



STUDENT CODE OF CONDUCT

2018-2019

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FISHER COLLEGE | 118 BEACON STREET – BOSTON, MA 02116

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DEFINITIONS

- The term “College” means Fisher College.
- The term “Student” includes all persons taking courses at the College, either full-time or part-time, either on campus or online, pursuing undergraduate, graduate or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “Students” as are persons who are living in College residence halls, although not enrolled in this institution. This Student Code applies to all locations of the College, including the campus locations in North Attleboro, Brockton, and New Bedford.
- The term “College Official” includes any person employed by the College, performing assigned administrative or professional responsibilities.
- The term “Member of the College Community” includes any person who is a student, faculty member, College Official or any other person employed by the College. A person’s status in a particular situation shall be determined by the Chief Academic Officer.
- The term “College Premises” includes all land, buildings, facilities, and the property in the possession of or owned, rented, used or controlled by the College (including adjacent streets and sidewalks).
- The term “Student Conduct Administrator” means a College official authorized on a case by case basis by the Dean of Students to impose sanctions upon any Student(s) found to have violated the Student Code.
- The Dean of Students is the person designated by the College President to be responsible for the administration of the Student Code.
- The term “Policy” means the written regulations of the College as found in, but not limited to, the Student Code of Conduct, Title IX Policy, Housing Agreement, College web page and computer use policy, and the College Catalogue.
- The term “Conduct Process” means the internal procedure designed to provide an educational and adjudicative approach to Student violations of College Policies.
- The term “Commuter Student” means any Student who does not live in a College residence hall and travels to any College Premises to attend class.

JURISDICTION

Students enrolled at Fisher College as undergraduate, graduate, online, and full or part-time are expected to read and abide by the Student Code of Conduct. ALL Students are provided an electronic copy of the Student Code of Conduct at Check In and can obtain additional copies of the Student Code of Conduct from Fisher College’s website or the Dean of Students Office upon request. A Student’s failure to read and/or familiarize themselves with the Student Code of Conduct will not excuse them from the Conduct Process. The Conduct Process will maintain jurisdiction even when a Student withdraws, takes a leave of absence, and during academic breaks and periods of time in-between semesters. A hold will be placed on the Student’s account and will require the Student to fulfill sanctions prior to re-enrolling, graduating, or obtaining copies of official transcripts.

The Student Code of Conduct applies to incidents that take place both on and off campus and at campus sponsored events and includes events that take place online whether or not on official College sites. The Student Code of Conduct does not exempt Students from abiding by State and Federal laws and regulations. Fisher College reserves the right to notify local and federal agencies of any violations. In the College’s sole discretion, the Conduct Process will move forward even if a Student is facing state, federal or local charges for violation of the law and without a final decision of the court. Fisher College reserves the right, in its sole discretion, to defer conduct decisions or institute an interim suspension pending the outcome of the court’s decision.

STUDENT RESPONSIBILITIES

Students are responsible for the following:

- Knowing the information published in this Student Code of Conduct, the College Catalog, and other official publications of the College. They are also responsible for any information delivered to them via College mail placed in their College mailbox or hand delivered, via postal mail addressed to the address that the Student has registered with the Registrar's office, and/or via e-mail sent to their Fisher e-mail account or via text.
- Knowing the information published in the Athletic Handbook.
- Upholding the College policies and regulations, and observing State and Federal Laws both on and off-campus.
- Behaving in a civil manner with members of the College and external community.

COLLEGE RESPONSIBILITIES

The College is responsible for the following:

- Providing an academic curriculum of integrity.
- Providing support services for Students in order to ensure their success.
- Providing adequate notification to Students of policies or major changes in policies.
- Providing recreational, athletic, leadership, educational, and growth opportunities.
- Ensuring that a safe, substance and weapons-free campus is maintained where Students, faculty, and staff are able to pursue learning.
- Ensuring that all College policies and federal and state laws are upheld.
- Providing a Student Code of Conduct process that upholds College policies and complies with federal and state laws.
- Encouraging an atmosphere of open, civil dialogue between students and other Members of the College Community. However, in emergency situations, this dialogue may be suspended by the College and replaced with mandates from the College or other Public officials (e.g., fire department, police officials, etc.).
- Encouraging all members of the College community to behave in a civil manner with each other and with the external community.
- Preserving the privacy of the Students, except as necessary to comply with the law or guarantee the safety of Members of the College Community.

PRIVACY POLICIES

In order to preserve the privacy of each Student, the College does the following:

- Fisher College complies with the regulations set forth by the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. FERPA affords students certain rights with respect to their educational records. The detailed policy can be found in the most recent College Catalog. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) provides for the confidentiality of students' medical records. More information on HIPAA is available at the Health Services Office.
- The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These are:
 - The right to inspect and review the student's educational records.
 - The right to request the amendment of the student's education records to ensure that they are accurate, not misleading, or otherwise in violation of the student's privacy or other right.

- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by Fisher College to comply with the requirements of FERPA.
- The right to obtain a copy of Fisher College's Student Records policy. You can obtain a copy of the policy from the Registrar's office.

Please note Fisher College has designated the following items as Directory Information: Name, address, telephone number, e-mail address, academic major, dates of enrollment, full- or part-time status, year of study, date of graduation or withdrawal, degrees, certificates or awards earned, participation in officially recognized sports or activities, most recent educational institution attended by the student, weight and height of members of athletic teams. The College may disclose any of these items without prior consent unless the Student wishes to withhold the disclosure of any aspects of the "Directory Information" file a "Request to Prevent Disclosure of Directory Information" notice with the Registrar's office.

Please note that the General Safety Policies, Policies Regarding Respect for the Rights of Others, and Individual Health and Safety, and Residential Hall Policies detailed later in the Handbook typically overrule the privacy policy, as long as they are not in direct conflict with FERPA and HIPAA laws.

FERPA and HIPAA regulations may allow disclosures to parents or legal guardians of Dependent students. Parents or legal guardians may also be notified of violations of the Rules and Regulations of the College, particularly in the case of students identified as holding a "Dependent" status.

GENERAL SAFETY POLICIES

In order to uphold the responsibilities of maintaining a safe, substance and weapons-free campus where Students, faculty, and staff are able to pursue learning, the College has formulated the following policies:

ACCESS CONTROL

Identification Cards (ID) Policy

To ensure the safety of the College community and that only College affiliated individuals or those on official business with the College are allowed access, each student is given a picture ID card upon enrolling at Fisher College. This ID must be visibly displayed at all times while on Fisher College property or at college events. The Fisher College identification card identifies you as a current member of the Fisher community. Depending on the services that you sign up for, your ID card can also be used to access a variety of functions and facilities on campus – including college buildings, residence halls, dining, library, and special events. The ID card is the property of the College. It must be carried at all times and is non-transferable. It may be used for such purposes as the college designates and may be revoked at any time. This card must be presented and/or surrendered upon demand of a College Official; failure to do so, or lending this card to anyone, is considered misuse and may subject the holder to disciplinary action. Lost or stolen cards must be reported promptly to the Fisher College Campus Police. There is a \$25 replacement fee for lost, stolen, or damaged ID cards. Failure to comply with the ID policy may result in denial of entry to the College and its facilities, and may result in disciplinary action for the Student. ID cards are issued by the Department of Public Safety. The ID office is located on the first floor of 108 Beacon Street. The hours are posted. To request a Fisher College ID card, you must present a government-issued picture ID or passport.

Entrance Policy

The Fisher College Student Entrance at 116 Beacon Street is locked 24 hours a day 7 days a week. Students must carry their student ID to scan into the building. If a student does not have their ID in their possession they can use the buzzer system and have the Department of Public Safety assist them in entering the non-residential premises of the College. Residential Students must use their student ID card to access the buildings during that time period. Student ID cards will only open the Students' assigned Residential Hall. If you are visiting a Residence Hall other than your own, you must be escorted by a resident of that building at all times. If you are visiting the 131-133 Residence Hall you must sign in with the Public Safety officer at the 133 desk, along with being escorted by a resident of that building at all times.

Commuter Students have open access with a visible current ID to the non-residential areas of the College, including the cafeteria, library, computer lab, ACE, and student center, from 7:00am to 7:00pm. After 7:00pm all Commuter Students must sign in with the Department of Public Safety to access the non-residential areas of the College. If a Commuter Student is visiting a Resident student inside of a Residence Hall, the Commuter Student must be signed in and escorted by their host at all times.

Both Commuter Students and Residential Students may invite guests to the campus. All guests need to be properly signed in and accompanied by the Student while they are on campus. In order to be signed in, all visitors must have proper identification—a picture ID (driver's license, military ID, passport, state ID or Government ID), which must be left with the Department of Public Safety by all guests. College and High School IDs are not an acceptable form of identification.

Commuter Students are allowed to sign in two guests to the Mall and Student Center areas. Visitors of Commuter Students need to be escorted by their host at all times and must leave the College premises at the end of an event. Students are responsible for the actions of their guests.

To avoid problems and to prevent unauthorized visitors from entering Fisher College buildings, Students are prohibited from lending out their ID cards or propping open or blocking building doors.

Residential students should refer to "Guest Policies," under "Resident Responsibility and Residence Hall Policies" in the Residential Life division of this Handbook for further information on residential guest policies.

All guests must comply with the rules and regulations outlined in this Student Handbook. Failure to comply with rules and regulations outlined in this Handbook or abuse of the system may result in the loss of guest privileges for the Student. Guests may also be banned from visiting the College if they fail to comply with the rules. The Department of Public Safety reserves the right to deny access to any guest who exhibits inappropriate behavior, refuses to abide by current guest policies, or is deemed a danger to himself/herself or to others.

CAMPUS SAFETY

Campus Safety Report

In compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", 20 U.S.C. 1092 (f) (formerly known as the "Campus Security Act"), Fisher College publishes the Campus Safety Report which contains its basic security policies as well as campus crime statistics for three years. This report is available for review in the College Library, and copies are available at the Department of Public Safety, upon request. The report is also posted on the College Web site.

The Department of Public Safety: 617-236-8880

Fisher College strives to provide a safe and secure environment and encourages positive attitudes among all members of the College community. Although the Department of Public Safety's main purpose is to ensure safety, the ultimate responsibility rests with each individual. Therefore, each person should be aware of his/her surroundings and potential risks. Each Student should be familiar with building evacuation procedures in case of an emergency and should know how to contact the Public Safety Department which is located in the Mall area of 116 Beacon Street.

The Department of Public Safety provides the following services to the College community on the Boston campus:

- Provides and maintains security 24 hours a day, 7 days a week during the academic year
- Responds to all requests for assistance
- Responds to and if necessary investigates all complaints and submits written reports to the Chief of Police and Dean of Students
- Responds to all emergencies and assists with medical emergencies
- Conducts checks of all residential and academic buildings for the safety and protection of the College community
- Along with the Dean of Students, assesses all possible violations of federal and state law and determines whether criminal proceedings are appropriate

Inspection Policy

All bags entering the campus are subject to inspection by The Department of Public Safety, or a designated College official. Additionally, Students, guests or visitors can be denied access to the College premises if the individual refuses to allow inspection. If the Student, guest or visitor is found in possession of illegal items or substances, or in possession of items disallowed by College policy, those items may be confiscated; further, depending on the nature of the item, the Department of Public Safety may arrest the individual, which might lead to legal proceedings.

Lockers, baggage and persons entering campus may be searched by College personnel based on direct knowledge or reasonable belief that there is a violation of the law or College regulations or that there are dangerous weapons, illegal drugs, alcohol or hazardous substances. Such searches may result in disciplinary action and/or ultimately criminal prosecution against the offender.

Jurisdiction

The Fisher College Department of Public Safety will respond to any emergency on the Boston campus. The Fisher College Department of Public Safety will assist all members of the Fisher College community by assessing the incident, seeking legal protection, and referring victims to a counseling service. The Fisher College Department of Public Safety does not respond to incidents located on other campuses or to off-campus residences but will direct persons to the local police department or contact a crisis interventionist for them.

Crime Statistics

Annually all students and employees are made aware of the crime statistics published on the Fisher College web site under Clery Act. The College has implemented an Emergency Notification System in conjunction with Blackboard Connect to enhance the College's ability to reach all students, faculty, and staff with time-sensitive information during unforeseen events or emergencies. The system uses voice, e-mail, and text messaging to allow the College to provide pertinent information and details on appropriate responses during critical situations. We encourage Members of the College Community to take advantage of the opportunity to provide multiple contact options.

Timely Warnings

Voice notification messages will appear to be from "617-236-8800".

SMS text will appear to be from SMS@blackboard.com.

Email messages will be sent from "FISHER COLLEGE email@blackboardconnect.com".

Please contact the Office of the Registrar at 617-236-8825 to update your emergency contact information.

The Dean of Students consults with the Director of Public Safety regarding crimes affecting the community to determine the need for a timely warning. The Dean of Students is the approval authority for posting timely warnings. Timely warnings of serious crimes are conveyed to the community through the Emergency Notification System. The Crime Alerts are also prepared by the Director of Public Safety and posted in the e-mails to all students, staff and faculty. The Alerts contain the following information:

- Date and Time of Incident
- Location of the Incident
- Type of Incident
- Description of the Alleged Perpetrator
- Summary of Incident
- Crime Prevention Tips
- Contact Telephone Number

Reporting a Crime

Victims may report crimes on a voluntary and confidential basis. Victims of a sexual assault can report the crime to the Boston Police, Department of Public Safety, Office of Residential Life or the Dean of Students. Victims of all other reportable crimes can report incidents to the Department of Public Safety.

All Members of the Fisher College Community are encouraged to voluntarily and confidentially report crimes, if and when they deem appropriate. These crimes are only included in the annual disclosure of crime statistics and no record is published.

A Daily Crime Log is maintained by the Department of Public Safety and is available for review during normal business hours.

Tip 411

The Department of Public Safety has launched tip411, an internet based tool that enables Members of the College Community to text message anonymous tips to the Department of Public Safety, and lets the Department of Public Safety respond back creating a two-way anonymous chat. To text a tip to the Department of Public Safety, just text "FISHER" and your crime tip message to 847411 (tip411). The "thread" will remain open indefinitely until the caller texts the word "STOP". To open another thread you would have to again text "FISHER" to 847411.

Once crime tip is sent, you will receive a message from Citizen Observer indicating the message has been forwarded to the Department of Public Safety. The Department of Public Safety can respond to the sender to ask for additional information. If the sender does not want any further contact, the sender only needs to push the "stop" or "end" button on their phone and the contact between the citizen and the Department of Public Safety is broken. Please note that Text message charges may apply to your account, depending on the terms of the service.

Cell phone set up for tip411 is easy:

1. Under 'Contacts' on your cell phone, establish a new group titled "847411" and save.
2. Now go to your text messaging as you would to send a text message to someone.
3. In the "To" block (who you're going to send it to), type in "847411".
4. Drop to your text box; once in text box type in "FISHER" followed by a space. Letters are not case sensitive.
5. Then type in your crime tip and push send once your crime tip is complete.

An example tip would look like this:

FISHER the student who broke the glass window in 106 Beacon Street last night is John Doe.

Missing Person Policy

Fisher College takes the safety and well-being of its students very seriously. On campus students may confidentially identify an individual to be notified within 24 hours following an official determination that the student is missing. The office of Housing and Residential Life collects this information during the on-campus move-in process and students may update or change emergency contact information at any time by contacting the Office of Housing and Residential Life. In addition, all students may provide the College with confidential contact information that may be used to reach the student in the event of an emergency.

All members of the Fisher College community are encouraged to notify the Department of Public Safety (8880 from a campus phone or 617-236-8880 from off campus and cell phones) immediately when they believe a student is missing. The College, acting through its various departments, offices, and employees, shall notify Campus Police immediately in all cases of missing persons reported to any employee of the College. In all cases, Fisher Public Safety will notify the Dean of Students directly of any missing student report.

The Department of public safety will investigate the circumstances of the student's absence. If the Department of Public Safety determines that the student has been missing for more than 24 hours following its receipt of a missing person's report, it will notify appropriate external law enforcement agencies and the missing student's emergency contact within 24 hours following its determination. If the missing student is under the age of 18 and is not an emancipated minor, the College will notify the student's custodial parent or legal guardian immediately.

Children on Campus

In general, as an institution for higher education, Fisher College provides educational and services to adult learners and is not an appropriate environment for children. Children under the age of 16 are not permitted on College property unless supervised by a parent, legal guardian, or fall under one of the exceptions listed below. At no time should a child be left unattended on College property. For safety purposes, all children must be signed in as a guest with the Department of Public Safety while visiting the campus. Students residing in campus housing are not permitted to "babysit" children in their rooms. Children under the age of 16 are not permitted as overnight guests in the residence halls, however immediate family members (siblings) may be permitted with the advanced written permission of the Director of Housing and Residential Life. See Overnight Guest Procedures for more information. Children may not attend classes or Fisher College events with the exception of Family Weekend Events.

Exceptions

- Programs designed for children and supervised by trained adults who possess all certifications, credentials, and background clearances needed.
- Emancipated minors are considered adults.

Service Animals

Pets are not allowed in any Fisher College building. Service animals are allowed if approved by the Office of Human Resources and/or the Director of Accessibility Services.

General Tips for Personal Safety

- Never give your keys to other students
- Never give or lend anyone your Fisher College ID
- Always lock your door
- Never leave your keys in the lock
- Hang up immediately on obscene phone calls
- Never leave valuables unattended or in plain view

- Be aware of your surroundings
- Be familiar with the location of all exit doors and fire extinguishers
- Always walk or jog with a friend
- Always walk in well-lit areas at night
- Report suspicious persons or activities to Public Safety
- Report any verbal or physical harassment to Public Safety
- Report all incidents of theft or hall damage to Public Safety, who will take appropriate action
- Never give out your passwords and keep them written down in a safe place
- Be mindful that many college students are targeted by online scams i.e. phishing for personal information, apartment rentals, wiring money, etc.
- If in doubt, call The Department of Public Safety at 617-236-8880

FIRE SAFETY

In case of a fire students should immediately call 911 and exit the building.

Fisher College properties are equipped with sophisticated fire and smoke alarm systems. Fire drills are held regularly in the residence halls and classrooms to ensure the safety of Students. All Students are required to exit the building immediately any time the fire alarm sounds through the nearest exit. Any Student who does not evacuate is subject to a fine and/or dismissal from the College.

The following items are not to be tampered with under any circumstances: heat sensors, smoke detectors, sprinkler heads, fire alarm pull stations, and fire extinguishers. Should you notice a problem with any of the above, please call Public Safety or notify your Resident Director immediately.

Students are disciplined immediately if they activate an alarm or use the fire extinguishers unnecessarily. Anyone found to have falsely set off a fire alarm may be fined \$500 (the cost of resetting the alarm) and may be suspended and/or dismissed from the College. Tampering with fire safety equipment might also lead to criminal prosecution. The safety of all is our goal, and the College recognizes the danger that, intentionally set, false fire alarms cause, not only to Members of the College Community but also to the general public.

Additionally, care needs to be exercised in buildings and halls equipped with sprinkler systems. Therefore, it is of utmost importance that nothing is suspended from sprinkler heads (e.g. clothing, etc.), no one participates in hall sports (e.g., throwing baseballs, basketballs, etc.) that could accidentally hit and set off the system, and that no one sets it off intentionally. Setting off sprinklers intentionally or in violation of the above prohibitions may lead to fines, reimbursement for property damage, and/or suspension/dismissal from the College.

Further, fire alarm pull stations and fire extinguishers are not to be tampered with or obstructed in any fashion. The misuse or the removal of a fire extinguisher will result in a monetary fine with disciplinary consequences to those parties responsible. If the responsible party cannot be identified, all residents of the residence hall will be held responsible.

All exits need to be clear. The pathway in and out of rooms must be clear at all times. All rooms with doors and windows leading to a balcony must leave a clear path to that door and window. Nothing should restrict access to any balcony doors or windows.

In case of a fire alarm, DO NOT use the elevators. Always exit using stairs and familiarize yourself with the exit nearest to you. Evacuate the building in an orderly fashion and stay at least 50 feet away from the building until the "all clear" signal is given from an appropriate staff member. Emergency Fire Stairwells within the residence halls should only be used in the event of an emergency or fire. Do not block the entrances to the buildings: Leave them accessible for fire safety personnel. Everyone should become familiar with the fire exits in each section of the buildings.

General Fire Safety Regulations

The following items are not to be tampered with under any circumstances: heat sensors, smoke detectors, sprinkler heads, fire alarm pull stations, and fire extinguishers. Should you notice a problem with any of the above, please call Public Safety or notify your Resident Director immediately.

- Electrical outlets: No “octopus plugs” or extension cords are allowed in the residence halls. No more than two items may be plugged into the same electrical outlet. Only power strips with surge protectors are allowed in the residence halls.
- Heating Vents: The heating vents in rooms are to remain unobstructed. Blocking heating vents could cause an imbalance in the system and may result in a triggered fire alarm. Should you block a vent that causes a false alarm in a classroom or in the residence hall, a fine and/or disciplinary action will occur. If you have problems with the heat in your room in the residence halls, contact Maintenance during regular hours. After hours, please contact Residential Life or Public Safety staff.
- Fire Drills/Alarms: There will be periodic fire drills throughout the year. All students are required to vacate the buildings through the nearest exit upon hearing the alarm. Students who fail to comply with this regulation will face disciplinary action and may also face criminal prosecution.
- Holiday decorations: Natural and artificial trees are prohibited. No holiday lights or decorative string lights can be used in the residential halls. Light fixtures cannot have paper lampshades.
- Wall and ceiling decorations: No more than 1/3 of a wall in a room should be covered. Wall hangings or other coverings shall not obstruct passageways or cover ceilings. Absolutely nothing is allowed to cover the ceiling, light fixtures or hang from the sprinkler pipes or heads.
- Open flames: No open flames, candles or incense are permitted in the residence halls.
- Room Exits: The pathway in and out of the room must be clear at all times. All rooms with doors and windows leading to a balcony must leave a clear path to that door and window. Nothing should restrict access to any balcony doors or windows.
- Room inspections: Regular announced and/or unannounced fire safety and health inspections will be coordinated by Residential Life staff, maintenance, and/or fire department personnel.

PERSONAL RESPONSIBILITY

Civility and Mutual Respect

As members of the Fisher College community, staff, faculty, and students are expected to interact with each other with respect and consideration. When a community member’s conduct varies from this expectation, it is the responsibility of the faculty member, manager, director, department chair, or person who supervises the person engaging in the inappropriate conduct to address it. Inappropriate conduct covers a broad range of behavior from rude, obnoxious, bullying behavior to threats of violence. The level of danger in the behavior determines the action that the supervisor or administrator should take.

Expected Behavior

Each member of the Fisher College community is expected to treat other community members with civility and respect, recognizing that disagreement and informed debate are valued in an academic community.

Unacceptable Behavior

Demeaning, intimidating, threatening, bullying, abusive or violent behaviors that affect the ability to learn, work, or live in the College environment depart from the standard for civility and respect. These behaviors have no place in the College community.

Violence

Violence is behavior that causes harm to a person or damage to property or causes fear for one's safety or the safety of others. Examples of violent behavior include physical contact that is harmful and expression of intent to cause physical harm. Such behavior is unacceptable in the Fisher College community.

Violation

A community member who displays inappropriate conduct is subject to disciplinary action up to and including separation of the offending party from the College, consistent with the Fisher College Student Code of Conduct and Employee Handbook. Students will be referred to the student conduct office and staff members will be referred to Human Resources.

Visitors

Visitors, vendors, contractors, and the families of members of the community are required to display appropriate conduct at all times. Noncompliant behavior will lead to removal from the campus.

Restricted Areas

Residents should be aware that the College specifically prohibits entrance into restricted areas such as roof decks, terraces, roofs, ledges, fire escapes, balconies, and any building that has been closed during vacation. These areas are monitored electronically and checked regularly. Sanctions and fines will be administered when these regulations are violated.

Appropriate Dress

Appropriate dress is required in all academic buildings and dining facilities, and, in compliance with the health and safety laws of the Commonwealth of Massachusetts, shirts and shoes must be worn in all campus buildings. Clothing that contains vulgar or obscene messages or images are not allowed. Clothing that is transparent (see through) and exposes midriff is not allowed. Faculty members may have additional dress code requirements for their classroom.

Good Neighbor Policy

Students are required to act as responsible members of the community and respect the local neighborhood. Therefore, any Student involved in any behavior that disrupts, interferes, or damages the local neighborhood; behavior that disturbs, disrespects, or causes discomfort to neighbors, will result in a conduct meeting.

Hall Sports

No in-line skating, skateboarding or hall sports are allowed in Fisher College buildings. Please be aware that bouncing balls, kicking balls, throwing balls in the air, swinging bats and/or playing catch within the buildings are all considered hall sports. This policy ensures the safety and convenience of Members of the College Community, as well as prevents damage and any accidental malfunction of fire safety equipment. Failure to cooperate with staff may result in the confiscation of sports equipment and a student conduct meeting.

Jaywalking

When crossing Beacon Street or any of the neighboring streets, students are expected to utilize crosswalks at all times. Any student who is found in violation of this policy may be subject to the Student Conduct Process.

Double-Parking

Students may not double-park in front of any Fisher College property at any time. In addition, students are responsible for informing their guests, deliveries, and rides/transportation regarding this policy and may be found in violation of this policy for the actions of others acting on their behalf. Any vehicle found double-parked in front of Fisher College property will be required to move. Failure to abide by this policy will result in disciplinary action.

Hazing

All students are required to refrain from hazing another student, and are expected to notify authorities if such an incident occurs. Massachusetts Act Prohibiting the Practice of Hazing (Chapter 269 of the General Laws) states that the crime of hazing refers to “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.” Violation of this policy will lead to student conduct sanctions and criminal proceedings.

Anti-Bullying

Fisher College accepts and endorses Massachusetts Senate bill #699 “An Act Addressing Workplace Bullying, Mobbing, and Harassment, Without Regard to Protected Class Status” as proposed, and, further, accepts and endorses any and all amendments made to this bill, as well as the bill in its final form that is signed into law by the governor of the Commonwealth of Massachusetts. Fisher College prohibits conduct which the College determines is bullying or harassment as described in this policy and the law. All Fisher College students have the freedom to pursue their studies and professional goals without the threat of bullying or harassment that is unlawful or a violation of Fisher College’s Student Code of Conduct. Members of the Fisher College community are expected to respect all other members of the community and behave in a manner that is welcoming of others, regardless of their backgrounds. All members of the College community are required to behave in a manner which demonstrates proper regard for the rights and welfare of others.

Reporting Violations by Students

Complaints of bullying should be reported immediately to the Department of Public Safety or the Dean of Students located in the College mall.

Complaints will be investigated and forwarded to the Student Conduct Coordinator for review in a timely manner. Alleged Student conduct violations stemming from complaints will be processed in accordance with the Student conduct procedures outlined in the Code of Conduct.

Verbal Assault, Physical Assault, and Defamation

Members of the College Community are expected to have an open mind and be tolerant of others. Fisher College is an institution where students, faculty, and staff are free to pursue their education, goals, and work in a civil and fair environment. For this reason, verbal and physical assault, and defamation of any kind will not be tolerated at the College.

Verbal assault is defined as remarks and/or threats made to an individual that are intended to cause fear of physical injury coupled with the apparent ability to perform the act.

Physical assault is defined as the use of force against an individual and includes but is not limited to: pushing, punching, shoving, striking, and fighting.

Defamation is defined as the communication of a false statement regarding a person in order to cause harm to the reputation of an individual.

Life Threatening Behavior

Fisher College recognizes that certain life threatening behaviors (e.g., suicide threats, gestures or attempts; eating disorders; substance or alcohol abuse, threats; gestures or attempts to harm others) are signs of personal distress. While the College is committed to helping Students alleviate whatever stress factors are precipitating life threatening behavior, such behavior is considered disruptive to, and unacceptable in, the academic and social living environments of the College Community.

Mandatory Safety Assessment Policy

The primary purpose of this policy is out of concern for the health and safety of our students and thus to respond to serious psychological episodes or health-related behaviors that put students or others at risk including (but not limited to) potentially lethal suicide attempts, significant acts or threats of violence to others, chronic eating disorders, dramatic and/or expansive displays of self-mutilation, behaviors that are significantly disruptive to the Fisher community and/or diminish the ability of a student to care for him/herself. All students identified as threatening self-harm or having attempted suicide must complete a mental health assessment at the Counseling Center and a physical assessment with Health Services. These assessment sessions may determine the level of self-harm, assist students in developing a safety plan, and provide students with resources. All students who have reached a defined threshold must comply with the mandated safety assessment or face serious sanctions, including but not limited to parental notification, loss of housing, suspension, medical or administrative leave of absence.

Students who display life threatening behavior or who are hospitalized for mental health reasons will not be allowed back into the residence halls, unless cleared by Counseling Services or the Dean of Students (or designee), even if the hospital has discharged him/her. Students who are hospitalized for life threatening behavior or mental health reasons may be required to sign a medical authorization form that will grant the hospital or treatment facility permission to release necessary information in order to clear the Student for their return to campus.

Anti-Harassment

It is our College's policy to prohibit harassment of one Student by another Student, College employee, and/or any worker or vendor contracted by the College, or vice-versa. This policy is consistent with state and federal law, which is enforced by the Federal Equal Employment Opportunity Commission, One Congress Street, Room 1001, Boston, MA 02114 (617) 565-3200 and the Massachusetts Commission Against Discrimination, One Ashburton Place, Boston, MA 02108, (617) 727-3990. The purpose of this policy is not to regulate our students' or employees' morality, speech or conduct. Rather it is to ensure that, in our academic setting, no one harasses another individual or otherwise interferes with his or her pursuit of knowledge, job duties and responsibilities. Violation of our anti-harassment policy may result in discipline up to and including dismissal from the College.

What is Unlawful Harassment

Unlawful harassment refers to harassment on the basis of race, color, age, national origin, ancestry, religion, liability for service in the armed forces, marital status, sexual orientation, civil union, domestic partnership status, gender identity and expression, criminal record (inquiries only), atypical hereditary cellular or blood traits, genetic information, handicap/disability, mental illness or any other legally protected characteristic. Unlawful harassment consists of discriminatory behavior which is not welcomed by the Student or employee, which is personally offensive to him or her, and which undermines morale and/or interferes with the ability of the Student or Employee to work effectively. It is not possible to list all of the circumstances that may constitute unlawful harassment. The following are examples of conduct which, depending upon the circumstances (including the severity and pervasiveness of the conduct), may constitute unlawful harassment:

- Comments, slurs, epithets, negative stereotyping, jokes, teasing or verbal abuse directed at a person or persons because of his/her/their protected class status;
- Posting or distributing through any means, including through the use of electronic communications (e.g., email, instant messaging, text messaging, the Internet, voice mail or facsimile), messages, objects, pictures, cartoons or other materials that are degrading or offensive to a protected class;
- Threats, whether explicit or implicit, directed at a person or persons because of his/her/their protected class status;
- Continually treating individuals in a protected class differently from others, such as singling individuals out for harsh treatment because of a protected characteristic; and
- Taking adverse actions (including disciplinary warning and dismissal) based upon a person's protected class status.

It is important to note that while this policy sets forth our goal of promoting an environment that is free of unlawful harassment, it is not designed or intended to limit the College's authority to take disciplinary action, up to and including termination, for conduct which Fisher College deems unacceptable, regardless of whether that conduct violates this policy or rises to the level of unlawful harassment.

All incidents that involve students exclusively will be handled by the Student Conduct Coordinator. Incidents that involve a student and an employee will be handled jointly by the Student Conduct Coordinator and the Human Resources Department. The College will not tolerate verbal or physical conduct by any employee or student that harasses, disrupts, or interferes with another's academic and/or work performance or which creates an intimidating, offensive, or hostile environment.

Any infractions of this policy should be brought to the attention of the Dean of Students and/or the Human Resources Department and/or the Title IX Coordinator, depending on the nature of the parties involved. The College's open-door policy allows for complaints to be brought to any level of management, but the complaint will be processed in accordance with the procedures described in greater detail in our policy for the Elimination of Harassment and Discrimination in the Workplace. Complaints will be processed as expeditiously and confidentially as possible.

If you have any questions about this policy, please speak with the Dean of Students at 617-670-4421 or the Title IX Coordinator at 617-236-5409.

Victims of sexual harassment should refer to "Reporting Procedures," under "Sexual Misconduct and/or Title IX Policies" in this handbook for further information on sexual harassment.

Formal Complaint Procedure

Where to file a Complaint?

A complaint should be filed to the Title IX Coordinator. The Title IX Coordinator will assess the nature of the complaint and will direct an investigation if appropriate. The title IX Coordinator can be reached at 617-236-5409.

What Should be Filed?

The complaint should be in writing, should summarize the alleged harassment, should identify the person allegedly responsible for the harassment and should describe the resolution sought.

When Should the Complaint Be Filed?

The complaint should be filed immediately following the incident.

How Will the Complaint Be Processed?

The allegation will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent possible under the circumstances. The investigation will include a private interview with the person filing the complaint and, if appropriate, with witnesses. The person alleged to have committed the harassment will also be interviewed. When the investigation is completed, to the extent appropriate, the person filing the complaint and the person alleged to have committed the conduct will be informed of the results of the investigation.

If it is determined that inappropriate conduct has been committed, appropriate disciplinary action will be taken. Such action may range from counseling to termination of employment or expulsion and may include warning or probation.

Retaliation

Whether against an individual who makes a report of alleged harassment or discrimination or against an individual who assists in providing information relevant to such a claim retaliation is a serious violation of Fisher College policy. Fisher College will not tolerate acts of retaliation (including retaliatory harassment, intimidation, threats, coercion, discrimination, or other adverse employment decisions described above) taken because an individual has filed a complaint; assisted or participated in an investigation or hearing related to the administration of any federal or state law requiring equal employment opportunity; opposed any act or practice made unlawful by any federal or state law; or exercised any other right protected by any federal or state law. Any such retaliatory acts should promptly be reported to the Student Conduct Coordinator and/or the Human Resource Department. Such reports will be investigated and handled expeditiously and appropriately.

Sexual Misconduct Policy

Introduction

Fisher College is committed to fostering a community that is free from sexual misconduct, in any form, in order to create a successful learning and working environment for all of its members. Sexual misconduct, in any form, is a violation of an individual's dignity, integrity, and rights. In order to create an environment that promotes respect for all members of its community, Fisher College expects all members of the College community to take action to prevent acts of sexual misconduct.

State and Federal Law, including Title IX of the Education Amendments of 1972 prohibit discrimination on the bases of sex or gender. The College takes all allegations of Sexual Misconduct seriously and is committed to providing an environment that is free of sexual misconduct. In accordance with the requirements of Title IX, Fisher College has appointed the Ellen Lyons, Director of Human Resources as the Title IX Coordinator. The Title IX Coordinator oversees compliance with Title IX regulations and:

- Is a resource for students regarding their rights under Title IX, filing a complaint within the College, and their rights to file a criminal complaint;
- Conducts investigations on all reports of sexual misconduct. The Title IX Coordinator does not play a role in the Student Conduct Process. The Student Conduct Coordinator will oversee the Student Conduct

Process of Title IX complaints. (See “Structure of the Student Conduct Process” for information on the Conduct Process);

- Makes recommendations for the implementation of any interim measures or accommodations that are necessary to ensure a victim’s wellbeing/safety; and
- Develops and/or provides training, programs, and education to students regarding sexual misconduct and harassment:

The Title IX Coordinator’s office is located on the 2nd floor of Building 116, and can be reached at 617-236-5409 or via email at elyons@fisher.edu.

Non-Discrimination

Fisher College does not discriminate on the basis of race, sex, age, disability, national or ethnic origin, creed, sexual orientation, veteran status, marital status or religion in the recruitment, admission, access to, or treatment of Students, the recruitment, hiring or treatment of faculty and staff, or the operation of its activities and programs, as specified by state and federal laws, including Titles IX of 1972 Educational Amendments to the Higher Education Act, Executive Order 11246, as amended, and Section 503/504 of the Rehabilitation Act of 1973. Any inquiries regarding this policy should be directed to the Human Resources Department, Fisher College, 118 Beacon Street, Boston, MA 02116. Questions regarding Title IX please contact Ellen Lyons, Title IX Coordinator at 617-236-5409 or the U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education, Bldg 400 Maryland Avenue, SW, Washington, DC 20202, at 800-421-3481 or via email OCR@ed.gov

If you believe you have been discriminated against as a Student on the grounds of race, sex, disability, national or ethnic origin, creed, sexual orientation or religion, you may file a complaint by contacting the Title IX Coordinator.

Jurisdiction

This policy applies to all members of the College community, including any person who is a student, faculty member, College official, any other person employed by the College, and third parties (visitors and independent contractors), regardless of where the alleged sexual misconduct occurred. Therefore, this policy applies to both on-campus and off-campus conduct.

Sexual Misconduct Policy

Fisher College takes all allegations of sexual misconduct seriously. Fisher College will always respond to allegations, information, or claims of sexual misconduct and will conduct an adequate, reliable, and impartial investigation. Sexual misconduct includes but is not limited to the following:

Rape: Defined as the oral, anal, or vaginal penetration, by a person upon another person, however slight with a body part or inanimate object without consent.

Sexual Assault: The intentional and unwanted sexual touching, however small in nature, of an intimate body part (breasts, genitals, groins, buttocks, or mouth, or the material covering them) by an individual upon another individual. This includes the unwanted touching of a body part not usually considered intimate in nature (a massage) and the removal of clothing or exposure of genitals from an individual towards another without consent.

Sexual Exploitation: When an individual takes non-consensual or abusive sexual advantage of another individual for their own benefit, or the benefit or pleasure of any other individual other than the individual being exploited. This includes prostitution, the audio or video recording of and/or the photographing or transmitting sexual or other private activities of another person (including but not limited to genitals, groin, buttocks, and breasts), allowing third party individuals to watch and/or observe sexual activity, engaging in voyeurism, and/or knowingly exposing/transmitting an STI (sexually transmitted infection) or HIV to another individual.

Sexual and/or Gender based Harassment: Is the unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individuals’ academic performance and/or employment, (2) submission to or

rejection of such conduct by an individual is used as the basis for academic and/or employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic and/or work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual/gender based harassment include but are not limited to:

- Unwelcomed or unwanted contact – hugging, rubbing, touching, brushing
- Sexual jokes
- Sexual propositions or advances
- Behavior and/or statements that are considered sexist
- Use of slurs, derogatory statements, or sexual pet names/nicknames
- Screaming or yelling at an individual or population based on sex/gender that creates a hostile or intimidating environment.
- Comments regarding sexual experiences and sexual activity
- Comments/statements or other hostility towards someone's gender, gender identity, or lack of expected masculinity or femininity
- Intrusive sexually explicit questions
- Letters, emails, text messages, or other forms of communications that are sexual in nature and unwelcomed/unwanted
- Unacceptable displayed sexually explicit or graphic in nature pictures, calendars, cartoons, etc
- Sexual suggestive sounds, gestures, and name calling (whistling, winking, pelvic thrusts)

Sex/Gender based Discrimination: In accordance with Fisher College's Non-Discrimination policy, Fisher College does not tolerate sex/gender based discrimination on any level. Sex/gender based discrimination is defined as conduct that treats a specific individual or group of individuals unfavorably based on their sex, sexual orientation and gender expression, even when the conduct is not sexual in nature. For additional information please see the Non-Discrimination policy.

Relationship Violence (including dating/domestic violence): Fisher College recognizes that relationship violence is a serious crime against individuals and society. Relationship violence for the purpose of this policy includes domestic and dating violence.

42 USC § 13925 states that domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

42 USC § 13925 defines dating violence as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking: By its nature stalking is not a one-time incident but a pattern of behavior taking place on more than one occasion. 42 USC § 13925 defines stalking as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Examples of stalking include but are not limited to: unwelcoming communication (including telephone calls, emails, text messages, face to face communications, unwelcoming gifts, etc.), trespassing, surveillance, making threats, visiting outside of a residence or classroom, following or pursuit.

Cyber-stalking will be considered the same as physical stalking as defined above where the use of an electronic device is used to cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Retaliation:

Fisher College will not tolerate retaliation against any person who reports a claim of harassment or sexual misconduct, or assists in the investigation. Any Student found in violation of this policy will be sanctioned accordingly. Students who file false reports of sexual misconduct will be in violation of this policy and will be processed in accordance with the Student Conduct Process outlined in the Student Code of Conduct.

Additional Definitions

Consent: Is defined, for the terms of this policy, as the mutual agreement between individuals, clearly through the use of words or actions, to participate in a sexual activity no matter how slight the interaction may be. Consent cannot be giving by minors, mentally disabled individual, an individual under the influence of any substance (alcohol/drugs/or any other disabling substance), intoxicated, incapacitated, or by an individual who is unconscious. In addition, Fisher College will not accept the consent of an individual if that individual gave consent as the result of coercion, verbal/physical threats, or by the threat of force or future harm.

Incapacitation: Incapacitation is the inability to make a rational, informed, or reasonable decision or judgement. Incapacitation can result from alcohol or drug use, “date-rape” drug, physical restraint, disability, sleep, or anything else that affects the individual’s ability to make a rational, informed, or reasonable decision.

Reporting Sexual Misconduct

Fisher College understands that incidents of sexual misconduct are sensitive in nature and can be emotional for all parties involved and will be handled with the utmost care and sensitivity. While we encourage Students who are victims of sexual misconduct to file a complaint and seek immediate medical treatment if needed, it is at the sole decision of the victim if and when they choose to do so. Staff members are available 24/7 for victims who wish to have immediate support.

There is no time limit for submitting a report of sexual misconduct and the College encourages students to report as soon as possible. The College’s ability to investigate may be reduced with the passing of time.

Please be advised that all employees of Fisher College who are made aware of an incident of sexual misconduct are required by Federal Law to file a report regarding the incident and individuals involved with the Title IX Coordinator. These reports will include the names of the victim and the alleged assailant, along with all relevant facts regarding the incident. Employees who must report knowledge of sexual misconduct include Student leaders on campus i.e. Resident Assistance and Desk Workers. If a victim wishes to speak to someone in confidence and not file a report please see **Confidential Reporting**.

The Title IX Coordinator is required by federal law to provide an unidentifiable statistical report regarding sexual misconduct to the Department of Public Safety. This is in accordance with the Clery Act. The only information that is shared is that an incident of sexual misconduct has taken place, the type of sexual misconduct, and the general location of the incident (i.e. on or off campus).

To file a report of sexual misconduct Students may contact any of the following departments:

- Title IX Coordinator- Ellen Lyons, Office located on the 2nd floor of Building 116, and can be contact at 617-236-5409 or via email at elyons@fisher.edu.
- Department of Public Safety- Located in the Mall of Fisher College and can be contacted 24/7 at 617-236-8880.
- Office of the Dean of Students – Office located in the Mall of Fisher College, open from 8am-4pm Monday through Friday, and can be reached via phone at 617-670-4421.
- Office of Housing and Residential Life- Located in the Mall of Fisher College, open from 8am -4pm Monday through Friday, and can be reached via phone at 617-670-8828.

Confidential Reporting

Victims or witnesses who wish to speak to someone in confidence prior to filing a formal report may contact the below listed departments. Information shared with these departments will not require a report to be filed. The only information that will be shared is that an incident has taken place, the type of incident, and where the incident occurred. Speaking to any of the departments below will not initiate an investigation until the victim chooses to have their information released and formal proceedings begin.

- Counseling Services- Located in the lower level of 108 and can be contacted at 617-236-8894 or via email at counselingservices@fisher.edu.
- Health Services- Located in the lower level of 104, open from 8am-4pm Monday through Friday and can be reached at 617-236-8860.

Directory of Resources

On Campus

Department of Public Safety	617-236-8880
Dean of Students Office	617-670-4421
Title IX Coordinator	617-236-5409
Health Services (Confidential)	617-236-8860
Counseling Services (Confidential)	617-236-8894

Off Campus

Emergency	911
Massachusetts General Hospital	617-726-2000
Boston Area Rape Crisis Center	800-841-8371
National Sexual Assault Hotline	800-656-4673

College Response

Upon receiving a report of Sexual Misconduct the College will:

- Inform the victim of their options for reporting an incident to campus and/or local law enforcement;
- Inform the victim of support services available both on and off campus;
- Encourage victims, if applicable, to seek immediate medical treatment at a local hospital and encourage the preservation of evidence by not showering, brushing of teeth, changing clothing prior to medical treatment;
- Provide prompt notification and explanation of the allegations to the alleged assailant;
- Provide an opportunity for both the victim and witness to submit information for consideration during the investigation and/or the Student Code of Conduct Process and provide each party an opportunity to be heard.
- Inform the victim and alleged assailant that they may choose an advisor to accompany them during the process. The advisor will be arranged by the Student(s) themselves. Please see the definition of advisor for guidelines regarding sexual misconduct advisors.
- Provide the option of changing housing accommodations after an alleged sexual misconduct incident has taken place, if housing changes are reasonably available;
- Provide the opportunity to issue an Administrative Stay Away Order;
- Conduct an expeditious, fair and open minded investigation of the claim;
- Progress into Student Conduct Process, in a timely manner, if the investigation concludes there is a preponderance of evidence;
- Inform both victim and alleged assailant of the decision and sanctioning regarding sexual misconduct violations; and
- Inform both victim and alleged assailant of the appeal process at the time notification of a decision is made.

Interim Remedies

Reports of sexual misconduct may require interim remedies and support services as appropriate. These interim remedies are for the protection, well-being, and safety of the individuals involved and for the Campus community, pending the outcome of the investigation. Interim remedies include but are not limited to counseling services, administrative stay-away order, no trespassing order, relocation of on campus housing, academic accommodations, and schedule changes. Fisher College will make every effort to make reasonable requests for

interim remedies available in a timely fashion. In addition, the Department of Public Safety can assist a victim with reporting an incident of sexual misconduct to local law enforcement.

In instances where the alleged assailant is considered to be a threat the College may decide to: remove the alleged assailant from campus housing, restrict campus access, or administer an interim suspension.

Confidentiality

Fisher College recognized that confidentiality is important to all individuals involved in all matters of a sexual misconduct investigation. The College will make every effort to protect the privacy of the individuals involved in a report and investigation of sexual misconduct, to the extent reasonably possible, while conducting a thorough investigation and thereafter. The College will only share information related to a report and investigation with those College Employees who “need to know”. Students should be made aware that if an individual involved in an alleged violation of sexual misconduct is enrolled at another institution, the College may be required to notify the other institution of a pending investigation.

All individuals involved in an investigation of sexual misconduct are expected to keep any information gained during any process of the investigation, decision, or appeal process confidential. This does not prohibit individuals from discussing information with individuals who need to know in order to provide support and assistance to the individual, or disclosing information to an individual who needs to know in order to participate in an investigation. These restrictions are put into place in order to protect all individuals involved in an investigation and the integrity of the investigation. Individuals found in violation of this may be subject to sanctioning. As the students of the College are viewed as adults, guardians and/or parents will not be notified when a student is involved in a claim of sexual misconduct. Students are encouraged to speak with their guardian and/or parent when they are involved in a matter of sexual misconduct. Should a guardian or parent wish to speak with the or any other employee regarding a matter of sexual misconduct, a FERPA waiver will needed to be fully executed prior to any conversation. Students have the right to execute or withdraw a FERPA waiver at any time. FERPA waivers are found in the Registrar’s Office. Should a student be found responsible for violation of this policy and is separated from the college, college housing, suspended, or expelled guardians and/or parents are generally notified at that time.

Amnesty

Fisher College understands that a victim may be hesitant to make a report of sexual misconduct if the victim was under the influence of alcohol/drugs at the time of the incident(s) for fear of being found in violation of the Student Code of Conduct. If while conducting an investigation other violations of the College’s policies have been made in connection to the incident, specifically alcohol/drugs, the College will generally not pursue disciplinary actions against the victim.

Investigation Process

Upon receiving a report of sexual misconduct the Title IX Coordinator will review the report, determine if a report falls under this policy, and will direct an investigation if appropriate. The investigation and decision process will generally be completed within 60 days from the date the report was filed. This time frame may be extended do to extenuating circumstances including but not limited to: the complexity of a report and school closures. Should an investigation extend the time frame all parties will be made aware of the need to additional time and all efforts will be made to complete an investigation in a timely process.

Failure from either the victim or alleged assailant to participate in the investigation process will not inhibit an investigation from going forth or a decision being made.

Where possible, Fisher College will attempt to respect the preferences of the victim throughout the process, this includes keeping information confidential, not conducting an investigation, or moving forward with sanctioning. Please be advised that the College may have a legal responsibility to investigate and report a claim of sexual misconduct even without the victim’s participation. The Title IX Coordinator will advise a victim of the College’s legal responsibilities on a case by case basis.

Upon entering the investigation process the Title IX Coordinator will inform both the victim and the alleged assailant in writing of the investigation, of the option to have an advisor of their choice present during the investigation, need for confidentiality, and non-retaliation policy. Both parties will be given a date for an initial meeting with the Title IX coordinator. A date will be selected with reasonable time for each party to identify an advisor they wish to have present during the investigation and all documentation and witnesses they wish to present. Generally, meetings will not be rescheduled do to a conflict an advisor may have. It is at the discretion of the Title IX Coordinator should a meeting be rescheduled.

The Title IX Coordinator will meet with both the victim and alleged assailant, separately, in an initial meeting in order to ascertain all facts in relation to the alleged incident. During the initial meeting both the victim and alleged assailant will be provided with the opportunity to inform the Title IX Coordinator of the alleged incident, any evidence, information, and witnesses they wish to present. The Title IX Coordinator will inform the alleged assailant, during this meeting, of all of the charges being made against him or her and inquire as to the reason for the behavior. Should at any time during the investigation process, the alleged assailant take responsibility for the alleged incident, the Title IX Coordinator may end the formal investigation process and file a findings report with the Student Conduct Coordinator and/or Human Resource Manager for sanctioning.

The Title IX Coordinator may interview the victim and alleged assailant, more than once, as necessary. During any additional meetings, the Title IX coordinator will share with the respected parties current information gathered, addresses additional questions or concerns, and provided either party with the opportunity to voice any concerns or information that should be identified.

The victim may not be present during any meeting with the alleged assailant and the alleged assailant may not be present during any meeting with the victim. Mediation will not be used as a means to resolve complaints of sexual misconduct. In addition, the victim and alleged assailant may not be present during any meeting with witnesses. Advisors are only permitted to attend their respective parties' meeting and may not be present during any other individuals meeting (i.e witness meetings). There is no right for the victim or the alleged assailant to confront or cross-examine the other. The victim and the alleged assailant should address any questions they feel should be asked to parties involved in the investigation directly to the Title IX Coordinator.

The Title IX Coordinator will direct reasonable attempts to interview any witnesses identified by the victim and alleged assailant. In addition, the Title IX Coordinator will direct an interview of any additional party who may have information regarding the alleged incident.

Upon completion of a formal investigation, the Title IX Coordinator or her designee will evaluate all information gathered and, as appropriate, prepare a summarized report. Both the victim and alleged assailant will be provided with the opportunity to review the report and identify any clarifications or comments they wish to add.

The finalized report will be submitted to the Student Conduct Coordinator or his/her designee. Within 10 business days of receiving the Title IX Coordinator's report, the Student Conduct Coordinator or his/her designee will determine based on a preponderance of evidence if this policy was violated and will determine the appropriate sanction(s) should the alleged assailant be found responsible. No additional meetings will be heard by the Student Conduct Coordinator and the decision will be made solely from the report filed by the Title IX Coordinator. Both the victim and the alleged assailant will be notified, in writing of the Student Conduct Coordinator's decision and appeal process.

All appeals must be made in writing to the Dean of Students within 1 business day after receipt of the decision. The appeal can be emailed to slally@fisher.edu or dropped off at the Dean of Students office located in the mall area.

Should a report of sexual misconduct be made against a non-student member of the College Community, the report by the Title IX Coordinator will be filed with the Human Resource Manager and a decision will be made from the same. Both the victim and the alleged assailant will be notified in writing of the Human Resource Managers decision.

Key Terms

Victim: Is the individual who alleges that an act(s) of sexual misconduct has been committed against them.

Alleged Assailant: Is the individual who is alleged to have committed or engaged in an act(s) of sexual misconduct.

Witness: An individual who has first-hand knowledge of details regarding an act(s) of sexual misconduct.

Witnesses may not bring an advisor with them to any meeting.

Advisor: Both the victim and alleged assailant are permitted to have one advisor of their choice with them during the investigation process. An advisor may be anyone from the Campus community or outside of the College. The advisor's role is to support to a victim or alleged assailant during the process. An advisor is not permitted to speak on behalf of a victim or alleged assailant and may not actively participate in any meeting. An advisor may confer and offer support to the victim or alleged assailant as necessary.

Preponderance of Evidence: Is the "more likely than not" standard used when determining if there was a violation of this policy.

FERPA: The Family Education Rights and Privacy Act of 1974.

Sanctions: The College may impose any number of sanctions to individuals found in violation of the sexual misconduct. These include but are not limited to: warning, reprimand, educational classes, probation, suspension, expulsion, termination of contract, dismissal, removal from on campus housing, change of academic schedule, restricted access to the campus, and administrative stay-away orders.

HATE CRIMES

A hate crime is any of various crimes (such as assault or defacement of property) when motivated by hostility to the victim as a member of a group (such as one based on color, creed, gender or sexual orientation). Hate crimes are serious offenses and Fisher College takes these matters seriously. If you or anyone you know is a victim of a hate crime, we encourage you to report it to Fisher College staff or the Department of Public Safety.

Under Massachusetts law, a hate crime is any crime motivated by hatred against a person or group on the basis of:

- Race
- Color
- Religion
- Sexual orientation
- Gender
- Gender identity
- Disability
- Ethnic/national origin

Hate or bias crime encompasses not only violence against individuals or groups, but also crimes against property, such as arson or vandalism, particularly those directed against community centers or houses of worship. Hostile or hateful speech or other disrespectful or discriminatory behavior may or may not be a crime depending on the situation and specific acts of the individual. The College encourages Students to be aware and considerate of others when communicating so that your peers and classmates will not interpret the communication as being suspect and discriminatory. Hate crimes can occur in any of the following ways: A physical attack (assault and battery, as well as other violent crimes such as murder, manslaughter and rape); or Intimidating or threatening behavior putting a person in fear of immediate physical harm (assault, threats to commit certain crimes); or Damage to property (arson, vandalism). Other Massachusetts laws may also apply. There are several Massachusetts criminal laws that prohibit defacing a school or place of worship; tagging (painting, marking, scratching, etching or otherwise defacing or destroying) public or private property; or destruction of a place of worship. Under this law, your civil rights may be violated if any person willfully interferes or attempts to interfere with your constitutionally protected legal rights by threats, intimidation or coercion. We all have important roles to play in responding to Civil Rights violations and hate crimes. These crimes cannot be investigated or prosecuted unless they are reported. Any person who violates the hate crime law will be subject to Fisher College disciplinary (student conduct) and/or legal action. Fisher College will play its role in preventing and investigating violations as well as promoting tolerance and diversity.

STUDENT GRIEVANCE POLICY

The Student Grievance Procedure may be used to address any concern regarding an alleged violation of a student's rights. Instances in which the Student Grievance Procedure may be used include, for example, complaints regarding Fisher faculty, staff or other member of the Fisher College community or appeals of a policy decision made by a Fisher College official. Before invoking this Student Grievance Procedure, students must make a reasonable effort to resolve their issues or concerns amicably by communicating directly with the individual(s) involved. When attempts to resolve grievances through an open dialogue are unsuccessful, this Student Grievance Procedure may be invoked.

Complaints regarding discrimination, harassment and/or sexual misconduct shall not proceed under the Student Grievance Procedure. Please see Fisher College's Non-Discrimination, Anti-Harassment, and/or Sexual Misconduct Policy on how to report a complaint regarding discrimination, harassment or sexual misconduct.

Complaints regarding a claim of physical or sexual assault shall not proceed under the Student Grievance Procedure. Please see Fisher College's Title IX Policy. A student or employee claiming physical or sexual assault by an employee of the College or another student shall report the incident to the College's Title IX Coordinator.

Complaints regarding final course grades or grades on course work shall not proceed under the Student Grievance Procedure. Please see Fisher College's Grade Review Policy.

Failure by a student to comply with the Student Grievance Procedure during the course of a grievance shall result in the waiving of the student's rights under the Student Grievance Procedure.

Utilizing the Student Grievance Procedure

If a grievance is not resolved directly and informally by the student, the student may file a written grievance complaint (the "Grievance"). The Grievance complaint must be filed within 10 calendar days from the last attempt to resolve the matter directly with the interested parties. All Grievances shall be filed directly with the Dean of Students by mail, email or in hand. A student may withdraw a Grievance at any time by filing a withdrawal request in writing with the Dean of Students.

The Grievance must include the following information:

- Name, Address, and contact information (email, phone number, etc.) of the student making the grievance complaint;
- Information regarding the individual(s) the grievance complaint is about, including their name and title;
- A detailed statement outlining all facts relating to the incident(s), including: date, time, and location;
- The names of any individual(s) who witnessed the incident or who may have pertinent information regarding the incident(s), if applicable;
- Details regarding all steps taken to resolve the grievance;
- A statement of the relief sought by the complainant; and
- A list of all documents supporting the Grievance, which shall be attached to the Grievance.

Upon receipt of a Grievance, the Dean of Students shall review the Grievance and either handle it directly or, if it is of an academic nature, forward it to the Vice President for Academic Affairs for handling. The Dean of Students or the Vice President of Academic Affairs, as appropriate, shall request a written response from the individual involved and if appropriate immediately begin a full, fair and impartial investigation into the Grievance. If needed, meetings will be scheduled individually or jointly with the student and the faculty/staff member/individual that is the subject of the complaint. Witnesses may be asked to provide a written statement or meet during the investigation. The investigation will be kept confidential to the extent possible. Upon completion of the investigation the Vice President of Academic Affairs or Dean of Students will issue a decision regarding the Grievance. Both the student and faculty/staff member will be notified in writing regarding the decision.

Appeal of Grievance Decision

If the Grievance is not resolved to the satisfaction of the student, he or she may request a review of the matter by the College's General Counsel. Such a request must be made in writing within five calendar days of the issuance of the decision that is being appealed. All appeals shall be made directly to the General Counsel's office by mail, certified mail or in hand delivery. The appeal shall include all evidence in support of the appeal and include all reasons why the student feels the decision should be overturned or changed. The General Counsel's office shall review all underlying facts, including any new evidence that the student may wish to submit, and shall deliver its decision in writing within ten calendar days which shall accept, modify or reject the prior decision. The decision of the General Counsel or his/her designee shall be final and binding.

No Retaliation

No member of the Fisher College community shall retaliate or threaten to retaliate against, interfere with, restrain, or coerce any student in the exercise of his/her rights under the Student Grievance Procedure or due to his/her participation in any grievance proceedings whether as a complainant, witness or otherwise.

NON-SOLICITATION

Selling Products

No soliciting by Students, outside individuals or organizations will be allowed unless permission is granted by the Dean of Students. If any Student wishes to sell a product in the residence hall or the College, permission must first be obtained from the Dean of Students.

Posting Policy

All signs and flyers must be approved by the Director of Student Activities before they are posted on campus or put into Student mailboxes. All postings in the Residence Halls must be approved by the Director of Residential Life. All approved posters may be hung two weeks prior to the advertised event and must be removed by the date stamped on the flyer. It is the responsibility of the Student hanging the flyer to remove the flyers. Flyers may only be hung on bulletin boards and areas approved by the Director of Housing and/or the Director of Student Activities. All flyers hung without approval will be removed and the person responsible will be held accountable via the student conduct process.

TECHNOLOGY

Cell Phone & Other Equipment

In the interests of maintaining academic integrity, civility, and respect for others, Students are not to use cell phones, and other electronic devices in any manner that causes disruption, is disrespectful, or invades another individual's privacy in a classroom, library, college event, or anywhere on campus. This includes misuse of cellular devices by using its photographic or text messaging function.

Computers

No Student is allowed to use another user's password, ID or account. Nor should any Student attempt to capture or guess another user's password. Students should not access restricted files to which they have not been given

official access, should not use e-mail to “spam” others, and should not release worms or viruses or other destructive codes into the system. Students must obey local, state, and federal laws (copyright and other intellectual property laws), and must not use the College information system to pursue any personal business or use the name of Fisher College to suggest a College endorsement. Most importantly, the College information system must not be used to harass anyone or make repeated unwelcome contacts with others. Consistent with the College Policies on Non-Discrimination and Anti-Harassment, Students must not display material that is explicitly sexual or offensive. By using the College’s computers, you acknowledge agreement with the Computer Policy. For further details on the Computer Policy, please contact the Department of Information Technology.

Advisory regarding internet sites and other blogs

Fisher College does not as a matter of policy routinely monitor internet sites (e.g., Facebook, Instagram, Twitter, blogs, etc). However, if a Student uses such sites and blogs to express sentiments or activities that are unlawful and /or violate the policies of the College, and such practice is brought to an administrator’s concern, then the College will review the sites and the material posted therein. After reviewing the material, the administrator will then address that practice with the Student and determine whether it violates the Student Code of Conduct and requires disciplinary action. For a Student, the incident will be addressed by the Student Conduct Process. Additionally, please be advised that you might be jeopardizing your personal safety and/or your future career prospects by posting personal and/or questionable material on your sites and blogs. Nationwide there has been an increase in the number of phishing and online scams targeting College students. Do not give out your personal information, passwords or banking information to anyone. Also be mindful of scams in which individuals may ask you to wire money or make deposits for apartments that you have not physically visited. If you have a question regarding the legitimacy of something you are being asked to do please contact Campus Security at 617-236-8880.

Copyright Compliance

Copyright law protects the rights of anyone who creates or holds the rights to created content, including art, music, written material, movies and software. The unauthorized copying or distribution of any material created by anyone other than yourself may constitute copyright infringement, which is a violation of federal law and College Policy. These prohibitions include using the College network for sharing music, video, or software without copyright holder permission, whether through peer to peer programs (uploading or downloading) or other means. Fisher College’s Technology Policy requires all members of the College community to comply with copyright laws and the provisions of the licensing agreements that apply to software.

The College imposes significant sanctions for infringing activities, including College Probation and loss of network access. In addition, under the Copyright Act, anyone infringing a copyrighted work may be liable for statutory damages up to \$30,000 for each work (i.e. song or movie) infringed and, if willful infringement is proven, that amount may be increased up to \$150,000. An infringer may also be liable for the attorney’s fees of the copyright owner. In certain cases, an infringer may also be subject to criminal penalties, including fines and imprisonment. In recent years, associations including the Recording Industry Association of America (RIAA) and the Motion Picture Association of America have served thousands of subpoenas on colleges and universities seeking to obtain the identities of individuals who have allegedly infringed the copyright of their members through peer to peer file sharing. Fisher College is required to comply with lawfully issued subpoenas, and students have had to pay significant sums of money to settle copyright claims in order to avoid further liability.

A number of legal alternatives, authorized by copyright owners, exist for acquiring music and other online content including iTunes, Amazon and even Walmart.com. Fisher College encourages you to make use of these services.

Plagiarism

Plagiarism is the act of taking the words, ideas, data, illustrations, or statements of another person or source, and presenting them as one’s own. Each student is responsible for learning and using proper methods of paraphrasing and footnoting, quotation, and other forms of citation, to ensure that the original author, speaker, illustrator, or source of the material used is clearly acknowledged.

Internet Platform Gaming

Wireless internet is provided on campus for the use of members of Fisher College community. While we encourage Students to use wireless internet for academic and personal use, the wireless connectivity that internet platform based gaming systems use (i.e. X-Box) interfere with the wireless connection. The College reserves the right to discontinue a Student's use of their gaming system as it interferes with the productivity of the college.

ALCOHOL POLICY

According to the Massachusetts General Law Amended, Chapter 138, Section 34A or the Liquor Control Act, any person under 21 years who purchases alcoholic beverages, who procures alcoholic beverages in any way, who willfully misrepresents his/her age, who alters, defaces or falsifies his/her identification with intent to purchase alcoholic beverages, shall be punished by a fine.

Policies with regard to alcohol, include, but are not limited to, the following:

- Possession or consumption of alcohol, providing alcohol, public intoxication (intoxication which causes a disturbance or is dangerous to self, others, or property, or in any way requires the attention of College staff), false identification, and possession of alcohol containers including empties is strictly prohibited.
- All drinking games are strictly prohibited. Participation in such games (including "mock games" such as water pong), regardless of age, will result in disciplinary action. In addition, the possession of any items or devices used for "drinking games" (e.g., "Beirut tables," ping pong balls, solo cups, funnels, etc.) is prohibited and will be subject to confiscation and possible sanction. If alcohol is found in a residential hall room, all Students present in the room and all Students who are residents of the room may be sanctioned.
- Fisher College prohibits the unlawful possession, use or distribution alcohol by its Students. The College complies with all local, state and federal regulations pertaining to alcohol. In compliance with the federal Drug-Free Schools and Communities Act of 1989 that requires all institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by Students and employees as a condition of the institution receiving federal funds or any other form of financial assistance under any federal program, Fisher College observes the following regulations:

Prohibitions

A. Fisher College prohibits the unlawful possession, use or distribution of alcohol by any Student of the College while on College premises, while performing any work for the College, on or off its premises, or while otherwise participating in any College activity, on or off College premises.

B. Students are prohibited from participating in any College activity, on or off College premises, while under the influence of alcohol.

Sanctions for Non-Compliance

- Students are required to abide by all requirements of the Drug-Free Schools and Communities Act and this policy as a condition of continued employment or enrollment at the College.
- Students who violates any provision of this policy are also subject to disciplinary action, up to and including expulsion from the College. Please note that, for residential Students, drug use typically leads to removal from the residence halls as a minimum sanction.
- Also, in appropriate circumstances, as determined by the College, law enforcement may be notified. Unlawful possession, use, or distribution of drugs or alcohol may subject Students to criminal penalties.

Services Available

The College provides confidential services for Students who are struggling with issues of alcohol and drug use or addiction. Please contact the College Health Services or Counseling Services for assistance. Please note that both services are completely confidential, and information will only be released if the Student provides a written release or the Student's (or another person's) life is in imminent danger.

Please note that parents or legal guardians may be notified of violations of drug and alcohol policy, particularly in the case of Students identified as holding a "Dependent" status.

Use of Alcohol on Campus

- Although in the Commonwealth of Massachusetts the legal drinking age is 21, at Fisher College, no Student, regardless of age, may possess, consume, or transport alcohol onto the Fisher College campus. At certain times the College may hold an event and alcohol may be served to those who are of legal drinking age, including Students.
- A Student's use of alcoholic beverages, disruption of the community or action endangering individuals within the Fisher College community or their guest(s) as a result of such use, is/are subject to investigation.
- Any guest(s) on the campus is/are subject to the same policy as any member of the Fisher College community, and guest(s) are the responsibility of the Fisher College Student host.
- The College reserves the right to examine any Student's room, locker or belongings if it has a reasonable belief that illegal or illicit activity is taking place. The Department of Public Safety, Residential Life staff and/or College designee reserves the right to inspect all packages and bags entering the College.

Use of Alcohol Off Campus

Students 21 years of age or over may consume alcohol off campus. However, the College expects these Students to drink responsibly, and not to provide or procure alcohol for persons under 21 years of age. If these Students are involved in unlawful behavior or creating a disturbance off campus and the College authorities are notified, the College will follow through with appropriate disciplinary processes and sanctions, if needed. The College will fully cooperate with external law enforcement agencies when such situations arise. Additionally, if the Student returns intoxicated to the College, endangers their health through irresponsible drinking, or causes a disturbance due to inebriation, the Student will be subject to disciplinary action. Any disturbing or dangerous behavior involving alcohol may also lead to mandated drug and alcohol assessment and required counseling and treatment as determined by one of the Counseling Services or designee.

Drug and Alcohol Treatment and Educational Programs

Ongoing health education programs are offered at the College that may include programs within the residence halls, speakers, and informative programs on the health risks involved with alcohol and substance abuse. Both Health Services and Counseling Services maintain written materials on drug and alcohol abuse.

Counseling Services are available to help Students with substance and alcohol abuse and to provide assistance for referrals to outside agencies and programs. Appointments can be made by calling the Counseling Services located in building 108 lower level off of the mall area (617-236-8894). Counseling Services maintain strict confidentiality of records and the counseling relationship is not shared with anyone inside or outside the College, unless a written release to do so is provided by the Student or the life of the Student or another person is in imminent danger. In the event that entrance into a counseling, treatment or rehabilitation program is required as a disciplinary measure, a written release to the Dean of Students will be required to indicate entrance into the program and to confirm satisfactory completion of the program.

Health insurance plans available to Students may or may not provide varying levels of coverage for alcohol and substance abuse programs. Students are financially responsible for any mandated treatment. Information on plan coverage for the Student health plan offered by the College is available from Health Services.

Directory of Support Groups

Counseling Services	617-236-8894
Alcoholics Anonymous (AA)	617-426-9444
Al-Anon Family Groups	508-366-0556
New England Region Narcotics Anonymous	866-624-3578
Center for Addictive Behaviors, Inc.	800-334-5512
Massachusetts General Hospital	617-724-5600

DRUG POLICY

Fisher College prohibits the unlawful possession, use or distribution of illicit drugs by its Students. The College complies with all local, state and federal regulations pertaining to illicit drugs. In addition, the College complies with the regulations of both the Drug-Free Work Place Act of 1988 and the Drug-Free Schools and Communities Act of 1989. Copies of the Drug-Free Schools and Communities Act are available in the Library.

Fisher College recognizes that Massachusetts has decriminalized recreational marijuana for those 21 and older. However, Marijuana use and possession is still prohibited on campus.

In compliance with the federal Drug-Free Schools and Communities Act of 1989 that requires all institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by Students and employees as a condition of the institution receiving federal funds or any other form of financial assistance under any federal program, Fisher College observes the following regulations:

Penalties and Sanctions

Massachusetts imposes criminal penalties for use of controlled substances, or drugs, with penalties varying with the type of drug. In general, narcotic and/or addictive drugs have heavier penalties. Generally, the following State and Federal standards apply to the illegal use of drugs:

- The possession of drugs is illegal without valid authorization.
- Possession of a large quantity of drugs may be viewed as possession with intent to distribute.
- Penalties for possessing, manufacturing and distributing are greater for second and subsequent convictions.
- Many drug laws dictate mandatory prison terms.
- Sale and possession of “drug paraphernalia” is illegal in Massachusetts. Drug paraphernalia includes, but is not limited to, items such as roach clips, bongs, any type of water pipe, or any object filled with water through which smoke is drawn.
- Persons convicted of drug possession are ineligible for federal student grants and loans for up to one year after the first conviction.
- Under federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty with a mandatory one-year in prison. A third conviction is punishable by mandatory life imprisonment.
- Students who possess or use illegal drugs in or around the College premises will be subject to disciplinary action, up to and including expulsion from the college. Violators are subject to College disciplinary procedures; as well as to criminal prosecution under state and federal laws.

Communications

As required by the Drug-Free Schools and Communities Act, annually the College will provide alcohol and drug policies to employees and Students. These policies cover: (a) standards of conduct concerning drugs and alcohol; (b) federal, state and local legal sanctions governing the unlawful possession or distribution of illicit drugs or alcohol; (c) health risks associated with the use of illicit drugs and the abuse of alcohol; (d) a description of counseling and treatment programs available for alcohol and drug abuse; and (e) College disciplinary sanctions imposed for unlawful possession, use or distribution of illicit drugs and alcohol.

The Student Code of Conduct prohibits the unlawful possession, use or distribution of alcohol and/or drugs on College property or as any part of a College sponsored Student activity.

Drug and Alcohol Counseling, Treatment or Rehabilitation Programs

Ongoing health education programs are offered at the College that may include programs within the residence halls, speakers, and informative programs on the health risks involved with alcohol and substance abuse. Both Health Services and Counseling Services maintain written materials on drug and alcohol abuse.

Counseling Services are available to help Students with substance and alcohol abuse and to provide assistance for referrals to outside agencies and programs. Appointments can be made by calling the Counseling Services located in building 108 lower level off of the mall area (617-236-8894). Counseling services maintain strict confidentiality of records and the counseling relationship is not shared with anyone inside or outside the College, unless a written release to do so is provided by the Student or the life of the Student or another person is in imminent danger. In the event that entrance into a counseling, treatment or rehabilitation program is required as a disciplinary measure, a written release to the Dean of Students and/or Director of Counseling Services will be required to indicate entrance into the program and to confirm satisfactory completion of the program.

Health insurance plans available to Students may or may not provide varying levels of coverage for alcohol and substance abuse programs. Students are financially responsible for any mandated treatment. Information on plan coverage for the Student health plan offered by the College is available from Health Services.

Smoking/Tobacco

Fisher College has established a no smoking policy throughout and in front of the College. No smoking is allowed in the common areas, which include: corridors, classrooms, auditoriums or residence halls. Smoking is not allowed on the stairways to any buildings and on Beacon Street. Students are only permitted to smoke in the designated smoking area located behind building 116 Beacon Street. This policy results from the College's compliance with the Massachusetts Clear Air Act. Chewing tobacco and electronic cigarettes are also not to be consumed or smoked inside any College building. Campus Police is responsible for the enforcement of this policy and failure to abide by the Smoking & Tobacco Policy will result in disciplinary action. The College also offers educational programs regarding the hazards of smoking and tobacco use. Students seeking to learn more about these hazards or interested in quitting smoking or tobacco use may contact the Health Services Office and/or Counseling Services.

STUDENT DEMONSTRATIONS

To ensure that public demonstrations do not violate directly or indirectly the rights of others by preventing the ordinary operation of the College, applications for permits for all activities in the nature of a public speech, rally, demonstration, march, or protest must be submitted a minimum of 72 hours in advance to the Office of the Dean of Students. If approved, the activities must be conducted in accordance with the rules set forth below and not violate any policies set for the in the Student Code of Conduct. The Dean of Students, or designee, reserves the right to determine the time, place and manner of any public demonstration in order to safeguard College operations and the rights of the College community. Participation in a demonstration without prior authorization could result in conduct action. Any violation of the approved conditions outlined in the approval for the demonstration may also constitute a violation of this policy. The organizers of any demonstration should be aware that they are also responsible for compliance with the Code of Conduct, local, state, and federal law. The following types of conduct will be treated as disruptive and unacceptable:

1. Obstruction or disruption of the affairs of the College including, without limitation, teaching, research, public presentations, administration, conduct procedures, athletic or dramatic events, or placement or recruitment services.
2. Unauthorized entry to a College facility and failure to leave a College facility when requested to do so by any representative of the College.
3. Obstruction of the entrance or exit to a College facility or a campus roadway.

ACADEMIC INTEGRITY

All Students are responsible for maintaining high standards of honesty and integrity when completing assignments for their courses. Students found to have committed academic dishonesty, including plagiarism or cheating, will face academic penalties.

Plagiarism: Plagiarism consists of passing off the words or ideas of another as one's own and is a serious form of academic dishonesty. The College expects that every assignment, such as essays, research papers, lab reports, oral presentations, and examinations, be the product of the Student whose name appears on the work. Every assignment must credit the sources from which information is obtained. A Student can and should consult his/her faculty when particular questions arise as to when and how to properly acknowledge the work of others within his/her own oral or written expression.

Cheating: Cheating is defined as the use of notes, slips, copying or other illegal means to give or receive answers during examinations. Additionally, re-using research papers for different courses is another form of cheating and will be subject to appropriate academic sanction.

If a Student is found to have violated the Fisher College Academic Integrity Policy, he or she will have a written violation report added to his or her file. Based on the severity of the violation, the Student may be required to meet with the Vice President for Academic Affairs. Other possible sanctions include failure of the course in which the violation took place, suspension or expulsion from the College and will be determined by the Vice President for Academic Affairs. If a Student wishes to appeal a violation, the appeal will be considered by an ad-hoc committee comprised for Fisher College faculty members who are not directly involved in the case. For a full explanation of the Fisher College Academic Integrity policies, see the Fisher College Disciplinary Penalties for Academic Integrity Violation form.

LEAVE OF ABSENCE

During their time at Fisher, Students may have a medical, psychological, or personal situation that impacts their ability to successfully complete their studies. In these situations, Students may apply for a leave of absence. A leave of absence will result in withdrawal from current semester classes but not withdrawal from the College. Students may remain in this status for up to two years (four consecutive day semesters or eight consecutive DAPS terms).

To apply for a leave of absence, contact the Dean of International Academic Operations and Curriculum Development to obtain complete instructions. When ready to return, Students must once again contact the Dean of International Academic Operations and Curriculum Development to file the return request form and provide appropriate documentation to establish the ability to return to the College.

Short-Term Medical Leave. If a Student misses more than the permissible absences due to a documented medical condition, the Student is required to contact each faculty member to discuss his or her status in the course. The Student's status and ability to complete the course will be determined by each instructor. If the Student is not able to complete the semester, he or she can apply for a leave of absence.

STUDENT NOTIFICATION

Providing Adequate Notification

Some of the ways in which the College will ensure that adequate notification is provided to Students are:

- Notification via the College Catalog and/or the Student Handbook or another official College publication.
- Notification via College mail placed in their College mailbox, hand delivered, or dropped off to their Residence Hall room.
- Notification via postal mail addressed to the address that the Student has registered with the Registrar's office.
- Notification via e-mail sent to their Fisher e-mail account.
- Notification via notices posted on bulletin boards in the College and/or Residence Halls, and/or on doors.
- Verbal Notification.

One or more of these ways may be utilized in any particular instance to notify Students.

In order to allow communication between the College and Students, each Student is required to:

- File a permanent home address with the Registrar's Office and keep up to date.
- File a local home address with the Registrar's Office.
- Activate their Fisher email account and check it daily.
- Register an active phone number with the Registrar's Office (and the Office of Housing and Residential Life, if the Student is a residential Student), where the Student can be reached effectively.
- Check their College mailbox daily.
- Read all notices posted on bulletin boards, doors, or hand-delivered to him/her in person or to their residence hall room.

JURY DUTY

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, "Every U.S. Citizen 17 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 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 at Fisher College 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 member of the community. Fisher College 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. Staff at the Dean's Office of your School of College of registration may also be able to assist you in making arrangement for missed class time due to jury service. Students may be required to show 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 consult the Student's Guide to Jury Duty brochure, available in the Office of the Dean of Students, or contact the Office of the Jury Commissioner (1-800-THE JURY/1-800-843-5879). Further information can be found on the Office of Jury Commissioner's website at www.massjury.com.

(Source: Office of Jury Commissioner for the Commonwealth of Massachusetts)

Fisher College advises all Students to read the complete Student Code of Conduct, including the Residential Life section (even if you are a Commuter Student). Several policies are elaborated in this section, and it is your responsibility to know them.

RESIDENTIAL LIFE

A residence hall is a densely populated community composed of Students with many different interests, habits, and tastes which is itself situated in a residential neighborhood. The College is committed to the concept that residence halls should provide an atmosphere conducive to both living and learning, where, in a spirit of cooperation and consideration for others, Students may live, study, and relax together.

In our residence halls, Students will have an opportunity to associate with other Students from a wide variety of geographical locations and cultural backgrounds. The experience of each Student will be enhanced by his/her tolerance and respect for others, as well as by his/her regard for the standards of good citizenship. Learning to live with one's fellow residents in a group living situation will be a challenging adjustment, especially in the first semester.

Everyone must develop the ability to relate productively to a diverse group of people living in close proximity. This task is easier for some than it is for others, but for everyone it is an experience that provides for individual growth and development.

There are numerous people eager to help you develop the ability to relate productively to a diverse group of people. Every residence hall has a Resident Director (RD), a professional staff member whose function it is to help the residents develop and maintain a positive environment. She/he is aided in this task by Student Resident Assistants (RAs), upper-class Student staff members whose function it is to help coordinate the activities of the residence hall, build community and enforce policies. Who could better understand your concerns as a Student than another Fisher College Student? Your RA is the first, and often best, Residential Life staff person to turn to with a question. The RA lives in your residence hall, and is a Student who is selected each year for his/her maturity and understanding of student life. You should feel very comfortable turning to your RA for advice, answers, and support for any issue. RAs are also on call to address problems when the Office of Housing and Residential Life is closed. Please note the RAs are required to report any concerns a Student might have to their supervisor, who will then decide if any action needs to be taken to help the Student or if any information needs to be conveyed to select individuals. For instance, in case of a sexual assault, the Student will have the right to decide whether he/she wants to pursue the case through law enforcement. However, while the privacy of the individual Student will be respected by the Director of Residential Life and the individual identity not disclosed to the Department of Public Safety without the Student's consent, the Director of Residential Life is obligated by law to report to Public Safety that such an incident has occurred.

You will find that members of the administration, faculty, Director of Residential Life, College Nurse and Counseling Services staff are very receptive to helping you deal with any problems you may encounter. It is up to you to learn from these people to help make the most of your experiences here at Fisher College.

Being a Student does not provide sanctuary from the laws of the community, state, or nation. The College is obligated to cooperate with duly constituted law-enforcement agencies to ensure that legal obligations are fully observed in the residences and throughout the campus.

Rules to Live By

Residential rules are necessary to protect the rights of all residents, to facilitate adjustment to the College, and to encourage personal freedom with responsibility. Your decision to live in a group indicates your willingness to compromise a portion of your individuality in order to function as a member of that group. Any group, no matter how compatible or reasonable, needs a framework of mutual expectations. Having too many rules is as inhibiting to efficient group activity as having too few. Therefore, the college community periodically re-examines its rules to ensure their relevancy. Changes are brought about through discussions with Residential Life staff, administration, and faculty. It is your responsibility to participate in these discussions to effect change.

Please note that you are responsible for the information in this section, as well as in other sections of the Student Code of Conduct.

Administrative Information

Residence Hall Staff

All residence hall staff members are College officials and as such are empowered to issue directions to any Student, guest, or visitor. Failure to comply with the legitimate directions of a staff member in any residence hall or at any residence hall sponsored event may result in appropriate disciplinary action.

Director of Housing and Residential Life, Resident Director and Resident Assistant

Each Residence Hall has a Resident Director (RD) or Resident Assistants (RA) who are responsible for supporting individual Students and for working with residents to develop the building community. The Residential Life team consists of leaders who are selected to coordinate programs, provide counseling, mediate roommate conflicts, act as resource persons, and interpret College policy. Staff members are readily available and work closely with students to make on-campus life a unique and enriching experience.

The housing office is open from 8:00 a.m. to 4:00 p.m. Monday-Friday and is staffed with the Director of Housing and Residential Life as well as student staff. In the evening RAs and RDs are on duty from 4:00 p.m. to 8:00 a.m. daily. If you need to contact a member of the Housing Staff, please see the Public Safety staff or call 617-236-8880

Right of Inspection

Right of Entry

The College reserves the right of entry into a Student's assigned living space for inspection, improvement, repairs, or housekeeping during reasonable hours or at any time in the case of epidemic or other circumstances of any emergency nature posing a threat to life, limb, health, or property. During Winter Break and Spring Break, housekeeping will enter and clean the bathrooms located inside resident hall rooms.

Room Inspection Policy

The College reserves the right for its employees (Residential Life, Maintenance, Public Safety, etc.) to enter and inspect a residence room in the interests of the health, safety, and proper conduct of the residents, or the orderly and efficient administration and operation of the residential system, or to maintain or repair the premises. Entry may be made at any time, whether or not the resident is present, and without prior notice to the resident, if emergency, health, or safety circumstances warrant such entry or to determine whether any substance, material or item is being kept or used on the premises in any manner prohibited by law or by the rules/regulations of the College or for other purposes of maintaining law and order. If entry is needed for a scheduled fire safety inspection, then the College will attempt to inform residents by posting a notice in the residence halls. However, this is only possible in cases where the fire department has given the College prior notice. Entry may be made at any time, whether or not the resident is present, and without prior notice to the resident, if emergency, health, or safety circumstances warrant such entry or if there are reasonable grounds to believe that any substance, material or item is being kept or used on the premises in any manner prohibited by law or by the rules/regulations of the College. Residents who fail to comply with the safety, health, and maintenance standards may be subject to disciplinary action.

Assignment/Reassignment

The College reserves the right to make all assignments and to make any assignment changes or transfers considered necessary. Assignments are made by date of application without discrimination. The Director of Residential Life makes room assignments for first-year Students. If you wish to secure on-campus housing for the

next academic year, you must complete and sign the Fisher College Housing Agreement and submit it along with a \$500 non-refundable deposit. Housing Room Lottery takes place during the second semester. To participate in housing lottery a Student must be registered for classes and have no holds on his/her student account. A room will not be officially reserved until the Housing Agreement has been returned to the Housing Office along with a non-refundable deposit of \$500 (USD) by the date specified on the form. After securing a room during housing lottery Students must have all damage charges paid by July 1st and their College account paid by August 1st or their room reservation will be cancelled. Students who are academically dismissed from the College will also have their room assignment cancelled and if they are readmitted at a later date will have to reapply for housing.

The Housing Office reserves the right to assign, reassign, and fill a room to capacity. Students may not change rooms without prior authorization in writing from the Resident Director or the Director of Residential Life.

Reassignment

The College may reassign a resident to a different accommodation, to a temporary accommodation, or increase or decrease the number of residents assigned to any residence accommodation if the College, in its sole discretion, deems such reassignment necessary or advisable. Reassignment may occur as a sanction for a resident's failure to comply with any rule/regulation, in the interests of health or safety, for the more prudent use of resources, or efficient administration of the residential system.

Room Changes

Students are encouraged to learn to live cooperatively with one another. Residential Life staff members will assist Students in resolving conflicts. Room changes may be made only upon approval from the Resident Director or Director of Residential Life. Room changes should take place within 48 hours of approval of the Room Change request. There will be no room changes within the first two weeks of each semester.

A fine of \$100 will be charged for any unauthorized occupancy or change in rooms. A Student who changes rooms on his/her own will be expected to move back to his/her original room until the above procedure has been followed. Additionally, unauthorized moves may result in the Student being precluded from the housing selection process for the next year.

Withdrawal from Residence

The Housing Agreement is for the entire academic year. A Student planning to withdraw from the College and student housing must complete a withdrawal form with the Registrar's Office and is responsible for his/her space until he/she has officially withdrawn and notifies the Director of Residential Life. Upon departure from the residence hall, he/she is also responsible for filing a local home address with the Registrar's Office and the local post office. Students must maintain a schedule of 12 or more credits to be allowed to live in the residential halls. All Students must fill out and sign a room condition report, withdrawal forms, and return their keys to Housing upon departure to avoid delay in the refund of the damage deposit. Students must vacate the residence halls 24 hours after withdrawal. Failure to do so may result in lock changes, property packing and storage fees being incurred by the student. Failure to fulfill withdrawal procedures will result in loss of the \$500 damage deposit. If you would like to have your Housing refund mailed to you, you must notify the Bursar's office.

Please note that any refund for withdrawal or separation from Housing, whether voluntary or resulting from sanctions, will be determined by the College Refund Schedule. Please see the College Catalog for details.

Removal of Personal Property

In the event a Student resident (1) withdraws from classes at the College, (2) has his/her housing agreement terminated, or (3) is otherwise relocated (from building to building, from room to room, or within the designated area assigned), the College shall have the right to remove the Student resident's personal property and store the belongings. Notice will be given to the Student resident and shall be deemed appropriate when delivered by hand or sent to the Student's College address (campus box or e-mail) and/or permanent address (postal). Typically, this notice will take effect three (3) days after any hand delivery or six (6) days after the date of mailing. In serious cases, removal might be immediate. Additionally, any extensions to the move out period will need to be approved

by the Director of Residential Life or designee. Packing and storage shall be at the expense of the Student resident, and the College shall not be responsible for any personal property that is lost, stolen, or damaged during packing or storage.

Room Furnishings

Each Student is provided with a single bed, a desk, a chair, a dresser, and closet space or a wardrobe. Students will need to supply their own linens, trash can, lamp, and light bulbs for personal lamps. The College asks that stereos, television sets, and electronics be kept to a minimum because of space limitations (Please see suggested lists: "What to Bring" & "Prohibited Items"). Students are responsible for the furniture that is provided in the room and furniture may not be removed from any room or common area, unless approved by housing staff. Certain rooms have mandatory bunked beds, this is to ensure the greatest amount of space to Students in those rooms and to allow proper access to emergency exits. Students are not permitted to debunk beds in these rooms.

Outside furniture is not allowed. This includes all outside furniture. Outside furniture may be defined as, but not limited to: wood furniture, no padded chairs, ottomans, futons, upholstered storage cubes, trunks, etc. Any storage containers must be made entirely of plastic or metal.

The College will also charge Students for removal of any items that are left in a Student's room or common area at the end of the year. Due to limited storage space, the maintenance staff cannot remove any furniture from rooms if a roommate moves out. You are liable for the replacement of any furniture that is removed from your room.

Access Control

Keys

You are responsible for your room key and student ID and must return them prior to your departure. You are responsible for the proper use and possession of your own room key and student ID. Room keys and student ID's are the property of the College, and a Student may not have duplicate keys made. Residence hall room keys will be issued by Housing Staff when you move into the residence halls. Each key has a unique code that is assigned to an individual Student. You are encouraged to keep your door locked anytime you are not present in the room to prevent unauthorized entry into your room. As a security precaution, students who lose their keys will have their locks changed and the core replaced and will be charged the appropriate fee. All lost keys must be reported to the Department of Public Safety and Housing staff immediately. A lock change fee will be assessed to the student's account for a lost or unreturned key. An entire core change is required for a lost key as all residents of the room will be issued new keys. Charges begin at \$50.00 and increase depending upon the size of the room (Single, Double, Triple, Quad). Residents are not permitted to share or loan their keys to other persons including other Fisher students and roommates.

Building Access

A valid Fisher College ID must be presented to the Department of Public Safety for entry into the College seven days a week 24 hours a day. Access may be denied into the College without a valid Fisher College ID. Entry doors to building 116 are locked between the hours of 10 p.m. to 6 a.m. To gain entry into the College the Students must use their student ID. Any student found to be presenting false ID to gain access will have the ID confiscated and will face disciplinary action and may lose guest privileges.

Lockout

Students should carry their room keys with them when leaving their room. If a Student is locked out of his/her room they must go to housing Monday- Friday between 8:00 a.m. to 4 p.m. and if a staff member is available then they will be let into their room after providing proof of identification. The Department of Public Safety is also available 24/7 to assist with lockouts if housing staff is unavailable or it is after 4:00 p.m. or during weekends. All

lockouts are logged and numerous lockouts may result in charges being assessed. Please understand that if you lock yourself out of your room there may be significant wait time if housing staff or Public Safety is busy.

Maintenance

The Maintenance staff of the College works hard to keep the facilities in good condition. We would appreciate your efforts to keep the facilities in good condition. Corridors are to be kept clear of all articles and Students are responsible for seeing that their lounge, kitchens and bathrooms are kept orderly. If you have problems in your room, or any repairs that need to be made, report them to your RD or to one of the RAs. Fill out a maintenance request form and place it on the maintenance board located directly outside of the Maintenance Office on the mall level. If there is an emergency, report it to your Resident Director, Maintenance Department, or Public Safety. A work order will be given to maintenance. If conditions in your room seem to warrant immediate attention by Maintenance, contact your Resident Assistant. If a staff member is unavailable, call the Maintenance Department or the Department of Public Safety.

Maintenance 617-236-8882 (Monday-Friday 8:00 a.m. to 4:00 p.m.)

Public Safety 617-236-8880 (After hours & emergency maintenance situations)

Residential Hall Opening and Closing Dates

Fall 2018

Saturday, September 1	Residence Halls Open for New Students
Monday, September 3	Residence Halls Open for Returning Students
Wednesday - Friday, November 21 - 25	Thanksgiving - Residents are encouraged to vacate the halls
Friday, December 14	Last Day of Classes.
Saturday, December 15	Residence Halls close at 4pm.

****Residence Halls are closed for the duration of the Winter Break****

Spring 2019

Sunday, January 20	Residence Halls Open for New Students
Monday, January 21	Residence Halls Open for Returning Students
Friday, March 9	Residence Halls Close for Spring Break
Sunday, March 17	Residence Halls Open for Return from Spring Break
Friday, May 10	Last Day of Classes.
Saturday, May 11	Residence Halls close at 4pm.
Saturday, May 18	Commencement – Residence Halls Close for graduating seniors at 4pm.

The College is not open during official vacation periods, this includes winter, Thanksgiving, spring and summer breaks. The residence halls will be closed and all Students must vacate their room after their last final exam. Seniors must vacate their rooms by 4:00 p.m. on graduation day. The residence halls will be closed during winter break between semesters. No Students will be allowed to live in the residence halls during this time. During Thanksgiving and Spring Breaks, students must vacate campus housing. However, out of state Students and international Students may be allowed to stay in the halls under the discretion of the Dean of Students during Thanksgiving and Spring Breaks: In that event, they may be subject to additional charges and/or temporary room

assignment. Students should apply for permission with the Office of Housing and Residential Life. Residents who will be returning to their assigned room may leave their belongings in their rooms over certain vacations such as Spring Break or Winter Break. All residents must remove all of their belongings when leaving for the summer, or any other instance in which they are moving out, or changing room assignments. Please note that services such as Dining Services, Health Services, Counseling Services, etc. are unavailable during these official vacation periods. During the summer, Students taking on-campus classes for credit may be allowed to stay in the residence halls, as long as they are not under student conduct sanctions. There is a separate charge for summer housing. Please be advised that summer residents may be required to move to accommodate the maintenance schedule or to allow for emergency work.

Students have long weekends only as scheduled and are expected to attend classes before and after vacations and holidays. Before you leave for any vacation period, please make sure to lock doors and windows, unplug appliances and other major items and empty any trash (this includes unplugging and emptying your refrigerator). Doing this helps decrease safety and health risks.

Students with an in-room bathroom are responsible for maintaining the cleanliness of their bathroom.

Housekeeping will enter and clean in-room bathrooms during Winter Break and Spring Break.

Check-In

Students may move into assigned living space by reporting to check-in locations during the dates and times specified in their agreement and other communication from Fisher College. Unless previous arrangements have been made, anyone who fails to check in during the specified dates and times will forfeit his/her original room assignment. Students who fail to check into their buildings and who also fail to enroll in classes will forfeit their prepayments, and their housing agreements will be void. An enrolled Student who fails to check in to the building but who has not been granted an approved Housing Agreement Release may remain subject to the financial obligation incurred by signing the Housing Agreement and/or completing the housing deposit.

Check-Out

Each Student must check out in person with a housing staff member at the end of each year (or end of a semester, if the Student is here only for a semester) and turn in the room key. His/her room must be clean, and all personal property must be removed. Housing and Residential Life assumes no responsibility for property left in rooms after check-out and/or hall closing, and will dispose of any items found in room after closing. When applicable, additional charges for cleaning the room or removing abandoned items may be assessed to the occupant's student account.

Damages

While we encourage you to personalize your room, you must not damage the facilities for future occupants. No painting, thumbtacks, tape, screws, nails, decals, may be used on the walls or woodwork. Rooms are inspected regularly by the Dean of Students, the Resident Directors, Resident Assistants and the Maintenance staff. You are expected to keep your room reasonably neat and clean. Your furniture must remain in the room. Sanction or fines will be assessed to those responsible for damages.

Each Student will be assessed a \$500 refundable residence hall damage deposit. A Student will be charged for any damage to College property. If there is no damage and the room/hall is left clean, the entire amount will be refunded at the end of the year, but will first be applied to any prior outstanding student balances. Requests for refunds should be completed within one calendar year from the date of final occupancy, or may result in forfeiture of the deposit. Refund request sheets may be obtained from the College Bursar's office or found on the Fisher College website.

Upon check-in you will be asked to review a room condition report that has been completed by your RA/RD. Read it over carefully, indicate any problems with your room on it, sign it, and return it to your RA/RD. If your RA/RD has not completed a room condition report for your room, please ask him/her to do so before you settle into your room. The room condition report is the primary reference used when billing Students for damages. To be valid, it must be signed by both you and a housing staff member.

Residents will be held liable for the cost of any damage to their assigned room and to common areas. If staff cannot determine clear responsibility for damage to common areas, the College will divide the cost of damages among all residents. End of year damages are billed on or before June 1st and damage bills are due on July 1st. Failure to have your housing damages paid and deposit to \$500.00 will result in cancellation of your room reservation for the Fall semester.

You and your roommate(s) share a room equally. Damages that occur in your room will be billed to all roommates unless only one person claims responsibility for the damage. When damage occurs hall staff will post a notice regarding a description of the damage, date of damage and estimated cost. If anybody has information regarding the damage they are asked to come forward within 72 hours. If no person claims responsibility or is found responsible the damage to the common areas will be billed to all those living in the hall. Any damage that does occur should be reported immediately to your Resident Assistant. The Students found responsible for excessive damage, abuse, or misuse of College property will be subject to disciplinary action and possible denial of the privilege of living on campus. Resident Students are subject to the conditions set forth in the Housing Agreement.

Abandoned Property

Personal property of any kind that remains in a room after the Student has checked out or after the halls have been closed will be considered abandoned property. Housing and Residential Life assumes no responsibility for abandoned property and will dispose of such items at the owner's expense. Any applicable cleaning, packing, or storage charges will be assessed to the student's account. Property not claimed after 14 days will be disposed of at the resident's expense.

Room Condition

Condition of Room & Common Areas

Residents are responsible for their rooms and room furnishings. All residents will complete a Room Condition Report when they establish occupancy. Damages occurring during their period of occupancy beyond normal wear and tear will be assessed to the individual(s) responsible, as will cleaning charges. Furnishings must not be removed from the room or public areas without the authorization of the Resident Director. Pictures and other materials may be posted on walls within Student rooms using a non-defacing adhesive. No nails or screws may be driven into any wall. The resident(s) responsible will bear the cost of repair or replacement for damaged or misplaced furnishings. Cost for damages or loss occurring in the room and public areas of a building will be shared equally by all residents assigned to that room or building when the damage or loss cannot be attributed to specific individuals.

Room Condition Report (RCR)

Each resident Student must complete a room condition report as part of the check in process in all residence halls. You should complete a check out room condition report if you change your room or if you withdraw during the academic year. The room condition report should be properly completed to accurately represent the condition of the room. To be valid, the form must be signed by your Resident Director/Resident Assistant. At the end of the year or upon your departure from the residence halls, the room condition report is used to assess the condition of the room. The room condition report is the primary reference used when assessing damage charges to student accounts.

Cleanliness

Residents are expected to maintain a reasonable level of cleanliness within their rooms and halls. Excessive clutter, trash and uncleanness within a room or hall is grounds for a room reassignment, suspension or dismissal. Random room inspections will be conducted to assess the condition of rooms. Students with an in-room bathroom are responsible for maintaining the cleanliness of their bathroom. Housekeeping will enter and clean in-room

bathrooms during Winter Break and Spring Break. While housekeeping is responsible for the weekly cleaning of hallway bathrooms, Students are asked to aid with the cleanliness of these bathrooms. Trash in hallway bathrooms should only contain materials for personal hygiene. Personal trash, food waste, and etc., should be brought down to the trash room. Excessive cleaning and trash removal charges will be billed as common area damage charges to all Students who share the bathroom.

Responsibility for Personal Property

Resident Students are responsible for their personal belongings. The College does not assume any legal obligation to pay for the loss or damage (theft, fire, water or any other cause) to items that are the personal property of residents which occurs in its buildings or on its grounds. Students or their parents are encouraged to carry appropriate insurance to cover such losses. Personal homeowner's policies should be checked for loss coverage. Lock your door even if you are only leaving the room for a minute. Valuables and irreplaceable items should be left at your permanent address.

Any thefts should be reported to Public Safety as soon as possible. At the end of the academic year, Students must remove all personal belongings. The College does not assume responsibility for any articles left in the residence halls. All personal items left in the room 24 hours after closing will be considered abandoned property and will be discarded at the owner's expense.

Aid in Maintenance

Students are expected to assist and cooperate with the College in the care and maintenance of the premises and shall report promptly to their residence hall staff any breakage, damage, or need for repair of the resident's room, facilities, or equipment therein. Students shall not adjust or tamper with any mechanical equipment. Damage charges may be assessed to Students if unreported leaks etc. in Student rooms cause damage to the property.

Common Area

Common areas such as hallways, lounges, food preparation areas, bathrooms, and laundry rooms are furnished and maintained by the College for the use of all Students. Furniture is not to be removed from these areas. If common areas are damaged or if lounge furniture is found in a Student's room, the occupants of the room will be charged accordingly. Public area damage that cannot be attributed to individuals will be billed on a prorated basis to the residents of that hall. Each hall is generally equipped with a refrigerator, microwave and vending machines. Furnishings vary by building. Residence hall common spaces are intended for use by occupants of the hall and their guests. Persons not using the common space for the intended purpose or those Students creating a disruption will be asked to leave. Kitchen preparation areas, microwaves, etc. must be kept clean and all personal trash must be removed to the trash room. Damage to equipment and excessive cleaning and trash removal charges will be billed as common area damage charges to all Students of the building.

Trash

Students may not leave their trash in the halls or in common areas. A trash room is provided. Any trash found in the hall or common area will be billed on a prorated basis to the residents of that hall or floor at a rate of \$10.00 per bag.

Alcohol & Drugs

No alcoholic beverages or illegal drugs are permitted on the Fisher College campus. This includes empty alcohol containers, shot glasses, funnels, flasks, alcohol paraphernalia (e.g., bottle lamps, etc.) and drug paraphernalia (e.g., grinders, rolling papers, hookahs, bongs, pipes, roach clips, etc.). Students will be sanctioned for possession.

These sanctions might include removal of the Student from the residence hall, suspension and/or expulsion from the College.

Smoking

Smoking is prohibited in all residence halls. Smoking is also not allowed in hallways, stairwells, elevators, bathrooms, lounges or stairwell entrances to the buildings. A designated smoking area is located behind building 116. Further, Students are strongly encouraged to not smoke on the Beacon Street side of the College. If Students are smoking on the Beacon Street side, the Student will be required to move to the designated smoking area behind building 116.

Noise & Quiet Hours

Housing and Residential Life is dedicated to maintaining an atmosphere conducive to the pursuit of residents' academic goals and to provide an opportunity for uninterrupted study and rest. College quiet hours have been established to respect the rights of all residents. The cooperation of every resident is expected for the maintenance of an atmosphere conducive to study. Residents are expected to be respectful and considerate at all times; however, certain hours have been specifically designated as quiet hours. Noise should be confined to individual rooms.

Sunday – Thursday 10:00 p.m. – 10:00 a.m.

Friday & Saturday 12:00 a.m. – 10:00 a.m.

All residents should respect the rights of other residents to read, to study, and to sleep without interference. Undue disturbance or unreasonable noise will not be tolerated. Residents found responsible for violating quiet hours will be subject to disciplinary action. Any noise that is deemed by a Resident Director, Resident Assistant, or Public Safety, to be too loud, warrants the immediate removal of the source of the noise. Definitions of “too loud” are subject to whatever these authorities deem as uncomfortable or potentially noisy to residents of surroundings areas. This policy is not restricted to time of day and pertains to noise on and about Fisher College property. Please be advised that all buildings have 24 hour courtesy hours and we expect Students to comply with requests to reduce noise at any time of the day. During the period of final exams, quiet hours are in effect for 24 hours and no overnight guests are allowed in the Residence Halls.

Complaints of excessive residence hall noise, which interferes with classes and business in College offices, are occasionally received by the Department of Public Safety and will be addressed. Since we are located in a residential neighborhood residents are prohibited from placing stereo speakers in their windows with the sound directed outside, operating any other device, or shouting/yelling through windows in any way that unduly disturbs the peace of the College and neighboring community.

Residents are required to monitor their noise levels when returning to the college during early morning hours. Any Student who is confronted by a member of Public Safety or Residential Life for excessive noise will face sanctioning.

Disturbance

Students shall not conduct or permit in their room loud parties or activities or in any manner create disturbances which would cause annoyance or discomfort to other residents. All students must be able to sleep and study at all times. Students will not permit the premises to be used for illegal purposes. See also section on Noise and Quiet Hours.

Radios, Stereos, Televisions & Musical Instruments

Radios, stereos, televisions, and musical instruments may be used in the residence halls. However, if the noise disturbs other residents, the volume must be reduced upon request, or the use of the items mentioned must be discontinued. If proper use is not continued the item may be confiscated by housing staff. Amplifiers for musical instruments are not allowed.

Guest Policies

Guest policy provisions promote safety, comfort, and privacy for all residents. Hosting guests is a privilege a resident may exercise unless it infringes on the rights of other residents.

Guests: The term guest includes Fisher Commuters and non-Fisher community members including family members of resident Students.

Fisher does have limited guest hours during which guests are permitted. We realize that people differ in their beliefs, and we try to create an atmosphere in which a diverse group of people can live together harmoniously. Residents hosting guests are responsible for the behavior of their guests AT ALL TIMES, and will be held accountable should the guests violate a policy, cause disturbances and/or damage. No Resident Student may have more than two guests at one time, and they must accompany their guest(s) at all times.

Failure to comply with these rules or abuse of the system can result in the loss of guest privileges for the resident and removal of the guest. Overnight guests must be approved by the Resident Director on duty and registered with Public Safety.

Guest Hours

Monday – Sunday 10:00 a.m. – 2:00 a.m.

Guests are not allowed to enter the residence halls after 12 midnight unless they have been pre-approved as an overnight guest. Penalties for guest violations may subject the resident to a loss of guest privileges or dismissal from residential housing as determined by the Fisher College Housing Agreement. It is the responsibility of the guest and his/her host to check MBTA schedules, bus schedules, etc. and to secure transportation and accommodations for guests not approved to stay as an overnight guest.

Guest Sign In/Sign Out Procedures

All residents must adhere to the following sign in/sign out procedures for their guest(s).

Since the front doors of the residence halls are locked and alarmed at all times, residents must greet their guest(s) at the Public Safety desk inside the 116 Beacon Street entrance and provide the following information:

- Date
- Full Name of Guest
- Full Address of Guest
- Correct Time In/Out (specify a.m. or p.m.)
- A picture ID as described below and ID number

A picture ID (driver's license, military ID, passport, state ID or Government ID) must be left with Public Safety by all guests. College and High School IDs are not accepted.

Overnight Guest Procedures

All first-year Students must earn guest privileges in order to have an overnight guest in their room. In order to earn guest privileges, the Student must attend three workshops on a variety of themes including safety in the city, roommate interaction, and alcohol education. To qualify for guest privileges, first-year Students must attend 3

workshops which will be available during the first 2 weeks of the academic semester. Workshop times and locations will be posted by the Student Life staff and sent via college email. Until all three workshops are complete, first-year Students will not have the privilege of hosting guests. Students who transfer to Fisher College from another institution will obtain the guest privileges associated with the class year in which they are entering. Overnight guests are allowed 3 nights within a seven-day period (the week runs Monday-Sunday), A resident may only have two overnight guests at a time. A guest is allowed a maximum of three nights per week on campus. Therefore, if a guest signs in under resident A for Monday, Tuesday, and Wednesday they have reached their maximum stay for that week. They cannot sign in overnight on campus again until the following Monday even with a different host. Overnight guests may also stay only three consecutive nights. Therefore, if they stay as an overnight guest on Friday, Saturday and Sunday they cannot stay again on Monday even though it begins a new week. The guest would not be eligible to sign in again until Tuesday. Additional nights may be approved by the Director of Housing and Residential Life.

There is a limit to the number of guests allowed in any room at any one time. A maximum of 3 guests are allowed for a single room, and a maximum of 4 guests total in a double, triple or quad room. Forms must be signed by the Resident Director by 11:00 pm and turned in to Public Safety the day of the guest's arrival. Overnight forms submitted after 11:00 pm will not be approved. Overnight guest sheets are available at the Public Safety Desk or in the Housing Office. Any form filled out incompletely will be denied. All guests must leave proper photo ID (driver's license, military ID, passport, state ID or Government I.D) with Public Safety. Non Fisher College ID's are not accepted.

All overnight guests must be at least 16 years of age. Immediate family (sibling) may be permitted with the advance permission of the Director of Housing and Residential Life. Requests for immediate family members to be an overnight guest must be emailed to the Director of Housing and Residential Life, at housing@fisher.edu, by 4pm the day prior to the arrival of the family member, or if the date of arrival falls on a Sunday or Monday by 4pm on the Friday prior.

All guests must comply with the rules and regulations outlined in the Student Code of Conduct. Failure by resident or guest to comply with these guidelines or abuse of the system can result in the loss of guest privileges for the resident and/or all residents in their residence hall. Guests may also be banned from visiting the college if they fail to comply with the rules. Residential Life staff can also ask a guest to leave the premises for non-compliance with policies or inappropriate behavior and void any prior permission given regarding visitation. Please note that absolutely no overnight guests will be allowed during the first 2 weeks of each academic semester and during final exam periods. Public Safety and Housing staff reserves the right to deny access to any guest who exhibits inappropriate behavior, refuses to abide by current guest policies, or is deemed a danger to himself/herself or others.

Health and Safety

Disease

Students will report immediately to the College Nurse any infectious or contagious disease occurring within the residence halls. Any Student found infectious or contagious must abide by directives given by the College Health Services staff and/or public health officials to avoid spreading infection or disease.

Personal Safety

Students are strongly encouraged to be vigilant of their safety and keep their doors locked at all times. Please ensure that you check the identity of your guest before you open the door. Also, Students are only allowed to let themselves or their guest into a residence hall. Please do not open the hall door for other people's guests or strangers. Do not allow them to piggyback in with you and do not prop open doors. Please be aware that Students

are responsible for their own safety and that of the community. By allowing people to follow you in when you enter a residence hall or leaving a door propped open, you are endangering your own safety and that of the community. Propping open building doors and/or tampering with the doors to allow them to be unsecure puts everyone's safety at risk in the building and Students found responsible will face Student Conduct Sanctions and/or fines per occurrence.

All visitors to residence halls must enter/exit only from the main entrance/door of the building. Residents leaving the building through locked security doors are responsible for ensuring that the doors close to the locked position. During holiday periods, doors and windows should be securely locked. Items of value should not be left in a room over a holiday period. Any theft or losses should be reported to Public Safety. Housing and Residential Life is not responsible for loss, damage, or theft of personal property.

Safety Tips

- To prevent unauthorized visitors from entering your building, never prop open or block building doors.
- Always lock your door.
- Never leave your keys in the lock.
- Do not unlock your door before checking the identity of your visitor.
- Do not give your keys to anyone.
- Never give or lend anyone your Student ID.
- Never leave valuables unattended or in plain view.
- Be familiar with the location of all exit doors and fire extinguishers.
- Always walk or jog with a friend.
- Report suspicious persons or activities to Public Safety.
- Report all incidents of theft or hall damage to Public Safety, RA, or RD.
- Report any verbal or physical harassment to Public Safety.
- If in doubt, call Public Safety at 617-236-8880.

Posting in Halls

All postings must have an official registration stamp from the Office of Housing and Residential Life. To obtain a registration stamp the original posting must be dropped off at the Office of Housing and Residential Life at least 24 hours before the poster is to be posted during the workweek. Individuals and groups may not post or place any flier or notice without the registration stamp. Unapproved posters will be removed and disposed of. Out of date posters or posters not approved to be posted in a specified area will also be removed and disposed of. Bulletin boards are the only approved posting area.

Failure to Cooperate

While we encourage Students to have dialogues and discussion with College staff, failure to cooperate with the housing staff is grounds for the immediate termination of the housing agreement. Any such non-cooperation with Fire Department and Police officials may also lead to termination of housing and Student Conduct Sanctions.

SAFETY POLICIES

DEFENESTRATION: Nothing should ever be thrown out of a window, including keys. Students shall not shake, clean, or hang any clothing, sheets, rugs, mops, dust cloths, etc., from windows, roofs or fire escapes. Violation of the policy against defenestration will lead to disciplinary action.

FIREARMS, EXPLOSIVES, FIREWORKS, and FLAMMABLES: Civil and criminal statutes prohibit the possession of firearms, fireworks or any other device of an explosive nature in the residential halls. Fisher College policy strictly prohibits the possession on College premises of any handgun, rifle, shotgun, bow and arrow, BB gun,

paintball gun, air rifle, ammunition or other device of physically harmful nature or which resemble actual items. Bomb threats are also a serious violation of policy as well as state and federal statutes.

WEAPONS: Knives of any type, guns (firearms), real, counterfeit, or toy, ammunition, or any weapons or objects that could be used as weapons are prohibited and subject to confiscation by Public Safety and/or Housing staff. Please note that mace and pepper spray are not allowed on the College Campus, even if a Student possess a permit for it. All violations will be subject to College disciplinary action and may be referred to law enforcement authorities.

Students are advised that Massachusetts General Statutes, Chapter 269, Section 10, "Dangerous Weapons" also prohibits knives, swords, nun chucks, and the like. In addition per the City of Boston's Municipal Code, Chapter 16, Section 45.1, knives with a blade over 2 ½ inches, ice picks, dirks, or any similar weapons will be considered as "Dangerous Weapons".

FIRE HAZARDS: Students shall permit no combustible material to be kept on the premises and shall take every precaution to prevent fires. Fire escapes including balconies and fire stairs shall be kept clear of all items and shall be used in case of emergency only. Students are also not permitted to hang curtains, tapestries, posters, etc. on or from windows or over lights.

Fire Safety

In case of a fire call 911 and exit the building.

The sounding of false fire alarms and tampering with firefighting or safety equipment, including extinguishers, hoses, EXIT signs, smoke detectors, heat sensors, sprinkler heads, and the alarm system is prohibited. Any Student found setting off a fire alarm, intentionally or unintentionally, may be fined and/or face Student Conduct Sanctioning, when suitable. Residents are responsible for safely evacuating the building immediately upon the sounding of the alarm or as otherwise directed by residence hall staff. Students failing to appropriately evacuate the building may be subject to disciplinary action.

General Fire Safety Regulations

The following items are not to be tampered with under any circumstances: heat sensors, smoke detectors, sprinkler heads, fire alarm pull stations, and fire extinguishers. Should you have a problem with any of the above, please call Public Safety or notify your Resident Director immediately.

- Electrical outlets: No "octopus plugs" or extension cords are allowed in the residence halls. No more than two items may be plugged into the same electrical outlet. Only power strips with surge protectors are allowed in the residence halls.
- Heating Vents: The heating vents in rooms are to remain unobstructed. Blocking heating vents could cause an imbalance in the system and may result in a triggered fire alarm. Should you block a vent that causes a false alarm in a classroom or in the residence hall, a fine and/or disciplinary action will occur. If you have problems with the heat in your room in the residence halls, contact Maintenance during regular hours. After hours, please contact Residential Life or Public Safety staff.
- Fire Drills/Alarms: There will be periodic fire drills throughout the year. All Students are required to vacate the buildings through the nearest exit upon hearing the alarm. Students who fail to comply with this regulation will face disciplinary action and may also face criminal prosecution.
- Holiday decorations: Natural trees are prohibited. No holiday lights or decorative string lights can be used in the residential halls. Light fixtures cannot have paper lampshades.
- Wall and ceiling decorations: No more than 1/3 of a wall in a room should be covered. Wall hangings or other coverings shall not obstruct passageways or cover ceilings. Absolutely nothing is allowed to cover the ceiling, light fixtures or hang from the sprinkler pipes or heads.
- Open flames: No open flames, candles or incense are permitted in the residence halls.
- Room Exits: The pathway in and out of the room must be clear at all times. All rooms with doors and windows leading to a balcony must leave a clear path to that door and window. Nothing should restrict access to any balcony doors or windows.

- Room inspections: Regular announced and/or unannounced fire safety and health inspections will be coordinated by Residential Life staff, maintenance, and/or fire department personnel.

Theft

The unauthorized taking, use, or attempted unauthorized taking or use of another individual's property, college property, or agency acting on behalf of the college is prohibited.

Screens

Window screens are installed for your safety and protection and are permanently affixed. Students are not permitted to open, remove or tamper with the screens at any time. Individuals who damage, remove, or tamper with window screens in any way will be assessed an appropriate replacement cost. Anyone found removing window screens to access prohibited areas (roof, balconies, etc.) will be fined \$500 and may be removed from housing.

Windows

Windows must be clear of all obstructions. No window fans, curtains, stickers, posters or signs may be hung from windows.

Roofs and Ledges

Roofs and ledges of residence halls are off limits and are monitored electronically. Any Student found on a roof ledge, balcony, or fire escape will be fined and face disciplinary action from fines to expulsion from the College. . Also, nothing should be hung from ledges and fire escapes, including sheets, clothing, etc.

Technology

Cable

Every room in the residence halls is equipped with basic cable service. One cable box can be signed out per room with the Office of Information Services. Cable reception problems should be reported to the Office of Information Services. The cable company reserves the right to discontinue services to residents who tamper with cable equipment. Theft of cable services is prohibited. Theft includes splitting cable wires or attaching a black box that can alter the cable equipment owned by the operator. Such action is prohibited in all residential facilities. If all cable equipment issued to a room is not returned charges will be assessed to the Students assigned to the room.

Telephones

Local telephone service is provided in each residence hall room. Phone extension and voice mailbox instructions are provided by the housing office upon check in. If you have a cell phone, please remember to register the phone number with the Registrar's Office.

Transportation

Parking

There is no student parking available at the Boston Campus. Beacon Street and the surrounding areas do have metered parking on the street. The Boston Commons Garage located at Zero Charles St is also within walking distance to the Boston campus. Resident Students are not eligible to receive Resident Parking stickers and should not bring their cars to campus. Fisher College encourages students to utilize public transportation and offers limited MBTA student passes during select periods of the academic year.

Bicycles

Parking bicycles is not permitted in hallways, stairwells, outside walkways, fire escapes or lobbies of the residence halls. Bicycles may not be kept in residence hall rooms. Bicycles found improperly parked or secured may be removed by College staff at the owner's expense. A bicycle rack is located behind building 116.

Cooking

Students living in the residence halls are encouraged to make full use of their Aramark Meal plan. Students living in residence halls are permitted to use the microwave ovens provided in the cafeteria and kitchen areas of the building. No electrical cooking appliances are allowed on campus including personal microwaves, hot pots, George Foreman Grills, toasters, toaster ovens, coffee machines, keurigs, popcorn poppers, water boilers etc. Students must monitor food while cooking as setting off the fire alarm for improper use of the microwave may be assessed any charges for damage and/or fire department response. Generally the charge begins at \$500.00.

Prohibited Items

General Safety

To safeguard the welfare of all residents, regulations exist regarding appliances allowed in rooms. In an effort to conform to health and safety standards, the following items are prohibited from the residence halls and will result in immediate confiscation:

- lava lamps, black lights, novelty lamps, halogen lamps, decorative string lights
- heating coils
- microwaves
- hot pots, water boilers, rice cookers, toasters, popcorn poppers, toaster ovens, blenders
- coffee makers (including Keurig's)
- George Foreman Grills or other electrical cooking equipment
- air conditioners and dehumidifiers
- candles, incense and other open flame devices
- wax melting devices
- heating blankets and pads
- extension cords (without surge protector)
- curtains, wall tapestries
- outside furniture including futons, ottomans, upholstered chairs & storage cubes, wooden trunks
- lofts
- alcohol including decorative empty bottles and shot glasses
- illegal drugs
- fireworks, explosives
- guns, including toy guns
- weapons, ammunition, knives
- darts and dart boards

- irons without an auto shut off feature
- unmanned aerial vehicles and aerial systems (drones)
- hover boards

In accordance with state and city safety codes, Students are not permitted to cook in their rooms. Every room on campus is smoke-free. Owners of prohibited items will have the items confiscated and may face disciplinary action. Prohibited items that are confiscated will not be returned and will be donated when applicable or discarded at the owner's expense. Students may not store empty cans or bottles in their rooms for future recycling. They are considered a health and safety hazard because they attract insects. Empty alcohol containers are prohibited and will be viewed as evidence of the presence of alcohol.

Construction

No construction of any kind is allowed without prior written consent of the College. Loft construction is not allowed.

Outside Furniture

No outside furniture is allowed. Fisher College provides all furniture that conforms to the City of Boston fire regulations and therefore no outside furniture is allowed. This includes all wooden furniture, waterbeds, mattresses, futons, bean bag chairs, ottomans, tables, nightstands, mattresses, cushioned chairs and storage cubes, trunks, bookcases, etc. The College must comply with a Boston Fire Department approved fire rating on all furniture.

Gambling

Gambling or the sale of lottery tickets (e.g. tickets of chance) by individuals is forbidden on College Property. Gambling, such as poker, for monetary gain is also not allowed.

Pets

No pets or animals of any kind are allowed in the residence halls, with the exception of a goldfish in a fishbowl no larger than 1 gallon. Residents must make appropriate arrangements for the care of fish during holiday or other break periods. The Office of Housing and Residential Life will not assume responsibility for feeding, cleaning, or otherwise maintaining fish. Approved service animals are exempt from this policy.

Business

Students shall not pursue any business on the premises. Soliciting, canvassing, or the use of residence halls as a location for selling is prohibited unless written permission is granted by the Dean of Students. Since solicitors or other salespersons are not allowed access to the premises except with permission from the College, Students are requested to contact Public Safety if a solicitor is in the residence halls.

Television Antennas and Radio Aerials

Students shall not erect television antennas or radio aerials in campus housing.

Refrigerator Guidelines

Refrigerators bearing the U.L. - approved seal and up to, but not exceeding, 24" x 24" x 24" are permitted in Student rooms. Refrigerators that have a separate freezer unit are too big. Only one refrigerator per room is allowed in a double or single room. Quad and triple rooms are allowed a maximum of two refrigerators.

General Residential Information

Laundry

Laundry machines are located in the lower level of buildings 112/114. The laundry machines run via card access and a machine is conveniently located in the mall area across from public safety that dispenses cards and allows you to reload money onto the card. Pre-loaded cards can be purchased in the Office of Housing and Residential life for a limited time. The College is not responsible for lost or damaged clothing caused by the use of the laundry facilities. If the washer or dryer is inoperative, please fill out a maintenance request and turn it in to Maintenance. Please contact housing staff so that an out of service notice can be placed on the equipment. In the meantime, we encourage our Students to be proactive and put up a note stating "Out of Service."

Mail

Every resident is issued a mailbox and campus mailing address. Mailboxes are located in the Mall area across from Alumni Hall. All mail will be delivered to this campus box including correspondence from professors Monday–Friday. It is important that you check your mailbox daily. All packages too large to fit in your mailbox are delivered to the Housing office. A package slip will be placed in your mailbox as notification that your package has arrived. You will need this package slip and a photo ID to sign for and receive your package. If you have lost your mailbox combination or are experiencing trouble opening your mailbox, please seek assistance at the Housing office.

Voter Registration

[Register to Vote](#) for the 2020 U.S. Presidential Election

Learn about voting, get your voting information and gear up for the elections by visiting www.rockthevote.com.

Constitution Day

Every year on September 17th, the Office of Financial Aid marks the signing of the final draft of the Constitution by putting on a program and/or event. A federal law enacted in December 2004 designates September 17th as "Constitution Day and Citizenship Day" to commemorate the signing of the [U.S. Constitution on September 17, 1787](#). Under this law, every school that receives federal funding for the fiscal year is required to hold an educational program for students designed around the Constitution

To celebrate Constitution Day, the Office of Financial Aid invites you to test your knowledge of the most important legal document ever created by finding out [What's your Constitution I.Q.?](#) Take this fun, five minute quiz and spread the word! Find out more facts about the Constitution at <https://www.constitutionfacts.com/>. Pocket constitutions will also be distributed in the mall area on September 17, 2018.

Student Conduct Process

All violators of these rules and regulations shall be subject to appropriate disciplinary action. Additionally, any occupant of a residence unit who fails to comply with the terms or conditions of the Housing Agreement or any

rule, regulation, policy, or procedure incorporated herein by reference could have this agreement terminated by the College and possession of the premises taken after the occupant has been given notice to vacate the premises within twenty-four (24) hours.

Students participating in athletics at Fisher College are subject to disciplinary action for violations to these rules and regulations as well as violations of the Athletic Handbook. The Director of Athletics will be made aware of any alleged violation and decision made thereafter in accordance with the Athletic Handbook.

Residence Hall Conduct and Disciplinary Sanctions: Guidelines and Procedures for Residential Conduct Violations

Students, who violate residence hall policies, as outlined in both the Fisher Housing Agreement and the Student Code of Conduct, may be subject to the disciplinary processes of Housing and Residential Life, as well as other College disciplinary processes. The following guidelines are provided to assist Students in understanding and responding to the Housing and Residential Life student conduct process, including its use of incident reports, letters of appointment, student conduct meetings and disciplinary sanctions. The imposition of sanctions for conduct violations resulting from incident reports filed with regard to housing infractions does not preclude additional hearing and sanctioning processes through the College disciplinary process. Individual circumstances can determine varying levels of response, and sanctions can take into account the specific facts of each situation. By signing the Fisher Housing Agreement, a Student agrees to support the rules and disciplinary procedures of the residence halls.

Please note that more details are provided in the section entitled Student Code of Conduct, later in the Handbook.

Responsibility for Administration

Unless indicated otherwise, all initial violations of housing regulations will be adjudicated by the Resident Director who serves as a Student Conduct Officer. Where indicated, cases will be referred to the Director of Housing, Student Conduct Coordinator, or designee. The Director of Housing will be responsible for adjudicating all cases referred to her/him and applying the appropriate sanctions. The Director may elect to refer Students to the Student Conduct Coordinator (who serves as the Senior Student Conduct Officer) for multiple violations of housing rules, when inappropriate behavior persists, or when other circumstances warrant such action.

Conduct Violation Referral

Typically, cases are referred from an incident report submitted to the Resident Director/Student Conduct Officer by a hall staff member, resident of the hall, or another administrator. Cases may also be referred from police reports provided by Public Safety. The resident will then be notified in writing with a letter of appointment and must schedule a meeting with the Resident Director/Student Conduct Officer within 48-hours of receiving the letter of appointment. The letter will be hand delivered by housing staff to the Students room and a deliver receipt is signed. Commuter students will receive a letter of appointment via postal mail and email. Failure to schedule a meeting within 48 hours of receiving the letter of appointment will result in the conduct meeting being held without the Student present.

Student Conduct Meeting

A Student alleged to have acted in violation of housing rules is offered an opportunity to meet with the appropriate Residential Life official. During this meeting, the Student will be advised as to what Residential Life or College policies have allegedly been violated and will be given an opportunity to explain his or her version of the act or incident or to otherwise refute the allegations. The Residential Life official will review the incident, taking into account the information provided by the Student. The range of sanctions for any violation will also be explained to the Student. No specific decision will be conveyed to the student by the Residential Life official at this

meeting. In the interest of fairness, cases often require thorough review and additional meetings with other parties that make it unwise to render a decision during a meeting.

Student Conduct Mediation

In some cases, the Student Conduct Coordinator may decide that an incident should be mediated as an alternative option to resolving an incident. If the Student Conduct Coordinator determines that mediation is appropriate the incident will not be processed through the Conduct Process until all individuals involved in an incident have made a reasonable attempt resolve the incident through mediation. A Residential Life official will be assigned to the mediation and will contact all individuals involved for scheduling mediation. During the mediation meetings, all individuals involved in an incident will be brought together to discuss the incident and come up with a mutually agreed upon resolution. The agreed upon terms of the resolution will be written up and signed by all individuals involved. If an incident is unable to be resolved or if the terms of the mediation resolution are not upheld, the incident will be processed through the Conduct Process.

Letter of Sanction/No Sanction

After thorough review of the case, the Residential Life official will make a decision that will be conveyed in a Letter of Sanction/No Sanction depending on the decision. In some cases, the Residential Life official may verbally discuss the sanction with the Student, and later follow up in writing with a letter.

Multiple Violations

Residents involved in multiple violations of the residential rules will be referred to the Assistant Director of Residential Life and may be assigned additional sanctions or have their housing agreements canceled and, thereby, separated from the residential system. In addition, the Assistant Director of Residential Life may elect to refer the Student to the Student Conduct Coordinator for disposition pursuant to the College's Student Conduct Process.

Failure to Respond

A Student who fails to cooperate, ignores, or otherwise does not respond within 48 hours after receiving a letter of appointment will be issued a Failure to Comply Notice. If the Student does not respond within another 24 hours to make an appointment, the Student Conduct Officer, Assistant Director of Residential Life, or Student Conduct Coordinator will make a decision without input from the Student.

Failure to Comply with Sanctions

It is expected that all sanctions will be completed within the time frame given in writing to the Student. Failure to comply with sanctions in a timely manner will result in a meeting with the Assistant Director of Residential Life or designee. The Assistant Director of Residential Life or designee may give a written extension if such is deemed appropriate or may impose additional sanctions. The Student may be placed on Residential Probation and will be notified that a second failure to comply may result in cancellation of his or her Housing Agreement.

Student Code of Conduct

Fisher College has a rich tradition in which all members of the community teach and learn in an environment conducive to intellectual and moral development. All members of the Fisher College community must take responsibility for their actions and be willing to accept the consequences of their actions. Experience demonstrates that most inappropriate behavior will involve violations of more than one sections of the Student Code of Conduct and so may require sanctions beyond those minimums spelled out in this Code. The following list of sanctions is meant to be illustrative rather than exhaustive. The College reserves the right to create other sanctions given the nature of the misconduct. Please note that the Student Code of Conduct detailed forthwith refers to the non-academic Code of Conduct. Questions regarding Academic Misconduct will be referred to the Vice President for Academic Affairs.

Types of Sanctions

Sanctions are grouped in three categories: the first is referred to as College Sanctions, the second as Residential Sanctions, and the third as Administrative Sanctions. College Sanctions apply to all Students (commuters and residential); Residential Sanctions apply only to residential students. Therefore, a residential Student might be subjected to a residential sanction, a college sanction, or both, depending on the severity of the incident he/she was involved in. Administrative Sanctions apply to all Students and are usually immediate, emergency sanctions that recognize the urgent and grave nature of an allegation or incident. It is usually used to stop a highly dangerous situation from getting out of hand or to protect the welfare, life, or property of some other party. These sanctions are typically followed by the Student Conduct Process and remain in effect, at least, until that process is complete. Administrative Sanctions may jeopardize a Student's position both in the College and the Residence Hall. College Sanctions include:

- **Warning.** A notice in writing to the Student that he Student is violating or has violated institutional regulations.
- **Probation.** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the Student is found to violate any institutional regulation(s) during the probationary period.
- **Loss of Privileges.** Denial of specified privileges for a designated period of time.
- **Fines.** Previously established and published fines may be imposed.
- **Restitution.** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary replacement.
- **Discretionary Sanctions.** Work assignments, essays, service to the college, or other related discretionary assignments.
- **College Suspension.** Separation of the Student from the College for a definite period of time, after which the Student is eligible to return. Conditions for readmission may be specified. During the period of suspension the Student is banned from all College sponsored activities. The Student will not be granted credit for any academic courses during the period of suspension. Further, prolonged suspension may jeopardize the student's academic standing at the College. This may lead to a notation of the Student's record indicating an administrative withdrawal.
- **College Expulsion.** Permanent separation of the Student from the College. The Student is permanently banned from entering all College property and prohibited from participating in any College sponsored activities. A permanent notation will appear on the Student's record indicating an administrative withdrawal.
- **Revocation of Admission and/or Degree.** Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a Student prior to graduating.
- **Withholding Transcripts.** The College may withhold transcripts until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

Any of the above sanctions may be combined and may be issued along with Stay Away Orders, Mandated Drug, Alcohol, or Mental Health or Health Assessment, Mandated Treatment if the professional conducting the assessments concludes that the Student needs help and treatment, Loss of Access to the College Computer network and College Information System if the infraction involves a violation of the Computer policy.

While the College sanctions jeopardize a Student's position at the College, the Residential Sanctions, unless combined with a College sanction, jeopardize a Student's position in the residence hall.

The Residential Sanctions are as follows:

- **Warning.** A notice in writing to the Student that he Student is violating or has violated institutional regulations.

- **Residence Hall Probation.** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the Student is found to violate any institutional regulation(s) during the probationary period.
- **Loss of Privileges.** Denial of specified privileges for a designated period of time.
- **Fines.** Previously established and published fines may be imposed.
- **Restitution.** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary replacement.
- **Discretionary Sanctions.** Work assignments, essays, service to the college, or other related discretionary assignments.
- **Residence Hall Suspension.** Separation of the Student from the residence halls for a definite period of time, after which the Student is eligible to return. Conditions for readmission may be specified.
- **Residence Hall Expulsion.** Permanent separation of the Student from the residence halls. The Student's housing agreement is canceled, and the Student must vacate his or her place of residence within 24 hours of notification or as directed by the appropriate housing official.
- **Involuntary Reassignment.** A Student may be involuntarily moved to another residence hall if warranted by his or her behavior.

Any of these previously listed sanctions may be combined with a number of other stand-alone sanctions or requirements, such as Loss of Guest Privileges on campus and in residence facilities, Stay Away Orders, Mandated Drug, Alcohol, or Mental Health or Health Assessment, Mandated Treatment if the professional conducting the assessments concludes that the Student needs help and treatment, Loss of Access to the College Computer network and College Information System if the infraction involves a violation of the Computer Use policy, and the like.

The College reserves the right to sanction any Student found guilty of a violation of state or federal law, on or off-campus. In these instances, disciplinary action will be administered through the Student Conduct Coordinator, or, in the absence of the Student Conduct Coordinator, his/her designee. Although not a disciplinary sanction, the College also reserves the right to require Students who violate sections of the Student Code of Conduct to undergo counseling or other forms of education.

Administrative Sanctions may include immediate suspension from the College, immediate Separation from the Residential System, Stay Away Orders, immediate Relocation of Student to another Residence Hall, immediate suspension of guest privileges, immediate suspension of access to the College Computer network and Information system, and other sanctions that are seen fit to safeguard a situation. These sanctions are typically imposed as soon as an incident gets reported or occurs, and typically stays in effect until the Student has had a chance to meet with an administrator in a Student Conduct Meeting. At this meeting, it is usually decided to either lift the administrative sanction, to continue it until the student conduct investigation is completed and College or Residential Sanctions are imposed on the Student, or to add more immediate sanctions to further safeguard a situation or person.

Please note that any refund for withdrawal or separation from Housing, whether voluntary or resulting from sanctions, will be determined by the College Refund Schedule. Please see the College Catalog for details.

Inappropriate Behavior

The following list is not exhaustive but represents the major categories of behavior sent before administrators in recent years. It is difficult to exactly specify the sanctions for a particular infraction; rather, there is a typical range of sanctions that may apply to certain types of infractions. However, the actual sanction imposed may be lesser or more depending on the details of the case, the student conduct history of a Student, and other relevant factors. The use/or abuse of alcohol will not be considered a mitigating circumstance for any violation of the Code of Student Conduct. Rather, such individuals will be additionally charged with the appropriate alcohol violation.

Violations for each level are listed in alphabetical order. Therefore, the order of the violations is not indicative of the seriousness of each violation.

Students who use electronic systems or methods (for example, e-mail, “hacking” and so on) to steal, misrepresent, threaten, or harass will be charged with the appropriate violation of the Code of Student Conduct.

Level I: Very Serious Violations

Violation of the Code of Conduct policies listed below will lead to suspension or expulsion from the College, separation from the Residential System, if applicable, and transcript notation that the Student was administratively withdrawn. All cases involving allegations of Level I misconduct may be heard by the Student Conduct Coordinator when the possible sanction is expulsion or suspension from the College, the Student does not accept responsibility, and it is difficult to make a definitive decision on the basis of the information available. In this case the typical sanction will depend on details of the case, the prior student conduct history of the Student, etc.

The typical sanctions for the violations listed below range from Suspension to Expulsion, Separation from the Residential System, and a combination of other sanction, like Restitution, Fines, Loss of Access to College Computer Network and College Information System, etc. Criminal Proceedings might also accompany these violations. Where appropriate, the College will impose Administrative Sanctions and separate a Student from the College immediately. It will then continue the Student Conduct Process as described in the “Structure of the Student Conduct Process.”

- Breaking and entering or theft, including, but not limited to, the unauthorized use of ATM, phone, credit cards, checks, Fisher College ID cards, or computer system.
- The illegal sale or distribution (this includes the sharing of drugs, cultivating drugs, and any other form of distribution even to one person) of
 - Alcohol (including the manufacturing of fake ID cards)
 - Other drugs (marijuana, mushrooms, prescription drugs and so on)
- Physical abuse of others, including, but not limited to, fights and injury caused by endangering behavior.
- Possession or use of firearms, fireworks, ammunition or other explosive devices on or about College property.
- Rape, which is defined as the oral, anal, or vaginal penetration, by a person upon another person, with a body part or inanimate object without consent. “Consent” means the mutual agreement between individuals, clearly through the use of words or actions, to participate in a sexual activity no matter how slight the interaction may be. Understanding that every case that comes through the judicial system presents a unique set of circumstances, the following are guidelines. Consent cannot be giving by minors, mentally disabled individual, an individual under the influence of any substance (alcohol/drugs/or any other disabling substance), or by an individual who is unconscious. In addition, Fisher College will not accept the consent of an individual if that individual gave consent as the result of coercion, verbal/physical threats, or by the threat of force or future harm.
- Breaching fire safety or security through misusing or damaging fire safety equipment (including alarm systems, heat sensor, sprinkler systems, smoke detectors, or fire extinguishers); setting a fire, making a bomb threat, causing or creating a false alarm, tampering with fire safety equipment, or other such intentional or reckless conduct that causes harm or reasonable apprehension of harm to persons or property (Please read fire safety policies described earlier in Handbook, for more information on fire safety).

Level II: Serious Violations

Repeated violations of the same policy, violations of more than one policy, or the severity of the misconduct may heighten the College’s response to the point of separation from the College or separation from the Residence Hall System. All violations in this category will be heard by a Student Conduct Administrator or Student Conduct Coordinator. Typically, sanctions for these violations range from Probation to Expulsion from the College, Removal from the Residential System, and failure in an academic course (depending on the nature of the case). These also often include referral to the Department of Public Safety and may involve criminal proceedings.

- Academic dishonesty, including any attempt of a Student to present as his or her own work that which is not his or her own work, aiding or abetting others in such an attempt, or any other forms of cheating.
- Endangering behavior (defined as conduct demonstrating that the Student constitutes a threat to others, himself, herself, or to the proper functioning of the College, including threats, possession of mace or other chemical sprays, possession or use of a knife, weapons, and propping safety doors open and so on).
- Hazing, and/or any action or situation which recklessly or intentionally endangers the mental or physical health of a Student.
- Illegal possession or consumption of drug or drug paraphernalia (including but not limited to bong, pipes, tubes etc.)
- Sexual Assault, which is the intentional and unwanted sexual touching, however small in nature, of an intimate body part (breasts, genitals, groins, buttocks, or mouth, or the material covering them) by an individual upon another individual. This includes the unwanted touching of a body part not usually considered intimate in nature (a massage) and the removal of clothing or exposure of genitals from an individual towards another without consent.
- Sexual Exploitation, which is when an individual takes non-consensual or abusive sexual advantage of another individual for their own benefit, or the benefit or pleasure of any other individual other than the individual being exploited. This includes prostitution, the audio or video recording of and/or the photographing or transmitting sexual or other private activities of another person (including but not limited to genitals, groin, buttocks, and breasts), allowing third party individuals to watch and/or observe sexual activity, engaging in voyeurism, and/or knowingly exposing/transmitting an STI (sexually transmitted infection) or HIV to another individual.
- Sexual Harassment, the unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's academic performance and/or employment, (2) submission to or rejection of such conduct by an individual is used as the basis for academic and/or employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic and/or work performance or creating an intimidating, hostile, or offensive working environment.
- Possession and consumption of alcohol in locations or under conditions prohibited by College policies or by law.
- Excessive consumption of alcohol and/or public drunkenness.
- Sexual misconduct, which is any unwanted act that is intended in a sexual manner. Examples include, but are not limited to, the unwanted touching of a body part not usually considered intimate, exposing one's genitals or other intimate body parts to a particular person or group of people, repeated obscene verbal comments related to one's gender or sexual orientation, repeated obscene phone calls, mail or e-mail, or the viewing of a sexual act without the explicit consent of all parties involved.
- Vandalism to, or destruction of, school or another's personal property.
- Verbal, written, graphic, or electronic abuse, harassment, coercion or intimidation of an individual or group of people, either directly or indirectly.
- Failure to vacate college property during a fire alarm.
- Failure to comply with, or violation of the terms of, an imposed disciplinary sanction

Level III: Other Violations

These violations are usually handled by a Student Conduct Administrator. Sanctions typically range from Warning to Expulsion. In the case of residential Students, and depending on the details of the case and the prior student conduct history of the Student, sanctions may range from Warning through Removal from the Residential System through the entire range of College Sanctions.

- Failure to follow the reasonable directions of College officials that are necessary for the proper functioning of the College.
- Inappropriate, disorderly and disruptive conduct.
- Misuse or violations of residence hall access control, visitation policy, or guest privileges, including failure to obtain roommate's authorization for overnight guests or failure to control guest on campus.
- Noise disturbances in a residence hall, on campus or in the neighborhood.
- On-campus gambling.
- Unauthorized use of others' property.
- Other violations of College Policy.

Structure of the Student Conduct Process

The Student Conduct Process typically begins when an allegation is made either by a College Official or another party (who may be a Student, a member of the larger community, or a public official) regarding a violation of the Student Code of Conduct, federal or state law. Depending on the severity of the allegation, the information (usually documented) is brought to the attention of the Student Conduct Administrator or the Student Conduct Coordinator (who serves as the Senior Conduct Administrator). Once the allegation has been reviewed, and if there is sufficient information to continue the case, the responsible student conduct administrator will send a letter to the Student or Students concerned. This letter, typically known as a Letter of Appointment, will specify the allegations and offer the Student the chance to set up a meeting with the appropriate conduct administrator within a specified time period. If the Student chooses not to respond, then the appropriate conduct administrator will make a decision without the input of the Student. If the Student does set up a meeting, then the meeting will proceed. At this meeting, the Student Conduct Administrator handling the case will summarize the allegations, explain the range of sanctions for all cases, and offer the Student a chance to explain the allegations. This conversation often includes a discussion on ethical decision making, responsible choices and the like, depending upon the case. No sanction will be rendered at this meeting. The student conduct administrator will then complete the investigation by meeting with other parties who might be involved in the incident, review the information and/or the evidence gathered, and then send a Sanction or No Sanction letter to the student or students involved. The Student conduct administrator typically deals with cases that may result in a sanction of Probation (College or Residential) in the case of all Students, and the Student Conduct Coordinator or designee deals with cases that may involve Separation from the Residential System or lower (in the case of residential students), Expulsion or Suspension from the College or lower. If, in the process of the investigation, the Student Conduct Administrator discovers information that may result in sanctions higher than probation, the student conduct administrator will transfer the case to the Student Conduct Coordinator, depending on the severity of the possible sanction. The College reserves the right to impose Administrative Sanctions in order to take immediate action prior to the convening of a student conduct meeting under the following circumstances: to ensure the safety and well-being of members of the College community or preservation of College property; to preserve the Student's own physical or emotional safety and well-being; if the Student poses a definite threat of disruption or interference with the normal operations of the College; if the Student has engaged in a serious violation of College policy and/or local, state or federal laws.

Such interim action shall remain in effect until the hearing process has been completed. The requisite notice and hearing process shall follow as soon as possible thereafter.

For sexual misconduct incidents, the Title IX Coordinator will conduct the investigation and provide the Student Conduct Coordinator with documentation of the findings regarding the incident if there is a preponderance of evidence. The Student Conduct Coordinator will administer sanctions based on the documentation provided by the Title IX Coordinator. No additional meetings will be held by the Student Conduct Coordinator. ***Please see Sexual Misconduct Policy for further information.***

The College reserves the right to sanction students for off-campus violations of city, state, or federal laws which adversely affect the safety of the members of the College community and the larger community or their property or impede the fundamental mission of the College.

Appeals

Only cases that result in a sanction of Suspension or Removal from the Residential System, in the case of residential Students, may be appealed to the Dean of Students. An appeal to the Dean of Students will be limited to aspects of the handling of the case by the Student Conduct Coordinator that the student alleges the 1) Student Conduct Process was not followed or 2) There is new information to be heard. The Student must submit in writing all appeals to the Dean of Students within one school day after they receive notification in writing of the Student Conduct Coordinator's decision. The appellate decision of the Dean of Students shall be final. The Dean of Students may lessen, uphold, or increase the sanction being appealed.

With regard to all Students (commuter and residential), only cases that result in a sanction of College Suspension or Expulsion can be appealed to the Dean of Students of the College in writing. An appeal to the Dean of Students will be limited to aspects of the Conduct meeting, and the Dean of Students' handling of the case that the Student alleges that:

- Student Conduct Process was not followed
- There is new information to be heard.

The Student must submit in writing all appeals to the Dean of Students Office within one school day after they receive notification in writing of the Student Conduct Coordinator's decision. The decision of the Dean of Students shall be final. The Dean of Students may lessen, uphold, or increase the sanction being appealed.

Third Parties

Students are permitted to have an advisor or support person with them during a conduct meeting. This person may not be a faculty or staff member of the College. The student will be required to notify the Conduct Coordinator in writing at least 72 hours prior to the date and time of the conduct meeting if an advisor will be present. The student will be required to sign a FERPA waiver allowing the advisor to be present in the meeting. The purpose of the advisor is to support a student during the conduct process. The advisor is not permitted to speak on the behalf of the student, interject in the conduct meeting, or actively participate in the meeting at any time. The advisor will be asked to leave should these guidelines not be followed. Students should speak to the Conduct Coordinator or the Dean of Students with any questions regarding advisors.

Students who are involved in a sexual misconduct investigation please see the guidelines for an advisor for sexual misconduct matters under the Sexual Misconduct Policy in this handbook.

Communications

All applicable questions and concerns regarding student conduct, sanctioning, or written correspondence including appeals must come straight from and signed by the Student involved in the incident. Questions and concerns will be referred to the Dean of Students or appropriate designee of the College.

Parents or legal guardians may be notified of violations of the Rules and Regulations of the College, particularly in the case of Students identified as holding a "Dependent" status.