findings and/or sanctions stand.
6. In the case of extraordinary circumstances, the Dean of Students, or his/her designee, may waive the deadline for filing an appeal. The decision to waive a deadline shall be final.
7. The decision of any appellate board or the Associate Dean of Students is final.

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

IV. Interpretation and Revision

- A. Any question of interpretation regarding the Student Code shall be referred to the Conduct Administrator or his/her designee for final determination.
- B. Worcester State University policies may be established or revisions made to existing policies through appropriate procedures. When changes are made, such additions or revisions will be publicized.
- C. The Student Code shall be reviewed at least every three years under the direction of the Conduct Administrator.

GLOSSARY

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

Affirmative Consent: Consent is an understandable exchange of affirmative words or actions, which indicate a willingness by all parties to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent. For example, a position of influence could include supervisory or disciplinary authority. Silence, previous sexual relationships or experiences, and/or a current relationship may not, in themselves, be taken to imply consent. While nonverbal consent is possible (through active participation), it is best to obtain verbal consent. Similarly, consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly.

Conduct

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

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

Deferred: When a sanction is postponed to be completed at a predetermined date in the future.

Domestic and

Dating Violence: Domestic and dating violence are acts of abusive or coercive behavior (physical, sexual, financial, verbal and/or emotional) used by a perpetrator to gain or exercise control over another, including any behaviors that intimidate,

GLOSSARY (CONTINUED)

manipulate, humiliate, isolate, frighten, threaten, blame, hurt, injure, or wound someone. Domestic and dating violence can occur in relationships between persons of any gender.

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

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

Gender-Based Harassment:

Unwelcome conduct of a nonsexual nature based on a person's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes, is prohibited when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; and/or
- submission to, or rejection of, such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; and/or
- such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment, educational, or living environment based on gender.

Guest:

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

Hate Crime(s):

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

GLOSSARY *(continued)*

Held in Abeyance: When a sanction is suspended for a set period of time rather than being imposed immediately. If the student is found responsible for any other policy violation during the prescribed time period, the sanction may be imposed immediately in addition to any other sanctions assigned for the new violation.

Imposed: When a sanction is assigned to be completed within the time limit delineated in the results letter.

Informed Consent: Must include explicit communication and mutual approval of the sexual activities in which the parties are involved. Each person involved in the sexual activity must willingly and knowingly engage in the activity. As a result, consent cannot be given due to physical force, intimidating behavior, threats, or coercion. Further, consent cannot be given by an individual who is incapacitated. For example, consent cannot be given by those incapacitated by alcohol or drugs, or by individuals who are unconscious.

Intimate

Partner Violence: (Also known as “Dating Violence” or “Intimate Partner Violence.”)Intimate partner relationships are defined as short or long-term relationships (current or former) between persons intended to provide some emotional, romantic, and/or physical intimacy. The existence of an intimate partner relationship will be determined based upon the reporting party’s statement with consideration of the length and type of relationship and frequency of interaction between the persons.

Intimate partner violence, which includes dating and domestic violence, refers to abusive or coercive behavior (physical, sexual, financial, verbal and/or emotional) used by a perpetrator to exercise control over an individual with whom they currently have or have had an intimate relationship. Behaviors can occur in opposite-sex and same-sex relationships, and include but are not limited to marital, cohabitating, and dating relationships.

GLOSSARY *(continued)*

May:	Is used in the permissive sense
Member of the Worcester State University Community:	Includes any person who is either a student or employed/contracted by Worcester State University. The Dean of Students and/or Conduct Administrator shall determine a person's status when in question.
MPAA:	Motion Picture Association of America
Organization:	Any fraternity, sorority, association, corporation, order, society, corps, athletic group or team, cooperative, club, service, social or similar group, whose members are or include students, operating at or in conjunction with Worcester State University.
Policy:	The written regulations of Worcester State University as found in, but not limited to, the Student Code, Residence Life Handbook, Student Handbook, and Graduate/Undergraduate Catalog.
Rape	Rape is the penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent. Rape is also the performance of oral sex or anal sex on another person without that person's consent.
Recognized Worcester State University Officials:	Faculty, Worcester State University staff and students who are employed by Worcester State University and acting on behalf of Worcester State University.
RIAA:	Recording Industry Association of America.

GLOSSARY (CONTINUED)

- Sexual Assault:** Sexual assault is any kind of sexual physical contact that involves any form of coercion, force or lack of consent. Sexual physical contact includes the intentional touching of another person on an area of the body generally recognized as a private part of the body, or touching any part of another person’s body with a private part of one’s own body or object, no matter how slight. Sexual intercourse means penetration, no matter how slight, of a bodily orifice (vagina, anus, or mouth) by an object or by a body part, and/or non-consensual oral sex or anal sex.
- Sexual Harassment:** Unwelcome conduct of a sexual nature is prohibited when:
- submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education; and/or
 - submission to, or rejection of, such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; and/or
 - such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating a sexually intimidating, hostile, or offensive employment, educational, or living environment.
- Sexual Violence:** As defined by the U.S. Department of Education’s Office for Civil Rights, sexual violence “refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the [person’s] age or use of drugs or alcohol, or because an intellectual or other disability prevents the [person] from having the capacity to give consent).” All forms of sexual violence are prohibited by the Universities and Title IX.
- Shall:** Is used in the imperative sense
- Stalking:** **Engaging in a course of harassing, threatening, or** unwanted behavior that would cause a reasonable person to suffer substantial emotional distress or fear for their safety or the safety of others. Stalking may occur in a range of formats including, but not limited to, in-person conduct, writings, texting, voicemail, email, social media, following someone with a global position system (GPS), and video/audio recording.

GLOSSARY (CONTINUED)

Student: “Student” includes an individual who has paid an acceptance fee, registered for classes, or otherwise entered into a contractual relationship with the university to take instruction.

Volunteer: Individuals who participate in athletic or academic experiences and for extracurricular activities during periods in they are not registered for academic credit do so on a volunteer basis. **If individuals are involved in activities that are not related to course in which they enrolled, they are considered volunteers.**

Worcester State University

Premises: Includes all land, buildings, facilities, and other property in the possession of, owned, used, rented/leased, or controlled by Worcester State University including adjacent streets and sidewalks.

EMERGENCY PHONE NUMBERS

COUNSELING

Worcester State University Counseling Center	(508) 929-8072
Deb Gaston, WSU Sexual Assault Prevention and Response Coordinator	(508) 929-8851
Campus Ministry	(508) 929-8017

DOMESTIC VIOLENCE SERVICES

Daybreak	(508) 755-9030
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HOSPITALS

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

HOTLINES

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

POLICE

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

SUBSTANCE ABUSE

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