

**STUDENT RIGHTS AND RESPONSIBILITIES**  
**STUDENT CODE OF CONDUCT**  
**INTRODUCTION**

**DEFINITIONS**

1. The term “College” means Fisher College.
2. The term “student” includes all persons taking courses at the College, either full-time or part-time, either on campus or online, pursuing undergraduate 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 does apply to all locations of the College, including the campus locations in North Attleborough, Brockton, and New Bedford.
3. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.
4. 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.
5. 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).
6. 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.
7. The Dean of Students is the person designated by the College President to be responsible for the administration of the Student Code.
8. The term “policy” means the written regulations of the College as found in, but not limited to, the Student Code of Conduct, Housing Agreement, College web page and computer use policy, and the College Catalog.

**STUDENT RESPONSIBILITIES:**

1. All students are responsible for 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.
2. **All students are responsible for upholding College policies and regulations, and observing State and Federal Laws both on and off-campus.**
3. All students are responsible for behaving in a civil manner with members of the College and external community.

## **COLLEGE RESPONSIBILITIES:**

The College is responsible for the following:

1. Providing an academic curriculum of integrity.
2. Providing support services for students in order to ensure their success.
3. Providing adequate notification to students of policies or major changes in policies.
4. Providing recreational, athletic, leadership, educational, and growth opportunities.
5. Ensuring that a safe, substance and weapons-free campus is maintained where students, faculty, and staff are able to pursue learning.
6. Ensuring that all College policies and federal and state laws are upheld.
7. Providing a system that, while upholding College policies and federal and state laws, is fair to all members of the College community.
8. 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).
9. Ensuring that all members of the College community behave in a civil manner with each other and with the external community.
10. Generally preserving the privacy of the students, within certain limitations.

## **PRIVACY POLICIES**

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

The College generally observes FERPA and HIPAA regulations for independent students. 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. Health Insurance Portability and Accountability Act of 1996 (HIPAA) allow students confidentiality of 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:

1. The right to inspect and review the student's educational records.
2. 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.
3. 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.
4. 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.
5. 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, full- or part-time status, year of study, resident status, 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 notified in writing to the contrary. Students wishing to withhold the disclosure of any aspects of the “Directory Information” must 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.

**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.**

### **GENERAL SAFETY POLICIES**

*In order to uphold the responsibilities towards 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 entering Fisher College. This ID should be carried with the student at all times. The ID allows a student to gain access to the College and to use its facilities, including the Fisher Dining Hall. All students must, when asked by any College personnel, provide identification. Failure to do so may result in denial of entry to the College and its facilities, and may result in disciplinary action for the student. ID cards also function as meal cards for students who have purchased a dining plan. Both ID cards and meal cards are non-transferable. If a student loses an ID card, please inform the Department of Public Safety immediately and ask for a replacement card. If you have a dining plan, please inform the Food Service Director so that the lost card can be deactivated. This will ensure that no one else uses your dining plan. If it occurs after business hours, please contact the Food Service Director the next business day. There is a \$25 replacement charge for lost ID cards. This fee will be billed to the students account.

##### **Policy with regard to Entering the College**

Fisher College Campus Buildings are locked daily from 10:00pm to 6:00am. Commuter students can use the buzzer system and have Public Safety assist them in entering the non-residential premises of the College. Residential students must use their residential keys to access the buildings during that time period. Residential keys only open the students assigned Residential Hall. If you are visiting a residence hall you must be signed in and escorted by a resident of that building at all times. If you are a residential student but are visiting a residence hall other than your own, you must be escorted by a resident of that building at all times.

Commuter students have open access to the non-residential areas of the College from 7:00am to 7:00pm. After 7:00pm all students must provide an ID and commuters must sign in with the Department of Public Safety to access these areas.

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 commuters need to be escorted by their host at all times and must leave the College premises at the end of an event.

**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 Guide. Failure to comply with these guidelines 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.

## **PETS**

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

## **Bag and Locker Inspection Policy**

All bags entering the campus are subject to inspection by The Department of Public Safety, or a designated College official. Additionally, a student or visitor can be denied access to the College premises if the individual refuses to allow inspection. If the student 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 or baggage may be searched by College personnel based on direct knowledge or reasonable belief that there is a violation of College regulations with respect to personal or College property, dangerous weapons, illegal drugs, alcohol or hazardous substances. Such searches may result in disciplinary action and/or ultimately criminal prosecution against the offender.

## ***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 to develop positive attitudes among all members of the College community. Although 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 Public Safety. Public Safety is located in the Mall area of 116 Beacon Street.

Public Safety provides the following services to the College community:

- Provides and maintains security 24 hours a day, 7 days a week
- Responds to all requests for assistance
- Responds to and investigates all complaints and submits written reports to the Director of Public Safety and Dean of Students
- Responds to all emergencies and assists with medical emergencies
- Conducts regular 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.

### **Jurisdiction**

The Fisher College Department of Public Safety will respond to any emergency on 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 off-campus residences but will direct persons to the local police department or contact a crisis interventionist for them.

### **Reporting Abuse to the Police**

The objectives of the Department of Public Safety are, first, to help you to safety, second, to obtain any needed medical care and crisis intervention, and third, to help you prevent future abuse via the legal process. The Fisher College Department of Public Safety does not provide attorney services. An abuse victim has certain legal rights regarding recovery of damages or expenses. We cannot assist in this area, nor can we recommend the names of any specific attorneys to contact. If you wish to have the assailant prosecuted, Boston Police and the District Attorney's office will handle the legal proceedings without expense to you. You do not need to hire an attorney.

Any instances of abuse can be reported to the Dean of Students at 617-670-4421 or the Director of Public Safety at 617-236-5451. For immediate response, please contact the Public Safety desk at 617-236-8880 or the Resident Director-on-call, if you are a resident student.

The Office of the Dean of Students assists students who have problems that affect any aspect of their college life. Students who wish to discuss a problem or seek information on the services available should contact this office at 617-670-4421.

### **Crime Statistics and Timely Warnings**

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 campus community to take advantage of the opportunity to provide multiple contact options.

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 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

### **Confidential Reporting**

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. The Title IX Coordinator is the Dean of Students, 617-670-4421.

All Fisher College stakeholders encourage the voluntary and confidential reporting of crimes, if and when they deem appropriate. These crimes are only included in the annual disclosure of crime statistics and no record is published. The Daily Crime Log is maintained in the Public Safety Office and is available for review during normal business hours.

### **Personal Security**

To avoid problems and to prevent unauthorized visitors from entering Fisher College buildings, never prop open or block building doors.

### **General Tips for Personal Safety**

- Always lock your door.
- Never leave your keys in the lock.
- **Do Not** give your keys to other students.
- Hang up immediately on obscene phone calls.
- 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.
- Always walk in well-lit areas at night.
- Be aware of your surroundings.
- Report suspicious persons or activities to Public Safety.
- Report all incidents of theft or hall damage to Public Safety, who will take appropriate action.
- Report any verbal or physical harassment to Public Safety.
- If in doubt, call The Department of Public Safety at 617-236-8880.

### **Domestic Violence**

Fisher College recognizes that domestic violence and abuse is a serious crime against individuals and society. Any person or student who violates the domestic violence law under Chapter 209A of the Massachusetts General Laws may be disciplined up to and including dismissal and/or arrest. In this section, "abuse" shall mean the occurrence of one or more of the following acts between family or household members.

- A. Attempting to cause or causing physical harm.
- B. Placing another in fear of imminent serious physical harm.
- C. Causing another to engage involuntarily in sexual relations by force, threat or duress.

*"Family or household members" shall mean persons who:*

- A. Are or were married to one another.
- B. Are or were residing together in the same household.
- C. Are or were related by blood or marriage.
- D. Have a child in common regardless of whether they have ever been married or lived together.
- E. Are or have been in a substantive dating or engagement relation (this includes same sex relationships) which shall be adjudged by district, probate or Boston municipal courts in consideration of the following factors:
  1. Length of time of the relationship
  2. Type of relationship
  3. Frequency of interaction between the parties
  4. If the relationship has been terminated by either person
  5. Length of time elapsed since the termination of the relationship.

For Fisher College, "household" shall be defined as students living in the same residence hall room. The alleged victim of domestic abuse may wish to obtain a restraining order from the court to prevent further abuse. Having a restraining order against a student by a judge may inhibit the student's ability to reside on campus or continue classes as long as the alleged victim remains a student at Fisher College.

## **IN-LINE SKATING AND HALL SPORTS**

No in-line skating 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 other members of the 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.

## **FIRE SAFETY**

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 have 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. This 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 the College community but 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 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.

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 have a problem with any of the above, please call Public Safety or notify your Resident Director immediately.

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. Open flames: No open flames, candles or incense are permitted in the residence halls.
7. 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.
8. 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.

## **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.

## **POLICY WITH REGARD TO RESTRICTED AREAS**

Residents should be aware that the College specifically prohibits entrance into restricted areas such as roofs, ledges, fire escapes, balconies, and buildings closed for vacation. Sanctions and fines will be administered when these regulations are violated.

## **NON-SOLICITATION**

### ***Selling Products***

No soliciting by 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 and Housing and posted only in approved locations.

## **POLICIES REGARDING RESPECT FOR THE RIGHTS OF OTHERS, AND INDIVIDUAL HEALTH AND SAFETY CIVILITY**

All students are expected to behave in a civil manner with each other, members of the College community, and the community at large. We expect our students to behave respectfully towards others and to refrain from using obscene language and/or gestures.

### **DRESS POLICY**

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.

### **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 POLICY**

Fisher College accepts and endorses state 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 may be interpreted as bullying or harassment as described in this policy. All Fisher College students have the freedom to pursue their studies and professional goals without the threat of bullying or harassment. 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 expected 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.

### **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.

At the discretion of the Dean of Students or his/her designee, a parent, guardian or family member may be notified. Additionally, the Dean of Students can mandate an evaluation either through the Counseling Services or a local hospital. No student is 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. Any student who demonstrates such behavior while enrolled at Fisher College may be subject to dismissal from the Residence Halls, classes and/or both. Any such dismissal shall not be stayed pending appeal by a student.

### **COMPUTER POLICY**

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, MySpace, 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. 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.

**CELL PHONES AND OTHER ELECTRONIC EQUIPMENT**

In the interests of maintaining academic integrity, civility, and respect for others, students are not to use cell phones, pagers 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.

**ANTI-HARASSMENT POLICY**

It is our College's policy to prohibit harassment of one student by another student, College employee, and/or a contractual worker 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.

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 Director of Human Resources.

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. Specifically, the College's anti-harassment policy prohibits otherwise non-consensual and unwelcome touching, sexual advances or propositions, verbal abuse of a sexual or non-sexual nature, graphic comments about someone's dress or body, color, religion, sex, origin, age, disability or sexual preference, sexually or otherwise degrading words describing people, the display or distribution of sexually explicit or otherwise offensive material including posters, letters, poems, graffiti, cartoons or drawings, physical harassment, or racial, ethnic or religious slurs. In addition, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly 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.

Any infractions of this policy should be brought to the attention of the Dean of Students and/or the Director of Human Resources, 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.

No student, employee, supervisor or manager who either files a complaint or cooperates in an investigation under this policy will be retaliated or discriminated against in any way.

If you have any questions about this policy, please speak with the Dean of Students at (617) 670-4421.

## **FORMAL COMPLAINT PROCEDURE:**

### ***Where to file a Complaint?***

The Student Conduct Coordinator will handle all incidents that involve students. The Student Conduct Coordinator and the Director of Human Resources will handle incidents that involve a student and an employee jointly.

The Director of Human Resources will handle all incidents that involve an Administrator, Faculty Member or Staff Member exclusively. Matters involving a Faculty member will be handled jointly by the Director of Human Resources and the Chief Academic Officer.

### ***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 within 90 days of the occurrence of 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.

## **NON-DISCRIMINATION POLICY**

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 Director of Human Resources, Fisher College, 118 Beacon Street, Boston, MA 02116.

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 Student Conduct Coordinator.

## **DIVERSITY POLICY**

Fisher College dedicated to creating a multicultural, multiracial, gender-balanced community receptive to cultural diversity. As part of Fisher's effort to reach this goal, the College strives to create and actively promote a welcoming and supportive environment in order to actively recruit and retain a widely diverse student body. Faculty and employees are encouraged to actively promote such diversity and such welcoming environments for all. Likewise, the College strives to recruit, hire, retain and support a diverse faculty and staff.

## **HATE CRIMES ACT**

Hate crimes are serious offenses and Fisher College takes these matters seriously. Please help us help you. 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
- 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. Always 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.

### **Missing Person Procedures**

Missing Student Notification Policy and Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008)

Effective August 14, 2008, any institution participating in a Title IV federal student financial aid program that maintains on-campus housing facilities must establish a missing student notification policy and related procedures.

The policy must:

- Inform each student that he or she has the option to identify an individual to be contacted by the institution no later than 24 hours after the time that the student in question is determined missing in accordance with official notification procedures established by the institution
- Provide each student with a means to register confidential contact information in the event that the student is determined to be missing for a period of more than 24 hours
- Advise each student who is under 18 years of age, and not an emancipated individual, that the institution is required to notify a custodial parent or guardian no later than 24 hours after the time that the student is determined to be missing in accordance with such procedures
- Inform each residing student that the institution will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined missing in accordance with such procedures
- Require, if the campus security or law enforcement personnel has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, the institution to initiate the emergency contact procedures in accordance with the student's designation.

The procedures must:

- Include procedures for official notification of appropriate individuals at the institution that such student has been missing for more than 24 hours
- Require any official missing person report relating to such student be referred immediately to the institution's police or campus security department
- If, on investigation of the official report, such department determines that the missing student has been missing for more than 24 hours, requires:
  - (I) Such department to contact the individual identified by such student
  - (II) The institution to immediately contact the custodial parent or legal guardian of such student if such student is under 18 years of age and not an emancipated individual
  - (III) The institution inform the appropriate law enforcement agency if subclauses (I) or (II) do not apply to a student determined to be a missing person

## **ALCOHOL AND DRUG POLICIES**

Fisher College prohibits the unlawful possession, use or distribution of illicit drugs and or alcohol by its students. The College complies with all local, state and federal regulations pertaining to alcohol and 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. 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 illicit drugs and 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. Additionally, the College prohibits the use or distribution of illicit drugs off College premises. Any violation of this law brought to the attention of College authorities by external law enforcement agencies will be heard by the Student Conduct Coordinator and/or designee.
- C. Students are prohibited from participation in any College activity, on or off College premises, while under the influence of alcohol or illicit drugs.

### ***Sanctions for Non-Compliance***

- A. 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.
- B. A student who violates any provision of this policy is 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.
- C. 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.

## **ALCOHOL**

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.

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.

### ***Use of Alcohol on Campus***

(1) 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.

(2) 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.

(3) 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.

(4) 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.

## **DRUGS**

### ***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:

(1) The possession of drugs is illegal without valid authorization.

(2) Possession of a large quantity of drugs may be viewed as possession with intent to distribute.

(3) Penalties for possessing, manufacturing and distributing are greater for second and subsequent convictions.

(4) Many drug laws dictate mandatory prison terms.

(5) 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.

(6) Persons convicted of drug possession are ineligible for federal student grants and loans for up to one year after the first conviction.

(7) 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.

(8) 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 College standard of student 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 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
Center for Addictive Behaviors, Inc.....	1-800-334-5512
Massachusetts General Hospital .....	617-724-5600

## **SMOKING/TOBACCO**

Fisher College has established a no smoking policy throughout the college. No smoking is allowed in the common areas, which include: corridors, classrooms, auditoriums or residence halls. There is a smoking area located behind building 116 Beacon Street. This policy results from the College's compliance with the Massachusetts Clear Air Act. If a student is smoking on the Beacon Street side and a student or employee complains about smoke entering via a window etc. the student will be required to move to the designated smoking area. Smoking is not allowed on the stairways to any buildings. Chewing tobacco is also not to be consumed in any College building. 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.

## **POLICIES REGARDING DIALOGUE BETWEEN FACULTY, STAFF AND STUDENTS, AND STUDENT DEMONSTRATIONS**

The College encourages an atmosphere of open, civil, dialogue between students and other members of the College community. Along with everyday dialogues between students and faculty and staff (in office visits, class room, or meetings), College administrators look forward to participating in student group meetings, especially when invited. Members of the senior administration also offer town hall style meetings with the student body during the academic year. Regular residential hall meetings allow for dialogue between the residential student body and the residential life staff or other administrators who have been invited to participate in such meetings. The Student Government Association regularly meets with administrators and is also invited to the President's Administrative Council, at least once a year. The College recognizes that a spirit of inquiry is an essential part of the academic endeavor. Please note that 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).

In encouraging a spirit of inquiry, the College allows students to organize protests, rallies, and demonstrations, with the following stipulations:

- All interactions should be civil. Demonstrating students are not allowed to impede the daily operations of the College and its members (staff, faculty, and students) by making noise, blocking College entrances or exits, or by coercing, intimidating, threatening, or using violence against other College community members.
- The Dean of Students or his/her designee must be notified 72 hours in advance (during a work week) of any planned demonstrations, and may instruct the organizers regarding guidelines for acceptable demonstrations.
- An activity that is not disruptive or obstructive is permitted in public areas of campus buildings only during the hours when the buildings are normally open and in outdoor areas of the campus. Placement on College property of signs or displays requires permission from the Dean of Students or his/her designee.
- The number of persons who may be safely accommodated in any area where demonstrations occur is determined by the Fire Department and the Police. Occupancy information is available from the Office of the Dean of Students.
- Students are expected to, and required to vacate College premises or any of its areas when directed by an authorized College official to do so.

## **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, if the student lives off-campus.
- 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.

**Please ensure that you read the entire Student Code of Conduct, including the Residential Life section (even if you are a commuter student). Several policies are elaborated in that 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. 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 this potential. Every residence hall has a Resident Director (RD), who is 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), who are 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, College Physician, 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.

#### ***RESIDENT ASSISTANTS AND RESIDENT DIRECTORS***

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 8:00am-4:00pm Monday-Friday and is staffed with the Assistant Director of Housing and Residential Life as well as student staff. In the evening RAs and RDs are on duty from 4:00pm to 8:00am 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 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.

### ***ROOM INSPECTION***

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 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***

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.

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 6:00 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. 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.

## **RESIDENT RESPONSIBILITY AND RESIDENCE HALL POLICIES**

### **CONDITION OF ROOM AND 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 nondefacing 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.

### **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 in to 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.

## **ROOM CONDITION REPORT**

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.

## **ROOM CLEANLINESS**

Residents are expected to maintain a reasonable level of cleanliness within their rooms. Excessive clutter, trash and uncleanliness within a room is grounds for a room reassignment, suspension or dismissal. Random room inspections will be conducted to assess the condition of rooms.

## **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. Where applicable, additional charges for cleaning the room or removing abandoned items may be assessed to the occupant's student account.

## **RESPONSIBILITY FOR PERSONAL PROPERTY**

The College does not assume any legal obligation to pay for the loss or damage 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.

## **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 AREAS (LOUNGES)**

Common areas such as hallways, lounges, food preparation areas, halls, non private 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 pro-rated basis to the residents of that hall.

Each hall is generally equipped with a refrigerator, microwave and vending machines. Furnishings vary by building.

## **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.

### **KEYS**

You are responsible for your room key and building fob and must return them prior to your departure. You are responsible for the proper use and possession of your own room key. Room keys 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 \$75.00 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.

### **ALCOHOL AND 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, bongos, 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.

### **NOISE AND QUIET HOURS**

The primary aim of Housing and Residential Life is to maintain 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. Residents are prohibited from placing stereo speakers in their windows with the sound directed outside or operating any other device 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.

### **DISTURBANCES**

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, AND 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.

### **RESIDENCE HALL COMMON AREA SPACE**

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.

### **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.

#### ***Guest Rules: Students and Guests***

*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:

1. Date
2. Full Name of Guest
3. Full Address of Guest
4. Correct Time In/Out (specify a.m. or p.m.)
5. 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 7-day period (The week runs Monday – Sunday), A resident may only have 2 overnight guests at a time. A guest is allowed a maximum of 3 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 Dean of Students.

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.

#### **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 residents expense.

#### **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.

#### **BUILDING ACCESS**

A valid Fisher College ID must be presented to 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 10pm – 6am. To gain entry into the College the students must use their room key or buzzer system. Any student found to be presenting false ID to gain access will have the ID confiscated and will face disciplinary action and permanent loss of guest privileges.

## **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.

## **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 pro-rated basis to the residents of that hall or floor at a rate of \$10.00 per bag.

## **CONSTRUCTION**

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

## **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, 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.

## **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.

## **ROOM AND HALL RESPONSIBILITIES**

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.

## **ROOM FURNISHINGS**

Each student is provided with a single bed, a desk, a chair, a dresser, and closet space or a wardrobe. You will need to supply your own pillow, sheets, towels, trash can, blankets, 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. You are responsible for the furniture that is provided to you, and furniture may not be removed from any room or common area, unless approved by housing staff.

Outside furniture is not allowed. This includes all outside furniture. No wood furniture is allowed, no padded chairs, ottomans, futons etc.

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.

## **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 waterbeds, mattresses, futons, bean bag chairs, ottomans, tables, nightstands, mattresses, cushioned chairs, trunks, bookcases, etc. The College must comply with a Boston Fire Department approved fire rating on all furniture.

## **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.

## **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 gold fish in a fish bowl no larger than 5 gallons. 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.

## **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 work week. 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.

## **BUSINESS**

Students shall not pursue any business on the premises.

## **SOLICITING SALES**

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.

## **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.

## **RESIDENCE HALL SAFETY POLICIES**

### **DEFENESTRATION**

Nothing should ever be thrown out of a window, including keys. Violation of the policy against defenestration will lead to disciplinary action.

### **FIREARMS, EXPLOSIVES, FIREWORKS, AND INFLAMMABLES**

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. Students are advised that Massachusetts General Statutes, Chapter 269, Section 10, "Dangerous Weapons" also prohibits knives, swords, nun chucks, and the like. Knives of any type, guns (firearms), real, counterfeit, or toy, ammunition, or any weapons or objects that could be used as weapons are also 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.

## **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.

## **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, heating coils, sun lamps, pin-up lamps, microwaves, hot pots, water boilers, rice cookers, toasters, coffee makers, popcorn poppers, toaster ovens, George Foreman Grills or other electrical cooking equipment, air conditioners, candles and other open flame devices, halogen lamps, incense, heating blankets and pads, extension cords (without surge protector) curtains, outside furniture including futons, ottomans, upholstered chairs, lofts, decorative strand lights, alcohol, illegal drugs, fireworks, guns, weapons, explosives, ammunition, and darts. All irons must have an auto shut off feature.

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. 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 may also be viewed as evidence of the presence of alcohol.

Prohibited items that were confiscated will need to be taken home or mailed home (1) one week after it is confiscated. Any confiscated item not taken home within one week will be considered abandoned property and will be discarded at the owner's expense. Prohibited items that are also illegal will not be returned.

## **REFRIGERATOR GUIDELINES**

Refrigerators bearing the U.L. - approved seal and up to, but not exceeding, 24 x 24 are permitted in student rooms. Only one refrigerator per room is allowed in a double or single room. Quad and triple rooms are allowed a maximum of two refrigerators.

Prohibited items that were confiscated will need to be taken home or mailed home (1) one week after it is confiscated. Any confiscated item not taken home within one week will be considered abandoned property and will be discarded at the owner's expense. Prohibited items that are also illegal will not be returned.

## **FIRE SAFETY**

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.

## **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 and reports of smoke entering windows is reported students must move to the designated smoking area behind building 116.

## **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 avoid problems and 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 other students.
- Hang up immediately on obscene phone calls.
- 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.

## **PERSONAL PROPERTY**

Resident students are responsible for their personal belongings. The College does not assume responsibility for the loss of, or damage to, personal articles by theft, fire, water or any other cause. We recommend that each student acquire some form of insurance coverage for his/her protection. 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.

## **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. Any student found on a roof ledge, balcony, or fire escape will be fined and face disciplinary action and a fine of no less than \$500. Also, nothing should be hung from ledges and fire escapes, including sheets, clothing, etc.

## **MISCELLANEOUS**

Students shall not shake, clean, or hang any clothing, sheets, rugs, mops, dust cloths, etc., from windows, roofs or fire escapes.

## **VIOLATORS SUBJECT TO DISCIPLINE**

**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.**

## **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."

### **LOCKOUTS**

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 8am-4pm and if a staff member is available then they will be let into their room after providing proof of identification. Public Safety is also available 24/7 to assist with lockouts if housing staff is unavailable or it is after 4pm 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 are busy.

### **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.

### **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.*

### **BANK ACCOUNTS**

For personal finances, students are encouraged to open either a checking or a savings account at any of several local banks. Several banks are within walking distance of the College.

## **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 8am-4pm)

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

## **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 Assistant Director of Housing, Student Conduct Coordinator, or designee. The Assistant Director of Housing will be responsible for adjudicating all cases referred to her/him and applying the appropriate sanctions. The Assistant 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. 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.

## **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.

## **POSSIBLE SANCTIONS**

The following sanctions may be imposed upon any student found to have violated the Student Code. This list below is not intended to be exclusive and individual circumstances may indicate that the imposition of other sanctions would constitute a more appropriate response.

1. **Warning.** A notice in writing to the student that the student is violating or has violated institutional regulations.
2. **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.
3. **Loss of Privileges.** Denial of specified privileges for a designated period of time.
4. **Fines.** Previously established and published fines may be imposed.

5. **Restitution.** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary replacement.
6. **Discretionary Sanctions.** Work assignments, essays, service to the college, or other related discretionary assignments.
7. **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.
8. **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.
9. **Involuntary Reassignment.** A student may be involuntarily moved to another residence hall if warranted by his or her behavior.

## 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:

1. **Warning.** A notice in writing to the student that he student is violating or has violated institutional regulations.
2. **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.
3. **Loss of Privileges.** Denial of specified privileges for a designated period of time.
4. **Fines.** Previously established and published fines may be imposed.
5. **Restitution.** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary replacement.
6. **Discretionary Sanctions.** Work assignments, essays, service to the college, or other related discretionary assignments.

7. **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 students' academic standing at the College. This may lead to a notation of the student's record indicating an administrative withdrawal.
8. **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.
9. **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.
10. **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:

1. **Warning.** A notice in writing to the student that he student is violating or has violated institutional regulations.
2. **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.
3. **Loss of Privileges.** Denial of specified privileges for a designated period of time.
4. **Fines.** Previously established and published fines may be imposed.
5. **Restitution.** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary replacement.
6. **Discretionary Sanctions.** Work assignments, essays, service to the college, or other related discretionary assignments.
7. **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.
8. **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.
9. **Involuntary Reassignment.** A student may be involuntarily moved to another residence hall if warranted by his or her behavior.

Any of these above 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 de-scribed in the "Structure of the Student Conduct Process."

1. 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.
2. The illegal sale or distribution (this includes the sharing of drugs, cultivating drugs, and any other form of distribution even to one person) of
  - a. Alcohol (including the manufacturing of fake ID cards)
  - b. Other drugs (marijuana, mushrooms, prescription drugs and so on)
3. Physical abuse of others, including, but not limited to, fights and injury caused by endangering behavior.
4. Possession or use of firearms, fireworks, ammunition or other explosive devices on or about College property.
5. Rape, which is defined as the oral, anal or vaginal penetration by an inanimate object, penis or other bodily part without consent. "Consent" means a voluntary agreement to engage in sexual activity proposed by another. Understanding that every case that comes through the judicial system presents a unique set of circumstances, the following are guidelines. "Consent" requires mutually understandable and communicated words and/or actions demonstrating agreement to participate in proposed sexual activities. "Without Consent" may be communicated by words and/or actions demonstrating unwillingness to engage in proposed sexual activities. For example, the act of penetration will be considered without consent if the victim was unable to give consent because of age or a condition of which the offending student was or should have been aware, such as drug and/or alcohol intoxication, coercion, and/or verbal or physical threats, including being threatened with future harm.
6. Breaching fire safety or security through
  - a. misusing or damaging fire safety equipment (including alarm systems, heat sensor, sprinkler systems, smoke detectors, or fire extinguishers);
  - b. 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 polices 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.

1. 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.
2. 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).
3. Hazing, and/or any action or situation which recklessly or intentionally endangers the mental or physical health of a student.
4. Illegal possession or consumption of drug or drug paraphernalia (including but not limited to bong, pipes, tubes etc.)
5. Sexual assault, which is the unwanted touching of the intimate body parts of another (for example, breasts, buttocks, groin, or the clothing covering them). These acts will be considered unwanted and without consent if the victim was unable to give consent due to a condition of which the offending student was or should have been aware (for example, the victim is intoxicated due to the use of alcohol or other drugs, coerced, or threatened verbally, including being threatened with future harm). For a further definition of the meaning and interpretation of consent, please refer to the section "Level I violation."
6. Possession and consumption of alcohol in locations or under conditions prohibited by College policies or by law.
7. Excessive consumption of alcohol and/or public drunkenness.
8. 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.
9. Vandalism to, or destruction of, school or another's personal property.
10. Verbal, written, graphic, or electronic abuse, harassment, coercion or intimidation of an individual or group of people, either directly or indirectly.
11. Failure to vacate college property during a fire alarm.
12. 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.

1. Failure to follow the reasonable directions of College officials that are necessary for the proper functioning of the College.
2. Inappropriate, disorderly and disruptive conduct.
3. 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.
4. Noise disturbances in a residence hall, on campus or in the neighborhood.
5. On-campus gambling.
6. Unauthorized use of others' property.
7. 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.

**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 Coordinators 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

- 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 Office within one school day after they receive notification in writing of the Student Conduct Coordinators decision. The decision of the Dean of Students shall be final. The Dean of Students may lessen, uphold, or increase the sanction being appealed.

**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.**