



2012 – 2013
STUDENT HANDBOOK



SPECIAL NOTICE

The content of this document is provided for the information of the student and their families. It is accurate at the time of printing but is subject to change from time-to-time, as deemed appropriate by the College in order to fulfill its role and mission or to accommodate circumstances beyond its control. Any such changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made. An updated handbook will be made available to the College community via the College's website. Each student will be held accountable for having read and understood the information contained in this *Student Handbook*, for becoming acquainted with all policies, rules, and regulations promulgated by the College, and for being aware of the mission and philosophy of the College.

Endicott College is an affirmative action/equal opportunity employer and is committed to the principles of equal employment and complies with all federal, state, and local laws and regulations advancing equal employment. The College's objective is to employ individuals qualified and/or trainable for open positions by virtue of job-related education, training, experience, and qualifications without regard to sex, race, religion, color, age, physical disability, sexual orientation, national or ethnic origin or citizenship, veteran status, genetic information, pregnancy, or any other status protected by law.

Endicott College is accredited by the New England Association of Schools and Colleges. Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the New England Association is not partial, but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding the status by the New England Association should be directed to the administrative staff of the institution. Individuals may also contact NEASC directly.

New England Association of Schools and Colleges Commission on Higher Education
209 Burlington Road
Bedford, MA 01730-1433
(781) 271-0022
Email: cihe@neasc.org

MISSION AND VALUES

MISSION STATEMENT

The mission of Endicott College is to instill in students an understanding of and an appreciation for professional and liberal studies. Deeply woven within this philosophy is the concept of applied learning which has been the hallmark of Endicott. Linking classroom and off-campus work experience through required internships remains the most distinguishing feature of the College.

Endicott has a vision for the total development of the individual within a community which fosters an appreciation of diversity, international awareness, community service, and moral and ethical values. Endicott is an innovative and vibrant, student centered institution which supports undergraduate and graduate students in their pursuit of knowledge.

Common threads run through the fabric of the Endicott experience: increased self-confidence, stronger professional skills and technological competencies, and perhaps the most valued of all, lives open to change.

THE STRENGTH OF OUR COMMUNITY: OUR COMMON VALUES AND BELIEFS

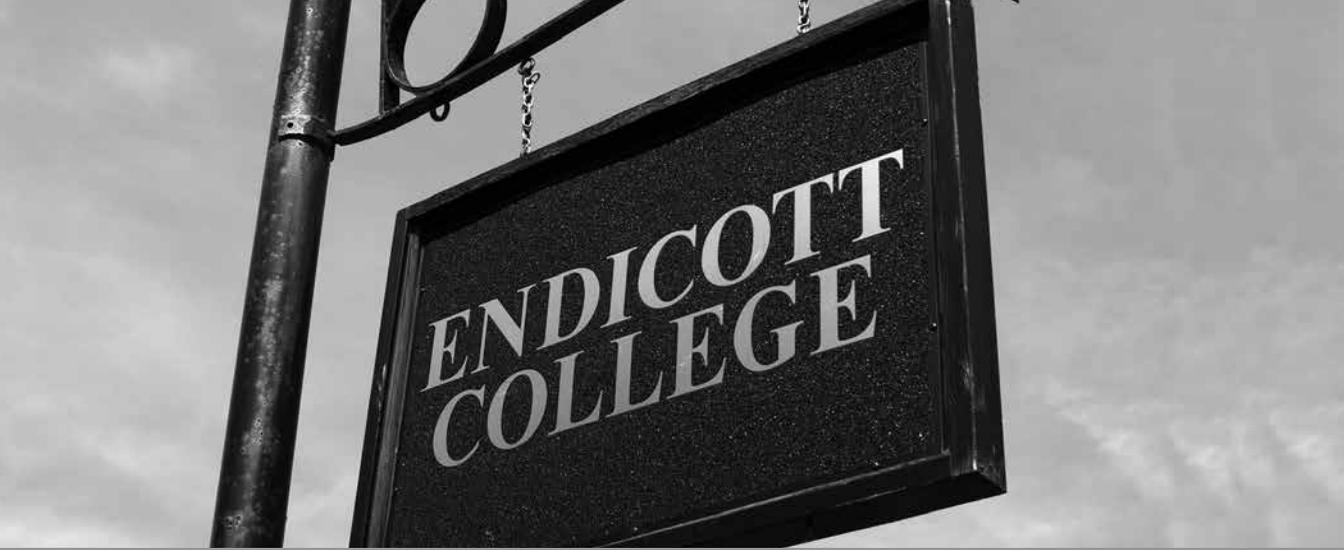
At Endicott, we come together as a community of learners, seeking to grow in wisdom and knowledge. Though our personal and professional goals may vary, the College's founding principles of respect, trust, integrity, and commitment continue to guide us. College is a time for exploration and self examination, for intellectual freedom and new ideas. It is a place where diversity and individuality should be celebrated and fostered; it is also a place where the rights and responsibilities of the individual should be examined in the context of the social contract.

We believe that a community's strength depends on a common core of beliefs and values. At Endicott, we believe that we are strongest when students, families, faculty, and staff work together in mutual respect. Our interaction becomes the fabric of the Endicott experience, and it determines our success.

We Believe That:

1. Commitment and hard work lead to success.
2. Individual rights and group rights begin and end with responsibility and accountability.
3. Mutual respect among students, families, faculty, staff, and the greater community should be inherent in all our interactions.
4. Each person should strive to achieve his or her fullest potential, and our community should foster that growth.
5. Each person should reflect on and take responsibility for his or her words and actions, in the context of both personal growth and the welfare of others.
6. As a community of learners, each of us succeeds when we contribute to an environment that is rich in opportunity and understanding.
7. Our goal is to graduate individuals with skills, attitudes, and character traits that will make them productive and successful in their own lives and in their communities.

These values and beliefs are central to our mission as an institution of higher learning. Working together, we can create a community of learners who are committed to achieving their individual and collective best.



EMERGENCY, SAFETY, AND COMMUNITY RESOURCES

College Resource	Phone Number
Campus Safety.....	(978) 232-2222
Director of Residence Life	(978) 232-2217
Counseling Services	(978) 232-2113
Dining Services	(978) 232-2110
Health Services.....	(978) 232-2104
<i>(Open M - F: 9:00 – 5:00; Call Campus Safety if after business hours)</i>	
Advising Services.....	(978) 998-7735
Physical Plant.....	(978) 232-2351
Vice President of Student Affairs	(978) 232-2194
Vice President of the Undergraduate College	(978) 232-2055
Vice President of Finance.....	(978) 232-2030
Dean of Academic Resources.....	(978) 232-2292
College Ombudsperson	(978) 232-2102
President	(978) 232-2000
Community Resources	Phone Number
Beverly Police Department.....	(978) 922-1212
Beverly Fire Department.....	(978) 922-2424
Beverly Hospital (General Number).....	(978) 922-3000
Beverly Self Storage.....	(978) 922-4806
Danvers Family Doctors (Emergency Outpatient)	(978) 762-6262
Northshore Rape Crisis Center 24-hour Hotline	(800) 922-8772
Northshore Taxi Service (accepts Gull Cards).....	(978) 921-6222
MBTA (T and Train Information).....	(800) 392-6100
Logan Airport	(800) 23-LOGAN
Registry of Motor Vehicles	(617) 351-4500
Beverly Cleaners (Dry Cleaning)	(978) 927-0222
Flair of Beverly (Dry Cleaning).....	(978) 922-0786
Magic Touch (Dry Cleaning).....	(978) 927-9011
A C Moores (Art Supplies – Liberty Tree Mall)	(978) 750-0420
Art Supplies Wholesale	(978) 922-2420
CVS	(978) 921-0632
Walgreens.....	(978) 921-0506
Target Pharmacy	(978) 762-4439

ACADEMIC CALENDAR 2012 - 2013

SEPTEMBER

S	M	T	W	Th	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

OCTOBER

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28	29	30	31			

NOVEMBER

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DECEMBER

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JANUARY

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FEBRUARY

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MARCH

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APRIL

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28	29	30				

MAY

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26	27	28	29	30	31	

■ Classes resume ■ Last day of classes ■ Finals ■ Break

IMPORTANT DATES TO REMEMBER

FALL 2012

Classes Begin	September 4
Last day to add/drop	September 12
Last day to withdraw class with a grade of W	October 19
Online registration (check specific date/time with advisor)	Oct. 24 – Nov. 28
Last day of classes before Thanksgiving Recess	November 16
Classes Resume	November 26
Last Day of Classes	December 14
Final Exams	December 17–21
College Closed	Dec. 25 – Jan. 1

SPRING 2013

Classes Begin	January 28
Last day to add/drop	February 5
Internship Conference Day	February 26
Last day to withdraw with a grade of W	March 15
Spring vacation begins after last class	March 15
Classes Resume	March 25
Online registration	March 25 – April 12
Online Housing Selection	Mid April
Last Day of Classes	May 13
Final Exams	May 15 – May 20
Commencement	May 24

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MESSAGE FROM THE PRESIDENT

WELCOME TO ENDICOTT!

It is my hope that this *Student Handbook* will provide you with all the information necessary to enhance your educational experience at Endicott College and to help you be a positive member of our community. Endicott provides a wide variety of services, programs, and activities that are designed to help you make the most of your educational opportunities within the classroom and encourages you to respond to opportunities outside of the classroom.

Services provided include: academic advising; personal counseling and spiritual programs; career planning and placement; study skills and tutoring; on-campus living opportunities; financial aid; health care; varsity, club, intramural, and recreational sports; student activities; and the Student Senate.

By taking the initiative and becoming involved in campus life, you will not only enhance your personal growth and development, but you will also contribute to the quality of the Endicott College community.

As a student, you are expected to know and apply the policies in this *Handbook*. It is your responsibility, as you will be held accountable for adhering to the information.

Best wishes for a successful and fulfilling academic year of community involvement and personal growth.

Sincerely,

Richard E. Wylie, President



CAMPUS RESOURCES

ADMINISTRATIVE LEADERSHIP

**Most administrative offices are open Monday through Friday, 9:00 a.m. to 5:00 p.m.
Some offices have staggered hours. Please check specific offices for variations.**

PRESIDENT'S OFFICE

College Hall
(978) 232-2000

Dr. Richard E. Wylie, President: rwylie@endicott.edu

Joanne Waldner, Assistant to the President: jwaldner@endicott.edu

The Office of the President is located on the second floor of College Hall. The President is responsible for the governance of the College and works closely with the Board of Trustees and the Vice Presidents to set policies. The President is responsible for the overall management of the institution.

EXECUTIVE VICE PRESIDENT AND VICE PRESIDENT OF FINANCE

College Hall
(978) 232-2030

Lynne O'Toole: lynne@endicott.edu

The Executive Vice President and Vice President of Finance is responsible for all financial operations of the College including student billing; information technology, including Gull Card operations, Bookstore operations, and Mail Room and Copy Center operations; Purchasing; Accounts Payable; Payroll services; and Human Resources. The office is located on the second floor of College Hall.

VICE PRESIDENT FOR SPECIAL PROJECTS AND COLLEGE OMBUDSPERSON

Wax Academic Center
(978) 232-2102

Denise Bilodeau: bilodeau@endicott.edu

The Vice President for Special Projects and Ombudsperson is responsible for enrollment and retention programs as well as the leave of absence and withdrawal process. The Vice President for Special Projects and Ombudsperson also serves in an Ombudsperson role for students and families. If issues remain unresolved after the established procedures and offices have been utilized, then students and families are encouraged to utilize this office for resolution.

VICE PRESIDENT AND DEAN OF THE UNDERGRADUATE COLLEGE

Wax Academic Center
(978) 232-2055

Dr. Laura Rossi-Le: lrossile@endicott.edu

The Vice President and Dean of the Undergraduate College is responsible for the administration of all undergraduate academic programs of the College. The areas of responsibility include the Schools of Arts and Sciences, Business, Communication, Education, Hospitality Management, Nursing, Sport Science and Fitness Studies, and Visual and Performing Arts, along with the Internship Program, and the Division of Academic Resources.

VICE PRESIDENT OF ADMISSION AND FINANCIAL AID

College Hall

(978) 232-2005

Thomas J. Redman: tredman@endicott.edu

Together with the Admission staff, the Vice President of Admission and Financial Aid is responsible for the recruitment and selection for admission to the College of all undergraduate students. Additional responsibilities include the supervision of operations related to admission, financial aid, athletics, and the Post Sport Science and Fitness Center.

VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT

College Hall

(978) 232-2376

David W. Vigneron: dvignero@endicott.edu

The Office of Institutional Advancement is responsible for overseeing all activities and engagement of the College's 19,000 alumni. The Vice President of Institutional Advancement also oversees all efforts relating to philanthropic support of the College from alumni, parents, students, friends, corporations, foundations, and governmental grants.

VICE PRESIDENT OF STUDENT AFFAIRS

Callahan Center

(978) 232-2194

Dr. Beverly Dolinsky: bdolinsk@endicott.edu

The following campus departments fall under the Student Affairs umbrella to offer a variety of services and programs relating to students' co-curricular experience: Campus Safety, Community Service, Counseling Center, Chaplain, Food Services, Health Center, Residence Life, Student Activities, Student Conduct, and Student Government.

VICE PRESIDENT AND DEAN OF GRADUATE AND PROFESSIONAL STUDIES

Van Loan School of Graduate and Professional Studies

(978) 232-2199 or 2044

Dr. Mary Huegel: mhuegel@endicott.edu

The Graduate School offers Master's degree programs on both a full-time and part-time basis, as well as Associate and Bachelor degree completion programs for adults.



CAMPUS SERVICES AND RESOURCES

ACADEMIC TECHNOLOGY

Diane M. Halle Library and Wax Academic Center
(978) 232-2282

Kent Barclay, Associate Dean of Academic Technology: kbarclay@endicott.edu

The Department of Academic Technology at Endicott College is comprised of several areas: campus computer labs; the laptop program support; mediated and “Smart” classrooms; Media Services; GullNet, the campus web portal and Learning Management System; and The Scangas Center for Media and Learning. All are designed to promote and support more effective teaching and learning through the use of technology.

ATHLETICS

Post Sport Science and Fitness Center
(978) 232-2305

Brian Wylie, Director of Athletics and Recreation: bwylie@endicott.edu

The Department of Athletics and Recreation supports the mission of the College by providing an experiential opportunity for individual development *outside of the classroom*. Backed by committed administrators, coaches, and faculty, all students are challenged and encouraged to reach their physical, intellectual, and social potential through participation in a broad-based program of intercollegiate, club sport, intramural, and recreational offerings.

BANKING

Students are encouraged to open a personal checking account at a local bank. There is an on-campus, full service Automated Teller Machine (ATM) from Bank of America serving the Cirrus and NYCE networks. The ATM is located on the side of the Campus Safety building.

BOOKSTORE

Callahan Center
978-232-2105

Lori McMahon, Manager: bkstore@endicott.edu

The Bookstore sells textbooks, residence hall supplies, health and beauty products, convenience food items, imprinted clothing and giftware, greeting cards, and stamps. Hours of operation are posted.

BURSAR OFFICE

College Hall
(978) 232-2036

Sarah Kidd, Bursar: skidd@endicott.edu

The Bursar’s Office handles all tuition billing, payments, loan signatures, and Gull Card deposits. For questions relating to these areas, please stop by the Bursar’s Office.

CAMPUS SAFETY

Campus Safety Building at the Main Gate
(978) 232-2222

Ken Walsh, Director: kewalsh@endicott.edu

The Campus Safety department is a 24-hour per day operation charged with the protection of people and property of Endicott College. In addition to patrolling the campus regularly, the Campus Safety officers provide safety escorts for students, assist visitors, respond to emergencies and suspicious activities, and investigate concerns that students or staff may have.

CAREER CENTER

Diane M. Halle Library
(978) 232-2101

Dale McLennan, Director: dmclenna@endicott.edu

The purpose of the Career Center is to provide services, resources, and educational opportunities that will support students and alumni in their career exploration, planning, and job search efforts.

CENTER FOR TEACHING AND LEARNING

Diane M. Halle Library

(978) 232-2290

Dr. Kathleen Barnes, *Dean of the Division of Academic Resources:* kbarnes@endicott.edu

Services available include the Writing Center, College Learning Program, Student Support Program, Honors Program, Advising Services Center, and EC 101 (Endicott Transitions). Students receive individualized assistance, made available by appointment and drop-in. Questions regarding any aspect of the advising process are addressed on an individualized or group basis.

CHAPEL

Office is located in the Chapel

(978) 232-2163

Lindsay James, *Chaplain:* ljames@endicott.edu

Endicott College recognizes the importance of spiritual development and moral awareness in the lives of members of our community. Worship services and programs that encourage interreligious dialogue and academic engagement are designed with this goal in mind, both acknowledging and celebrating the rich religious and cultural diversity that exists on our campus.

The Chapel is open daily from 7:00 a.m. to 10:00 p.m. Transportation can be arranged through the College Chaplain for students who wish to worship at nearby churches, synagogues, temples, and mosques.

COMMUNICATIONS SERVICES: VOICE, VIDEO, AND DATA

Students have access to a comprehensive package of communications services. Resident students have local area and campus telephone service, voice mail, cable television, and access to Endicott wired and wireless networks. Access to long distance phone service requires a calling card. Commuter students have access to the Endicott College data network throughout all of the academic and common buildings on campus via our robust wireless network. In addition, commuters may have a voice mailbox.

COMMUNITY SERVICE

Callahan Center

(978) 232-2241

Lauri Rawls, *Director:* lraws@endicott.edu

The Community Service Office offers students a wide variety of opportunities for service, civic engagement, and community leadership. Interested students (or student groups) can take part in one-time service projects, such as an American Red Cross blood drive or the annual Massachusetts coastal restoration effort, or in long-term programs such as the Open Door Cape Ann Food Pantry, YMCA Kids Fun Nights, and America Reads. Students may also choose to raise funds for their favorite charities, participate in voter registration drives, work on environmental issues, or champion worthy causes.

COMMUTER STUDENT RESOURCES

Callahan Center

(978) 232-2119

George Kuntz, *Assistant Director of Student Activities:* gkuntz@endicott.edu

Endicott is committed to connecting commuters to the campus and dedicated to assisting all students to have a positive experience. The Office of Student Activities advises the Commuter Board in its development of programs and activities for students who commute to Endicott. The Office of Student Affairs is available as a resource for commuters as they connect to the Endicott community. Additionally, the College has on staff an off-campus community liaison to support the needs of the commuting student.

COPY CENTER

Callahan Center

(978) 232-2107

Bill Melanson, *Site Manager:* copycntr@endicott.edu

The Copy Center is located in the Callahan Center adjacent to the Mail Room. Hours are posted. The Copy Center accepts personal checks as well as cash for purchases. Students may use their Gull Cards as a method of payment if funds have been placed on their cards.

COUNSELING CENTER

Callahan Center

(978) 232-2113

Scott Russell, *Director:* srussell@endicott.edu

Endicott College recognizes that many students experience adjustment issues and other mental health problems which can have a significant negative impact on their academic success. In order to help students cope with the personal challenges that face them, the Counseling Center provides individual and small group counseling, implements programming on issues relevant to college-aged students, assists during crisis situations, and is

available as a resource for referral to both on-campus and community support services. Confidential counseling is provided to all currently enrolled Endicott students at no charge. In addition to counseling, the department also offers educational programs through the Alcohol and Drug Prevention Coordinator that addresses alcohol and drug use and misuse.

DINING SERVICES

Callahan Center
(978) 232-2110

Paul Belski, Director: dining@endicott.edu

Endicott College dining services is managed by Sodexo Campus Services with offices in the Callahan Center. Sodexo provides a variety of services to meet the needs of the College community. These include the Callahan Dining Hall, Joe's Café, Courtyard Café, The Lodge, and campus catering. See pages 12 and 13 for meal plan options, dining facilities, and off-campus Gull Card restaurants.

FINANCIAL AID

College Hall
(978) 232-2060

Marcia Toomey, Director: mtoomey@endicott.edu

Financial assistance is available for eligible students through Endicott College, federal, state, and private programs. Every applicant's financial status is evaluated carefully so that each financial aid award will accommodate a particular student's need. All students must reapply for financial aid each year and must maintain satisfactory academic progress to remain eligible.

ENDICOTT RESEARCH CENTER

(978) 232-2058

Peter Hart, Executive Director: lehart@endicott.edu

The Research Center provides educational leaders and policy makers with the development and inquiry capacity to support efforts in the reform of educational policy and practice. We conduct research and evaluation designed to inform educational policy and leaders at the state, national, and international levels.

DIANE M. HALLE LIBRARY

(978) 232-2279

Brian Courtemanche, Library Director: bcourtem@endicott.edu

The Diane M. Halle Library building consists of the: Library proper, PC Computer Labs, School of Business, Center for Teaching and Learning, Internship Offices, Career Center, Bourke Corcoran Cyber Café, Little Theatre, and Archives and Museum.

Hours of Operation during the academic year are:

Monday through Thursday:	7:30 a.m. to midnight		Friday:	7:30 a.m. to 8:00 p.m.
Saturday:	11:00 a.m. to 5:00 p.m.		Sunday:	noon to midnight

The Cyber Café is open 24 hours. Hours during vacation periods, holidays, and the summer vary and are posted in advance.

HEALTH CENTER

Callahan Center
(978) 232-2104

Elaine Ciampa, RN, BSN; Director: eciampa@endicott.edu

Sarah Jensen, MSN, FNP, APRN-BC; Nurse Practitioner: sjensen@endicott.edu

Jane Ndegwa, MS, APRN, BC; Nurse Practitioner: jndegwa@endicott.edu

The Health Center provides students with both direct care and appropriate referrals to local physicians and health care professionals. The Health Center is staffed by nurse practitioners, as well as registered nurses working in collaboration with physicians at a local family practice center. A student unable to go to the dining hall due to an illness should call the Health Center for assistance. On returning to school, a student who has been ill at home is asked to report immediately to the residence hall staff. Accidents occurring on campus, no matter how minor, are to be reported to the Health Center, Campus Safety, and/or the residence hall staff.

INFORMATION TECHNOLOGY

College Hall
978-232-2948

Gary Kelley, Chief Information Systems Officer: gkelley@endicott.edu

Information Technology is dedicated to serving the needs of the total learning environment at Endicott College. We work together with the Endicott community to accomplish our mission of supporting and advancing the use of existing and new technology at Endicott College.

CENTER FOR UNDERGRADUATE INTERNATIONAL PROGRAMS

Wax Academic Center

(978) 232-2272

Warren Jaferian, *Dean of the Center for Undergraduate International Programs*: wjaferia@endicott.edu

The School of International Education offers advisory services to international students on issues of cultural and academic adjustment, immigration concerns, or other personal issues. The Dean of the School of International Education advises students who are interested in pursuing internships or academic study in other countries.

INTERNSHIP PROGRAM

Diane M. Halle Library

(978) 232-2330

Cindy Richard, *Director of Internship*: crichard@endicott.edu

The Internship office offers a variety of services to students who are planning a 100, 200 or full semester internship experience. Located on the second floor of the Halle Library, students will find the staff and resources available invaluable in exploring potential internship sites, creating resumes and letters of introduction as well as preparing for interviews.

LOST AND FOUND

Items found on campus should be brought to the Office of Student Activities. Articles may be identified and claimed from the Office of Student Activities. Any found Gull Card should be turned in to the One Card Office in College Hall.

MAIL

Callahan Center

(978) 232-2107

Bill Melanson, *Director*: copycntr@endicott.edu

All full-time students are issued a campus mailbox. Mailboxes are located in the Callahan Center and in the Wax Academic Center. Mailbox combinations can be located on a student's COAST account; parcels will be distributed to the addressee at the window.

Incoming mail should be addressed to:

Student's Name, Mail Stop #
Endicott College
376 Hale Street
Beverly, MA 01915

NEWSPAPER – ENDICOTT OBSERVER

Wax Academic Center – Basement

The *Endicott Observer* serves the Endicott College community as a primary source for information, entertainment, and persuasion. A student staff that strives to offer students and staff a reputable source for news supports the *Endicott Observer*. The *Observer* office is located in basement of the Academic Center.

ON-CAMPUS EMPLOYMENT

If you have been awarded Federal Work-Study, a Job Fair is held at the beginning of each school year that showcases the various student positions available on campus. Students may find employment in a variety of areas. International students are eligible to work on campus up to 20 hours per week when classes are in session and up to 40 hours per week during other periods in non-work-study positions.

ONE-CARD OFFICE

College Hall

(978) 232-5234

Alison Burns, *One-Card Administrator*: aburns@endicott.edu

The Gull Card is more commonly known as your ID card, and it currently provides a multitude of services.

The Gull Card:

- Serves to identify you as a member of the Endicott College community
- Tracks your meal plan usage in the Dining Hall, Café à la Carte, and The Lodge
- Allows access to designated residence halls for resident students
- Is used to check books out of the Halle Library (and all other NOBLE member libraries) and grants (remote) access from off campus to (a selection of) Endicott's on-line databases

MEAL PLANS

College Policy maintains that all resident students must participate in one of the board plan options. The only exceptions to this policy will be documented cases of medical disability and must be approved in writing in advance by the ADA Coordinator and the Vice President of Finance.

CAMPUS DINING MEAL PLANS

Meal plans have been designed with student needs in mind. They offer flexibility and convenience. All resident students must be enrolled in one of the resident student meal plans. Our meal plan week runs from Friday to Thursday. Amounts listed below are per semester.

Max Meal Plan \$2050

Whether you're a big eater or simply like to sit down and socialize over a meal at Callahan Dining, this is the plan for you. Offering all-you-care-to-eat for 19 meals per week plus 10 guest meals and \$100 flex dollars of which \$25 may be used off campus. **The Max Meal Plan is open to all students.**

Deluxe Meal Plan \$2050

The Deluxe Plan provides 14 meals per week at Callahan Dining plus 10 guest meals and \$200 Flex dollars of which \$75 may be used off campus. **The Deluxe Meal Plan is open to all students.**

10 Meal Plan \$1862

The 10 Meal Plan provides the most dining options on campus with 10 meals per week at Callahan Dining plus 10 guest meals and \$300 flex dollars of which \$75 may be used off campus. **The 10 Meal Plan is open to all juniors or seniors or students living in apartments or mods with kitchens.**

5 Meal Plan \$1000

The 5 Meal Plan provides 5 meals per week at Callahan Dining plus 10 guest meals and \$100 flex dollars of which \$25 may be used off campus. **The 5 Meal Plan is open to students on full semester internship or commuting students only.**

If a qualifying meal plan is not selected by the student, the max meal plan will be billed. Meal plans may be reduced to a lesser plan, but not eliminated, if requested in writing to the Student Affairs Office within the first two weeks of each semester. Requests for meal plan changes will be approved if the Resident is eligible for the plan requested. Resident will be charged for the meal plan in effect as of the deadline stated above for the entire semester.

Meal plans may be increased to a higher plan at any point during the semester.

I, _____, agree to all of the terms and conditions of the Board Agreement, as well as, all policies and procedures as specified in the Handbook for Students.

_____	MAX MEAL PLAN	Open to all students
_____	DELUXE MEAL PLAN	Open to all students
_____	10 MEAL PLAN	Open to juniors and seniors or students in apartments or mods with kitchens
_____	5 MEAL PLAN	Open to students on full semester internship or commuting students only

Resident signature: _____ ID# _____ Date: __/__/__

**Traditional Halls: Alhambra, Bayview, Beacon, Brindle, Endicott, Hale, Hamilton (Healthy Living meal plan exception), Marblehead, Reynolds, Rogers, Stoneridge, Trexler, Wenham (Healthy Living meal plan exception) and Winthrop.*

***Apartment Style: Birchmont, Cliff, Essex, Farmhouse, Gloucester, Hawthorne, Kennedy, Ledge, Manchester, Mods, Rockport, Tower, Williston and Woodside.*

Deadline to make Meal Plan changes for Fall 2012: September 18, 2012

Deadline to make Meal Plan changes for Spring 2013: February 11, 2013

NUTRITION AND SPECIAL DIETS

Sodexo Dining Services offers a wide variety of items that will accommodate most diets and tastes. However, when unique nutritional needs arise that require special attention it is strongly encouraged that students speak with the registered dietitian on staff. Students will find the dietitian very helpful in suggesting menus that will meet specific requirements.

DINING FACILITIES

CALLAHAN DINING

The main dining hall, located in the Callahan Center, provides a full service food court with multiple menu options serving breakfast, lunch, and dinner. Each meal in the dining hall uses one meal from the resident's meal plan. Meals "to go" are also available at this location, and students will be charged one meal from their plan.

Hours of Operation

Monday through Thursday	7:15 a.m. – 7:00 p.m.
Friday	7:15 a.m. – 6:15 p.m.
Weekends and Holidays	
Brunch	10:30 a.m. – 1:00 p.m.
Dinner	5:00 p.m. – 6:15 p.m.

- Allows money to be deposited on your Endicott Gull Card account either by visiting the Bursar's Office in College Hall or the Card Value Center located in the Halle Library and in the Callahan Center. The deposited money can then be used for the Endicott Bookstore, Copy Center, Dining Hall, Joe's Café, Café a la Carte, campus soda and snack machines, Library photocopy machines, fee-based printing stations, and campus laundry machines. You may also use your card as cash off-campus at local restaurants.

DINING FACILITIES CONT...

JOE'S CAFÉ

Located in the lower level of the Callahan Center, Joe's Café features Freshens™ Smoothies, frozen treats, specialty sandwiches, espresso, cappuccino, coffee, and desserts. Joe's Café accepts flex dollars, Gull Card, or cash.

Express Lunch is available Monday through Friday offering lunch from 11:45 a.m. until 1:00 p.m. at Joe's Café. Perfect for a quick "to go" meal. Your meal plan may be used for Express Lunch in lieu of the Callahan Dining lunch.

Hours of Operation

Monday through Friday	10:00 a.m. – 5:00 p.m.
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COURTYARD CAFÉ

Located in the Wax Academic Center, the Courtyard Café serves a variety of grab-and-go sandwiches, salads, soups, muffins, bagels, and coffee. Students may use flex dollars, Gull Card, or cash but not the meal plan.

Hours of Operation

Monday through Thursday	7:00 a.m. – 4:00 p.m.
Friday	7:00 a.m. – 3:00 p.m.

THE LODGE

The Lodge is located between the Post Center and Tower Hall. The Lodge features Pizza Hut™ Express, plus a variety of late night favorites. Students may use flex dollars, Gull Card, or cash but not the meal plan.

Hours of Operation

Monday through Wednesday	4:00 p.m. – 1:00 a.m.
Thursday through Saturday	4:00 p.m. – 2:00 a.m.
Saturday	1:00 p.m. – 2:00 a.m.
Sunday	1:00 p.m. – 1:00 a.m.

HEALTHY EXPRESS

The Healthy Express Lunch is available Monday through Friday at The Lodge from 11:30 p.m. to 1:30 p.m. offering a choice of salads, gardenburgers, vegetarian sandwiches, and other healthy options. Your meal plan may be used for Healthy Express Lunch in lieu of a Callahan Dining meal.

Visit our website <http://dining.endicott.edu> for our weekly menus.

PARTICIPATING OFF-CAMPUS GULL CARD LOCATIONS

RESTAURANT	BEVERLY LOCATION	PHONE
Atomic Café	265 Cabot St	(978) 922-0042
Cabot Pizza - Beverly	133 Cabot Street	(978) 921-0300
Cherry Farm Creamery	210 Conant St, Danvers	(978) 774-0519
China Buffet	214 Cabot Street	(978) 922-8588
City Side Dinner	275 Cabot Street	(978) 922-9080
CVS/pharmacy 00751	446 Rantoul Street	(978) 921-0632
Domino's Pizza, Beverly	398 Cabot Street	(978) 927-2999
Gusto Café	280B Cabot St	(978) 524-9900
Happy Clam Seafood Café	407 Cabot St	(978) 969-1611
Harry's Pizza (Beverly Farms)	730 Hale Street	(978) 921-4777
Kame Japanese	250 Cabot Street	(978) 922-9333
Little Italy (Cabot Street)	294A Cabot Street	(978) 922-4704
Maria's Pizza	273 Cabot Street	(978) 922-2995
Marino's Cafe	200 Rantoul Street	(978) 922-9288
North Shore Taxi	27 Walnut St Peabody	(978) 921-6222
Not Your Average Joe's	45 Enon Street	(978) 927-8950
Organic Garden Café	294 Cabot Street	(978) 922-0004
Panera Bread	57 Dodge Street	(978) 998-6860
Papa Gino's	314 Cabot Street	(978) 998-6808
Prides Deli	644 Hale Street	(978) 921-1109
Subway	386 Cabot Street	(978) 927-0077
Super Sub and Salad Shop	324 Cabot Street	(978) 927-4788
Taste Buds	151 Hale Street	(978) 922-0151
The American BBQ	950 Cummings Center, Suite 96x	(978) 921-1212

POST SPORT SCIENCE AND FITNESS CENTER

(978) 232-2337

Mark Kulakowski, Assistant Athletic Director, Facilities and Recreation: mkulakow@endicott.edu

The Post Center is a state-of-the-art academic, athletic, and recreation center. The building serves as the College's main athletic and recreational facility for the community. The Center provides a variety of programs and events that are open to all community members to enhance the physical development of students and to allow for learning new skills. The Center also offers a variety of fitness programs and intramural sports, which are a spin-off of our regular sports programs. Club sports such as cheerleading, crew, dance, women's golf, ice hockey, and sailing are also offered. Facility hours of operation are posted at the Control Desk, listed at www.endicott.edu/postcenter, as well as on the monthly calendar. In September, your Endicott ID card will serve as your membership card for the Post Center and its programs.

REGISTRAR

College Hall

(978) 232-2064

Rosa Cadena, Registrar: rcadena@endicott.edu

The Registrar's Office acts as the "keeper of the records." It is their responsibility to maintain students' permanent, paper files and to maintain the information relating to student data (biographical information, course enrollment information, grades, transcripts, graduation information, etc.) in the computerized student information system.

RESIDENCE LIFE

Callahan Center

(978) 232-2141

Erica T. Hedrick, Director: ehedrick@endicott.edu

The overall goal of the Residence Life program is to provide a supportive, high-quality environment, which will promote the educational goals and values of the College and enhance and enrich educational and developmental opportunities for students.

STUDENT ACTIVITIES

Callahan Center
(978) 232-2112

The Office of Student Activities actively supports student initiatives in co-curricular programming and extra-curricular opportunities. The staff facilitates student efforts in pursuing ideas, provides students, clubs, and organizations with resource materials, guidance, and training, and coordinates the Student Activities Information Desk.

TRANSPORTATION SERVICES

The College provides both an on-campus and off-campus shuttle system. The College has also partnered with Zipcar to offer their car sharing service to Endicott community members. Log onto www.zipcar.com/endicott for more information.

SHUTTLE TRANSPORTATION

Callahan Center
(978) 232-2119

George Kuntz, Assistant Director of Student Activities: gkuntz@endicott.edu

Endicott College has scheduled van and bus services to such locations as the Beverly train station, North Shore and Liberty Tree Malls, Danvers Family Doctors, specialty stores (for such items as grocery, art supplies, pharmacy), and local restaurants. Occasional transportation to and from Boston will also be provided. Shuttle transportation is free and will run from early morning to late evening.

The schedule is adjusted by the time of the year and needs of the students. An up-to-date schedule of van and bus services are available at www.endicott.edu/shuttle.

SAFETY ESCORT SERVICE

978-232-2222 (x2222 from campus phone)

The purpose of the Safety Escort Service is to assist individuals with physical limitations or with safety concerns, ensuring they get to their desired destination on campus safely. Students desiring rides for convenience may be refused. Safety Escort service is available to members of the College and visitors 24 hours per day, every day, to any point on campus.

SAFE RIDE VAN

978-232-2465

Safe Rides are provided by Campus Safety Thursdays thru Saturdays from 9:00 p.m. to 2:00 a.m. This is a van driven continuously around campus by a Campus Safety officer to safely transport students from place to place on campus. When the Safe Ride Van Service is in operation, it can be called for or can be flagged down.

As a reminder, the morning shuttle runs between 7:00 a.m. and 10:00 a.m. from Campus Safety and will stop at the Overflow Lot. Also, the Cavalier shuttle runs from 2:30 p.m. until late night (please see official schedule for exact hours) and can make stops to pick up and drop off at the Overflow Lot.

TAXI SERVICE

978-921-6222, North Shore Taxi

The College has contracted with North Shore Taxi company for students to be able to arrange taxi service to and from the College using their gull card. Simply call the taxi company for a ride. When they pick you up, show your Gullcard, and they will call into their dispatch to confirm available funds. Gratuity is included.

WYLIE INN AND CONFERENCE CENTER

(866) 333-0859

Deborah Degalla, General Manager: ddegalla@wyliecenter.com

The classic fountain that greets our guests from the lawn of our 1900s-era Tupper Mansion affirms our close association with water. Our award-winning modern conference center a few steps away, and a 92-room Inn completes the facilities on our 10-acre oceanfront property at Endicott College, near the quiet college town of Beverly, Massachusetts. Few, if any, conference centers provide the ocean views, serenity, recreational opportunities and sense of place like The Wylie Conference Center.



BEHAVIOR POLICIES, STANDARDS, AND PROCEDURES

Any question of interpretation regarding the Behavior Standards, Policies, and Procedures or the Student Conduct System will be referred to the Vice President of Student Affairs, or designee, for final determination.

Endicott College, as an institution of higher education, is committed to creating a community of learners where student growth, development, and maturity are fostered both in the classroom, across the campus and in professional settings. Foremost in this community are the concepts of respect, civility, trust, and understanding. The Student Conduct System is in place to foster and protect the core mission of the College, to foster the growth of the individual student in a safe and secure learning environment, and to protect the welfare of the College community.

The Student Conduct System strives to take an educational approach to address community standards violations and resolve cases of alleged misconduct in a fair, responsible and timely manner. The desired outcome of all student conduct cases is to redirect improper student behavior into acceptable conduct, help students understand how their behavior impacts others, and to protect the rights of victims and the community as a whole. However, when individual behavior conflicts with the values of the College, the individual must choose whether to adapt his or her behavior to meet the needs of the community or leave the College.

All students, and their guests, are expected to be aware of, and abide by, the rules and regulations of the College as detailed in this *Student Handbook*.

COLLEGE JURISDICTION

It is the expectation of the College that all students, whether or not they are on campus or whether or not classes are in session, will behave in a mature and responsible manner. Endicott College may hear complaints regarding alleged violations of College regulations or policies whenever the conduct in question:

- Occurs on the campus, in any College facility, or off-campus and is brought to the attention of the College
- Occurs while the student who is charged was attending or participating in any College related activity such as an athletic contest, social event, academic field trip or internship, or activity sponsored by a recognized student organization
- Occurs (regardless of the location) on or off campus, and calls into question the student's suitability as a member of the College community

The fact that a student's conduct may also constitute a crime in violation of local, state, or federal law does not limit the ability of the College to discipline the student for that conduct. The College reserves the right to initiate disciplinary action even if the same conduct is or may become the subject of a criminal case. The College will not delay implementation of the discipline system in cases where a criminal case is pending.

BEHAVIOR POLICIES

Alcohol Policy

Endicott College maintains an alcohol policy consistent with the **Commonwealth of Massachusetts** Laws and, in the spirit of the **Drug-Free Schools and Community Act Amendments** of 1989, does not permit selling, giving, or delivering alcoholic beverages to students under the legal drinking age. Furthermore, the College does not permit consumption of alcohol by anyone under the age of 21. All Endicott College students are responsible for knowing the law and the sanctions for violators. Endicott College retains the right to refer alcohol violations to local authorities for prosecution.

The College deals with illegal substances and abusive alcohol use through a progressive discipline policy. However, the College may pursue enforcement of its rules whether or not legal proceedings are under way or in prospect, and it may use information from third-party sources, such as law enforcement agencies and the courts to determine whether College regulations have been broken.

Endicott College supports and complies with the NCAA Division III regulations regarding drugs and alcohol. Drinking, which results in drunk and/or disorderly conduct, will not be tolerated. The College will hold individuals exhibiting unacceptable and irresponsible drinking behavior accountable for their actions. Disciplinary action and/or mandatory remedial action will be the consequences of a student's failure to comply with these College/state laws. The College's position on illegal or abusive use of alcohol is:

- Consumption, possession, or purchase of alcohol is not permitted for any individual under the age of 21 anywhere on campus
- Positive proof of age will be required of individuals in possession of, consuming, or serving alcohol at Endicott College
- Regardless of age, consumption of alcohol is not permitted in any public area on campus, including grounds, corridors, bathrooms, living/common rooms, parking lots, and College buildings/facilities. Students violating this policy will be referred to the Student Conduct Office. Exceptions are sanctioned College events in designated areas under established guidelines for such events
- Guests on campus are subject to these same policies, and are subject to "Persona Non Grata" status if they violate College conduct policies (restricted/prohibited from all College facilities/properties and subject to trespassing charges). Students are responsible for their guests' actions on campus and are subject to disciplinary action in such circumstances
- Incidents involving irresponsible and/or illegal use of alcohol, disruption of the community, or action that endangers individuals are subject to investigation. The individuals involved are subject to disciplinary action, remedial action, and/or prosecution
- Public intoxication (i.e. slurred speech pattern, difficulty walking, requiring medical assistance, etc.) of any member of the community will be treated as an alcohol violation
- No kegs, beer/party balls, or other common serving containers are permitted in residence halls or other areas where social gatherings are allowed unless advance written authorization is made by the appropriate College official(s) for the presence of containers at College sanctioned events
- Playing or participating in drinking games or acts that are intended to influence or coerce individuals to ingest alcohol is not permitted. The use of any paraphernalia in relation to this behavior is not permitted and is subject to confiscation and disciplinary action, including removal from the residence halls
- No form of alcoholic beverage is permitted as a prize for raffles, contests, etc.
- Selling, giving, or delivering alcoholic beverages or providing a location for the consumption of alcohol to students under the legal drinking age is not permitted
- Use of alcohol or any other drug to render another person mentally or physically incapacitated as a precursor to or a part of a sexual misconduct, as defined in the Student Handbook, is prohibited and will result in removal from the residence hall or College
- Public displays of past alcohol consumption (empty alcohol containers or packaging) or any paraphernalia that implies drinking as a behavior are prohibited on campus. Examples of alcohol paraphernalia would be, but are not limited to: beer signs, funnels, keg taps, or furniture/materials used for the purpose of consuming alcohol or playing drinking games
- Noise, disruption, or other reasonable concerns involving current foreseeable danger require College personnel (i.e. Residence Staff, Security, etc.) to enter a room. In such situations, the residents no longer have the right to privacy. At that point, students and/or guests who have violated campus or state regulations will be subject to judicial/disciplinary action
- Containers of alcohol (either empty or full) being transported by minors through campus grounds and within the residence halls are assumed to have been procured for consumption on campus, and the owner(s) and/or student(s) in possession is subject to judicial sanctions.

Drug Policy

Endicott College supports state and/or federal laws pertaining to drugs and expects all students to abide by these laws. Thus, the sale, purchase, manufacture, distribution, possession, and use of controlled substances and of drug paraphernalia are prohibited. Students who cannot or will not comply with these laws while in attendance at Endicott College jeopardize their membership in the Endicott community.

The College regards the illegal use; possession; or supplying of drugs, narcotics, and marijuana as completely unacceptable because of the potential negative effect upon the individual student and

the Endicott community. Illegal use, possession or supply of drugs, drug paraphernalia, narcotics, and/or marijuana will result in disciplinary action by the College and possibly criminal prosecution. Students found in the presence of the odor of marijuana, or where other evidence exists that would lead a reasonable person to suspect use of marijuana has occurred will be subject to disciplinary action. Penalties are levied on a per person basis.

Bullying Policy

Endicott College is committed to creating an educational setting that is safe, secure, and free from bullying of any kind for its students and employees. Bullying of any type will not be tolerated. Conduct that constitutes bullying, as defined herein, is prohibited:

Definition of Bullying:

Bullying is defined as repeated and intentional negative behavior (whether it is written, verbal, or physical in nature) that has the effect of inflicting physical or psychological distress on one or more individuals, thus impeding their right to a safe and supportive learning environment, and would have this effect on any reasonable and objective individual. These behaviors may occur in person, online, via phone or text, via a third party, or any other method.

If you are being bullied, or witness bullying at college, there are a number of things that you can do:

- Report the bullying to school officials. This may be your Residence Director, Campus Safety, or Student Affairs staff.
- Keep a record of any contact or negative conduct. It will help establish a pattern of behavior.
- DO NOT RETALIATE. When you retaliate, you are muddying the waters and making it more difficult to investigate the situation.
- If you are fearful of physical injury or worse, seek help and protection. Avoid being alone in areas where you may be attacked. If necessary, call on campus security to provide an escort for you. Your safety is more important than your pride.

DISORDERLY CONDUCT

The College expects orderly conduct of all students while on the campus and in the surrounding community. The College further expects orderly conduct of its students at every college-related function or activity, whether on or off campus. Violation of this expectation including any unruly behavior, or participation in unruly events may subject an individual or recognized organization to disciplinary action up to, and including dismissal.

FURNISHING FALSE INFORMATION POLICY

Honesty and integrity are pillars on which any community is built, and core to the development of our students as responsible members. Any student who knowingly files a false claim, or who lies to a college official during an investigation or conduct hearing will be subject to disciplinary sanctions.

GAMBLING

Endicott College expects all students to abide by federal and state laws prohibiting illegal gambling. Prohibited activity includes, but is not limited to: betting on, wagering on or selling pools on any event including athletics; possessing on one's person or premises (i.e. room, residence unit, car, etc.) any card book or other device for registering bets; knowingly permitting the use of one's telephone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package, or parcel related to illegal gambling; offering, soliciting, or accepting a bribe to influence the outcome of an athletic event; and, involvement in bookmaking or wagering pools. Any student involved in illegal gambling is subject to judicial action up to suspension or dismissal from the College.

GOOD SAMARITAN POLICY

Because the health and safety of students are of primary importance, students are encouraged to not only to look out for their own health and safety but also for that of the other members of their community. Whenever a student seeks assistance for an impaired person or themselves by procuring Residence Life staff, Campus Safety, or EMS, neither the intoxicated individual nor the individual who assists will be subject to punitive disciplinary actions for (1) being intoxicated or (2) having provided that person alcohol/drugs.

1. Students involved in an incident, for which amnesty is granted, may be required to meet with the Alcohol and Drug Prevention Coordinator for education, assessment, and possible referral for treatment.
2. In the event that a student fails to meet with the Alcohol and Drug Prevention Coordinator, chooses not to participate in the steps outlined, or exhibits a pattern of abusive behavior with alcohol and/or drugs, the student may be subject to formal disciplinary action.

This protocol does not preclude disciplinary action regarding other violations of College Behavior Standards, such as causing or threatening physical harm, sexual assault, damage to property, disorderly conduct, etc.

Students should be aware that this policy does not prevent action by local and state authorities.

STATEMENT OF NON-DISCRIMINATION AND HARRASSMENT

Notice of nondiscrimination

Endicott College is committed to the principles of fairness and respect for all, as well as providing a secure campus environment that is free from discrimination. Endicott College does not discriminate in its admission, financial aid, education programs, athletic or other activities, or in the terms and conditions of employment, on the basis of race, color, age, ethnic or national origin or ancestry, sex, pregnancy, physical or mental disability, sexual orientation, religion, gender identity or expression, genetic information, veteran or military status, membership in the Uniformed Services, and all other categories protected by applicable state and federal laws, in accordance with Title IX of the education Act Amendment of 1972, Title VII of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable federal and state laws.

Furthermore, any form of harassment based on protected categories is strictly prohibited. Harassment includes but is not limited to actions based upon race, color, age, ethnic or national origin or ancestry, sex, pregnancy, physical or mental disability, sexual orientation, religion, gender identity or expression, genetic information, veteran or military status, or membership in the Uniformed Services.

Depending upon the circumstances, examples of unlawful discrimination and/or harassment may include the following:

- Epithets, slurs, negative stereotyping, jokes, or threatening or intimidating acts concerning a person being in a legally protected category
- Verbal abuse or use of derogatory words concerning a person being in a legally protected category
- Denying an employee a promotion, or denying a student an opportunity to participate in an academic opportunity, because he or she is in a legally protected category
- An open display of objects or pictures designed to create a hostile working or learning environment based on a person's being in a legally protected category

Unlawful Sex Discrimination, Sexual Harassment, and Sexual Violence

Sexual harassment, including sexual violence, is a form of sex discrimination that is illegal under federal and Massachusetts state laws. These laws provide that unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature constitute sexual harassment when:

- Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic advancement, participation in College programs or activities, or is used as a basis for education or employment decisions
- Such conduct has the purpose or effect of unreasonably interfering with an individual's employment, academic performance, or participation in College programs or activities
- Such conduct has the purpose or effect of creating an intimidating, hostile, humiliating, or sexually offensive educational, employment, or living environment

Depending upon the circumstances, examples of sexual harassment may include, but are not limited to, conduct such as the following:

- Unwelcome physical contact, such as touching, hugging, kissing, patting, or pinching
- Unwelcome jokes, verbal abuse, comments, conduct, or innuendo of a sexual nature
- Offensive verbal comments of a sexual nature about an individual's body or sexual terms used to describe an individual

- Unwelcome sexual flirtations, advances, propositions or requests for sexual favors
- Requests or demands for sexual favors accompanied by implicit or explicit promised rewards or threats concerning an individual's employment status or educational status
- Disseminating, accessing or downloading through College property, equipment or computer systems or network (such as voicemail, electronic mail or the internet) any sexually explicit voice-mail, electronic mail, graphics, photographs, movies, videos, clips or written materials, or any sexually explicit information of any kind
- Indecent exposure
- Sexual misconduct (including sexual violence).

Sexual violence is a form of sex discrimination and is prohibited. It is generally defined as sexual contact that occurs without the effective consent of an individual involved. Effective consent cannot be given by minors, those who are incapacitated as a result of alcohol or other drug consumption, or those who are otherwise incapacitated or unconscious. Consent as a result of coercion, intimidation, threat of force or force is not effective consent. Sexual violence committed by students or employees, whether on or off campus, or by any persons on the College's campus or within its program or activities, is strictly prohibited.

For examples of conduct that may constitute sexual violence, see the College's Student Policy Against Sex Discrimination, Sexual Harassment, and Sexual Assault on page 23.

Unlawful Retaliation

Retaliating against any individual for making a complaint of conduct prohibited by this Policy, or for assisting in the investigation of such a complaint, is illegal and is strictly prohibited by the College.

Depending upon the circumstances, examples of unlawful retaliation may include the following:

- Denying an employee a promotion or denying a student an academic opportunity because that person filed a claim of discrimination with a federal or state agency
- Giving an employee an undeserved suspension because that person was a witness during an investigation of a report of a violation of this Policy
- Giving a student an undeserved grade because he or she has made a report of a violation of this Policy

No Harassment, Discrimination, or Retaliation Based on Disability or Based on Requests Made for Reasonable Accommodations for Disability

Federal and state laws protect qualified individuals from discrimination on the basis of disability in the terms and conditions of employment and educational programs and activities. These laws require the College to make reasonable accommodations for qualified persons who are disabled. Individuals may contact (1) the College's Office of Human Resources with questions about the College's process for requesting reasonable accommodations for qualified employees or candidates for employment who are disabled; and (2) the Dean of Academic Resources regarding accommodations for students or applicants for admission to the College.

It is unlawful to harass, discriminate, or retaliate against a person because he or she is disabled, or makes a request for a disability accommodation. It is also unlawful to deny a reasonable accommodation to a qualified disabled person. Such conduct is strictly prohibited by the College.

Depending on the circumstances, examples of unlawful disability discrimination may include:

- Denying an employee a promotion, or denying a student an opportunity to participate in a special project, because he or she has a disability or is perceived to have a disability
- Verbal abuse or use of derogatory words concerning a person's disability
- Denying an employee or student a request for a disability accommodation simply because the request is inconvenient

Facts and Circumstances Vary

Complaints about conduct in violation of this Notice of Nondiscrimination may be filed with the College administrators listed in the "Filing a Complaint" section, below.

A determination of whether conduct constitutes a violation is dependent upon the totality of the facts and circumstances of each situation, including the severity or pervasiveness of the conduct. Therefore, the examples herein are not, and cannot be, exhaustive. Also, even if the conduct does not constitute unlawful discrimination, harassment, or retaliation within the meaning of the law,

it may nonetheless be inappropriate for the work or academic environment and unacceptable to the College. Such inappropriate conduct may result in disciplinary action regardless of whether the conduct is unlawful.

Disciplinary Action and Sanctions

The College wishes to assure victims of discrimination and harassment that it will take steps to prevent recurrence of harassment, discrimination or assault and correct its effects. Persons who violate this Notice of Nondiscrimination will be subject to disciplinary action and sanctions. Disciplinary actions and sanctions will vary, depending upon the facts, and may include (but are not limited to) reprimand, change in work assignment, loss of privileges, mandatory training, removal from classes, programs, activities and/or campus, suspension, expulsion, termination of employment, and/or termination of the contractual or other relationships with the College.

Filing a Complaint

Endicott College students, employees, faculty, and visitors may contact the College's Title IX Coordinator to address questions about this Notice of Nondiscrimination or file a complaint of prohibited conduct. They may also file a complaint by contacting the respective College administrators listed below. These College administrators will be able to answer questions and help explain the options available to the complaining party.

- **Students:** Students with questions about this Notice of Nondiscrimination or who wish to file a complaint regarding prohibited conduct may contact the College's Assistant Dean of Students, or the individuals listed in the Student Policy Against Sex Discrimination, Sexual Harassment, or Sexual Assault.
- **Employees:** Employees of the College who have a question about this Notice of Nondiscrimination or who wish to file a complaint regarding prohibited conduct may contact the College's Human Resources Office.
- **Faculty:** Faculty of the College who have a question about this Notice of Nondiscrimination or who wish to file a complaint regarding prohibited conduct may contact the College's Human Resources Office.

Individuals may also seek assistance from the College's Campus Safety Department, and/or the local police, in regard to reporting criminal complaints of sexual misconduct (or any criminal conduct). Individuals may file a criminal complaint with local law enforcement in addition to using the College's complaint procedures.

The contact information for the College's Title IX Coordinator and the above-mentioned College administrators is listed at the end of the Notice of Nondiscrimination.

Investigation of Complaints

The College will investigate allegations of conduct prohibited under this Notice of Nondiscrimination in a prompt, equitable, and impartial manner.

The Human Resources Office (or appropriate designees) will investigate complaints of violations of this Notice of Nondiscrimination that are filed against an employee or faculty member, either through the Human Resources and Faculty Procedures for Investigation of Complaints or other administrative procedures. <http://www.endicott.edu/Admin/HR/HumResNewEmpl.aspx>

The Office of Student Affairs (or appropriate designees) will investigate complaints of violations of this Notice of Nondiscrimination that are filed against a student of the College, either through the procedures outlined in the Student Policy Against Sex Discrimination, Sexual Harassment, and Sexual Assault or other administrative procedures if the student conduct process is not used. (See *the College's Student Policy Against Sex Discrimination, Sexual Harassment, and Sexual Assault* on page 23.) The College, through its Campus Safety Office, may assist with and/or conduct investigations of conduct that necessitates its involvement due to allegations of certain criminal conduct.

If a complaint of sexual harassment (including sexual violence or misconduct), or of other conduct prohibited under this Notice of Nondiscrimination, involves a person who is not a member of the College community, the College will determine through which office it will be investigated.

In addition, depending upon the facts and circumstances, the College, in its discretion and judgment, may determine that the allegations of sexual misconduct, or of other conduct prohibited under this Notice of Nondiscrimination, will be investigated and resolved outside of the procedures described herein, and may take interim action as it deems appropriate to address the safety, protection, and interests of the College and its students.

Contact Information for the Title IX Coordinator and other Persons Referenced In This Policy:

Contact Information for the College's Title IX Coordinator:

Sally Arnold, Title IX Coordinator and Director of Human Resources
Endicott College, 376 Hale Street, Beverly, MA 01915
978-232-2041
sarnold@endicott.edu

Contact Information for the College's Human Resources Office:

Sally Arnold, Director of Human Resources
Endicott College, 376 Hale Street, Beverly, MA 01915
978-232-2041
sarnold@endicott.edu

Contact Information for the College's Office of the Student Affairs:

William Schimpf, Assistant Dean of Students
Endicott College, 376 Hale Street, Beverly, MA 01915
978-232-2115
wschimpf@endicott.edu

Contact Information for the College's Campus Safety Department:

Ken Walsh, Director of Campus Safety
Endicott College, 376 Hale Street, Beverly, MA 01915
978-232-2221
kewalsh@endicott.edu

Contact Information for the Local Police:

Beverly Police Department
191 Cabot Street, Beverly, MA 01915
(978) 922-1212

Contact Information for Outside Government Agencies

Individuals who believe that they have been subjected to sex discrimination, sexual harassment, sexual misconduct or other acts of unlawful harassment, discrimination, or retaliation may contact the government agencies set forth below and use the complaint procedures established by those agencies to file a complaint. (Using the College's complaint process does not prohibit an individual from filing a complaint with these agencies.)

1. The United States Equal Employment Opportunity Commission ("EEOC")

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(617) 565-3200; (800) 669-4000

2. Massachusetts Commission Against Discrimination ("MCAD")

Boston Office:

One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108
(617) 994-6000

Worcester Office:

455 Main Street
Room 100
Worcester, MA 01610
(508) 799-8010

Springfield Office:

436 Dwight Street
Second Floor, Room 220
Springfield, MA 01103
(413) 739-2145

3. Office of Civil Rights ("OCR") - Boston Office

US Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
(617) 289-0111

HAZING

As required by Massachusetts State Code, Chapter 536 of the Acts of 1985, The State Board of Regents has promulgated HAZING REPORTING REGULATIONS for all colleges in Massachusetts. Applicable sections of the statute are as follows:

- **State Definition:** Whoever is a principal organizer or participant in the crime of hazing shall be punished in the courts by a fine, or by imprisonment in a house of correction, or both
- The term “hazing” as used in this section shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal or sexually inappropriate treatment or forced physical activity which is likely to adversely affect the physical and mental 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 extended isolation
- Consent by any such student or other person shall not be available as a defense to any prosecution of this action. (You have the responsibility to reasonably foresee the results of your actions)
- **Failure to Report Hazing:** Whoever knows that another person is the victim of hazing as defined above and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official (or coach, athletic director, Vice President of Student Affairs, college counselor, or any College faculty or staff member) as soon as is reasonably possible. Whoever fails to report is punishable by the State.

Annually, officers of student organizations will be required to distribute copies of the law to all members of their organizations and to acknowledge that such distribution has been made by means of a completed hazing compliance form. If a student believes that he or she has been a victim of hazing, he or she should contact the Vice President of Student Affairs.

Endicott College has adopted the following disciplinary policy with regard to hazing:

Hazing is a crime punishable by fine and/or imprisonment. Endicott College will consider all reports of hazing in the normal course of its oversight, taking disciplinary action in appropriate cases, and will report confirmed incidents to appropriate law enforcement officials.

PHYSICAL ASSAULT /ALTERCATION

The College believes, as a community committed to safety and well being, that at no time should the use of, or the threatened use of physical force or violence be a means of addressing conflict. Therefore, the College has adopted the position that any student involved in physical assaults, for whatever reason, will be immediately removed from the residence hall and a determination on continuance at the College shall be made.

Physical Altercations are defined as any confrontation where physical contact is made or threatened, however no significant injury or intent to injure is present. Physical Assaults are defined as any confrontation where physical contact is made or threatened, and there is evidence of the intent to injure, or significant injury exists.

STUDENT POLICY AGAINST SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL ASSAULT

As detailed in its Notice of Nondiscrimination, Endicott College is committed to providing an environment that is free of unlawful discrimination, harassment, and retaliation. Sexual violence, sexual harassment, and sexual misconduct are forms of sex discrimination that are prohibited under Title IX of the Education Amendment Act of 1972 and other laws. This Student Policy Against Sex Discrimination, Sexual Harassment, and Sexual Assault addresses all types of student-to-student sexual misconduct.

Sex discrimination, sexual harassment, or sexual misconduct by an Endicott student will not be tolerated and is a violation of the Endicott College Behavior Standards. The College will investigate reports of violations of this policy in an impartial, prompt, and equitable manner. Generally, complaints of violations of this policy by an Endicott student will be handled through the College’s Student Disciplinary Process. However, depending upon the facts and circumstances, the College, in its discretion and judgment, may determine that the allegations of student-to-student sexual misconduct will be addressed and resolved outside of the Student Disciplinary Process, and as determined by the Office of Student Affairs or other College officials.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature. Details and examples can be found in the College's Notice of Nondiscrimination, available on page 21.

Sexual violence is a form of sex discrimination and is prohibited. It is generally defined as sexual contact that occurs without the effective consent of an individual involved. Effective consent cannot be given by minors, those who are incapacitated as a result of alcohol or other drug consumption, or those who are otherwise incapacitated or unconscious. Consent as a result of coercion, intimidation, threat of force or force is not effective consent. An individual may also be unable to give consent due to an intellectual or other disability. Examples of sexual violence include, but are not limited to, acts of rape (stranger and acquaintance); having sexual contact with someone who is incapacitated (e.g. from alcohol or drug usage) such that their decision making ability is compromised and they are unable to consent); continuing sexual activity after either party has made it clear, either verbally or by conduct, that they do not wish to continue physical contact; and other forms of coerced sexual activity, including unwanted touching, fondling, or other forms of sexual conduct.

The College also prohibits other forms of sexual misconduct, including: obscene or indecent behavior, such as the exposure of one's sexual organs or the display of offensive sexual behavior; deliberate observation of others for sexual purposes without their consent; taking or posting of photographs, videos, or images of a sexual nature without consent; and possession or distribution of illegal pornography.

Complaint Process

Students may bring complaints, concerns or inquiries regarding sex discrimination, sexual harassment, or sexual assault to the Director of Human Resources Sally Arnold, who serves as the College's Title IX Coordinator. She can be contacted by phone (978-232-2041), email (sarnold@endicott.edu), or in person at Endicott College, 376 Hale Street, Beverly, MA 01915.

Students may also report complaints of sex discrimination, sexual harassment, or sexual assault to the Director of Campus Safety (Ken Walsh, 978-232-2222, kewalsh@endicott.edu), Assistant Dean of Students (Will Schimpf, 978-232-2115, wschimpf@endicott.edu), College Ombudsperson (Denise Bilodeau, 978-232-2102, dbilodea@endicott.edu), or Vice President of Student Affairs (Beverly Dolinsky, 978-232-2194, bdolinsk@endicott.edu). The address for each of these officers is Endicott College, 376 Hale Street, Beverly, MA 01915. These individuals will then inform the Title IX Coordinator of the complaint.

If a student is more comfortable talking with an RA, RD, coach, faculty or staff member of the College, they may do so. RAs, RDs, coaches, faculty and staff members are required to inform the Title IX Coordinator immediately upon receiving a report of discrimination, harassment or sexual misconduct.

Individuals who are the victim of sexual misconduct have the right to file a criminal complaint with the Beverly Police Department (or other local authorities), in addition to filing a complaint with the College.

The College does not wait for the conclusion of a criminal investigation to begin investigating a complaint of sexual harassment or sexual violence. The College will take immediate steps to protect the student in the educational setting and prevent recurrent forms of sexual harassment and assault.

Third parties (those who are not the subjects of alleged discrimination but who are aware of a possible case) should notify the Title IX Coordinator of their concerns.

Retaliation is prohibited against individuals who file a complaint or participate in an inquiry.

Upon Receipt of a Complaint

Upon receipt of a complaint, the Title IX Coordinator or her designee may refer the complaint to an Investigator to conduct the Investigation and Preliminary Review, as outlined in the College's Disciplinary Process. Complaints that cannot be resolved at the Preliminary Review stage may be handled through the Mediation, Student Accountability Board Hearing, or Administrative Hearing process outlined in the College's Disciplinary Process. Certain complaints may not be appropriate for resolution by mediation, depending upon the circumstances. For example, complaints involving sexual assault or violence are never eligible for informal resolution through mediation and will generally follow the Administrative Hearing process, or other process as determined by the Title IX Coordinator and Vice President of Student Affairs in consultation with the President.

The Title IX Coordinator in consultation with the president will also determine if the matter should be reported to the Beverly Police Department. Incidents referred to the Beverly Police Department will generally follow the College's Administrative Hearing process, or other process as determined by Vice President of Student Affairs in consultation with the President.

Normally, complaints brought to the Title IX Coordinator will be resolved within thirty days, however they may take up to 60 days or more.

Confidentiality

The College recognizes that a complainant may desire confidentiality and may request that the College not investigate or pursue resolution of a report. In such cases, the Complainant is asked to put the request in writing and the College will maintain confidentiality to the extent permitted by law and other safety considerations. However, the College may determine that it must investigate and pursue resolution of a report, and take those measures it deems necessary in response to a report of sexual misconduct in order to protect the rights, interests and personal safety of the College community.

Special Note if you are the Victim of Sexual Assault (or if you are assisting a friend)

- Do not isolate yourself. Get support. Options include:
 - Students can contact Campus Safety by calling 978-232-2222, 24 hours a day. A member of the Counseling Center is on-call at all times, and can be contacted through Campus Safety
 - Contact your RA or RD
 - Call a friend or family member
 - Call the North Shore Rape Crisis Center 24-hour Hotline (800) 922-8772
- It is important to preserve all physical evidence, since this may be necessary in the proof of a criminal sexual assault. If possible, do not wash, eat, drink, douche, clean, use the bathroom, or change clothes. If you do change clothes, put all clothing you were wearing at the time of the assault into an unused or a clean paper bag
- Regardless of their desire to press charges, victims should seek medical attention
- Seek assistance through the College's Counseling Center and Health Center. The College Counselors (Scott Russell, srussell@endicott.edu and Lindsay Shrayner, lsgrayner@endicott.edu) and the College's medical providers (Sarah Murray, NP, sjmurray@endicott.edu; Jane Ndegwa, jndgwa@endicott.edu) will maintain certain patient/client confidences by law, and they can offer a safe and confidential venue for students.

(See page 24, "Complaint Process")

THEFT

Theft or possession of stolen personal, College, or public property (this includes the surrounding community), whether intentional or through negligence, is prohibited and may subject an individual or recognized organization to disciplinary action, including restitution in some manner.

TRESPASSING

Trespassers on Endicott's campus are subject to arrest and prosecution. Neighboring properties/beaches adjacent to Endicott, Mingo, and Patch Beaches, and elsewhere on the North Shore are private property and should not be trespassed by Endicott students or guests. Our neighbors respect our privacy and expect us to respect theirs.

VANDALISM/MALICIOUS DAMAGE

Respect for College property is highly mandated. Damage inflicted in a malicious manner or vandalism anywhere on campus will not be tolerated. Students involved with the damage of College or personal property will be subject to disciplinary action.

WEAPONS

The possession, use, or sale of weapons, ammunition, combustibles, fireworks, explosive devices, or any other substance or device designed to harm or incapacitate is prohibited on campus. The exception to this policy is any firearm carried by a sworn law enforcement officer while having business or seeking educational benefits on campus. In such cases, the individual must register, prior to coming on campus, with the Campus Safety Office. "Weapons" are defined as, but not limited to: rifles, pistols, BB/pellet guns, any paintball guns or paintball paraphernalia, stun guns, chemical weapons, knives (with the exception of innocuous pocket knives), slingshots, bows and arrows, and martial arts weapons. Toy and recreational weapons that look like real weapons are prohibited on campus.



STUDENT CONDUCT PROCEDURES

STUDENT DISCIPLINARY PROCESS

Any member of the College community may submit an incident report to the Office of Campus Safety documenting a student's alleged violation of the Behavior Standards, Policies, and Procedures. In addition, Residence Life staff members and Campus Safety officers will submit incident reports to the Student Conduct Office after conducting their normal course of duties and/or after they witness an incident.

I. Investigation and Preliminary Review

The Investigation and Preliminary Review typically is scheduled within 1-5 business days from the receipt of the incident report or complaint. During this initial step in the student conduct process, the Investigator (Assistant Dean of Students or designee) investigates the incident or complaint, and then determines whether it can be resolved immediately or will follow the Mediation, Student Accountability Board Hearing, Administrative Hearing, or other process as determined by the Assistant Dean of Students. In addition, the Investigator may consult with other College officials in making this determination.

The investigation will include separate interviews with the accused student(s) and with the complainant(s) and witnesses. The Investigator may have an assistant present during these meetings for note-taking or other purposes.

1. If the accused student fails to appear for the meeting with the Investigator, the matter will be reviewed and a decision reached without the student's input.
2. If the accused student admits to the conduct violation(s) under review, the matter may be resolved immediately. In that case, the Investigator, together with other College officials, will determine the appropriate action steps and/or sanctions. This determination is final and no appeal or further conduct proceedings will take place.
3. If the accused student does not admit to the conduct violation(s) under review, or if the Investigator determines that the incident or complaint under review merits further disciplinary procedures, the matter will proceed to Mediation, a Student Accountability Board Hearing, or an Administrative Hearing, as determined by the Investigator.

II. Mediation Process

The Assistant Dean of Students or designee will determine whether Mediation is an appropriate venue. If the incident involves a complaint brought by another individual, both parties must agree to participate in mediation. If either party refuses, the matter will be handled by a Student Accountability Board Hearing, an Administrative Hearing, as determined by the Assistant Dean of Students (or designee), or other process as determined by the Vice President of Student Affairs. In compliance with the Office of Civil Rights, students who complain of sexual harassment are not required to mediate the issue directly with the alleged perpetrator. If they do choose mediation, they may end the mediation process at any time, and the complaint will be handled by a hearing instead. Additionally, mediation is never appropriate for cases involving sexual assault.

Mediation generally involves a meeting with the complainant and the accused student with the intent of bringing about resolution or meeting privately with the complainant and the accused student and acting as a go-between to resolve the matter. Mediations will be conducted by the Assistant Dean of Students and/or designee. At any time during the mediation, either party may request that the matter be removed to a hearing (either a Student Accountability Board Hearing or an Administrative Hearing, as determined by the Assistant Dean of Students).

III. Student Accountability Board Hearings

During a Student Accountability Board hearing, the accused student and complainant are given the opportunity to express his or her version of events on the matter at hand. The Board seeks to determine whether a violation of Endicott policies has occurred based on evidence presented by questioning the complainant, witnesses, and accused student. At the conclusion of a hearing,

the Board adjourns to discuss the evidence and testimony and make a determination. The Board decides by a simple majority vote whether it is “more likely than not” that a violation of College policy has occurred.

The Student Accountability Board will recommend action steps and/or sanctions, when necessary, to the Assistant Dean of Students. The Assistant Dean of Students (or College designee) will make a final determination in consultation with the Vice President of Student Affairs or President as is appropriate about what disciplinary action will be imposed. The accused student and complainant will receive written notice (generally by email) of the Board’s decision about whether any violation was found to have been committed as well as, if appropriate, disciplinary actions implemented.

IV. Administrative Hearings

An administrative hearing is a formal disciplinary hearing utilized for very serious violations of College policy (examples: possession or use of marijuana or other illegal narcotics, sexual misconduct, or other violations as determined by the Assistant Dean of Students or College designee). An administrative hearing may also be used in the event that a Student Accountability Board is unable to hold a hearing. During this process, both the complainant and the accused student are given the opportunity to express their views and version of events before a Hearing Officer (the Assistant Dean of Students or designee), who may have another College administrator present to assist during the hearing. The Hearing Officer seeks to determine the facts by questioning the complainant, witnesses, and accused student(s). The Hearing Officer reserves the right to interview these individuals separately.

At the conclusion of a hearing, the Hearing Officer adjourns to review the evidence and testimony and make a determination regarding responsibility. The Hearing Officer decides in consultation with the Vice President of Student Affairs or President as appropriate whether he/she believes that it is “more likely than not” that a violation of College policy has occurred. The accused student and complainant will receive written notice (generally by email) of the Hearing Officer’s decision about whether any violation was found to have been committed as well as, if appropriate, disciplinary actions implemented.

V. Hearing Procedures

These procedures shall be in effect whether the matter is being considered in a Student Accountability Board Hearing or an Administrative Hearing:

1. The focus of inquiry in disciplinary proceedings is to determine whether the student has violated the College’s policies. Formal rules of evidence shall not be applicable, and deviations from prescribed procedures will not necessarily invalidate a decision or proceedings, unless significant prejudice to the accused or the College may result.
2. The hearing shall be open only to the accused student and the complainant. Witnesses may attend while they are being questioned. All other participants may attend only at the discretion of the Assistant Dean of Students or designee. Hearings are not open to lawyers or parents.
3. The student alleged to have violated the Behavior Standards, Policies, and Procedures may be assisted by a support person approved by the College. The accused student is responsible for speaking on his/her own behalf. Therefore, support persons are not permitted to speak or to participate directly in any hearing.
4. When an incident is being reviewed in a Student Accountability Board Hearing or an Administrative Hearing, both the complainant and the accused student will be given: notice of the time and place of the proceedings; the opportunity to present witnesses and other evidence; notification of the nature of the accusations and the opportunity to respond to them; the opportunity to present their position during the hearing; and freedom from retaliation.
5. Both the complainant and accused student will be afforded similar and timely access to any information that will be used at the hearing and will be notified by the Assistant Dean of Students when the material will be available for their review.
6. The accused student and the complainant will not be allowed to question or cross-examine each other during the hearing.
7. The accused student must notify the Hearing Officer or Student Accountability Board prior to the scheduled time of the hearing if he or she cannot be present. Failure to appear at the scheduled time without prior notification may result in a resolution of the matter in the student’s absence.
8. On occasions in which the incident of alleged misconduct involves more than one student, the

Hearing Officer or Student Accountability Board may consider the cases separately or jointly, as determined by the Assistant Dean of Students.

9. All procedural questions are subject to the final decision of the Hearing Officer or Student Accountability Board.
10. Pertinent records, exhibits, and written statements may be accepted for consideration at the discretion of the Hearing Officer or Student Accountability Board.
11. Both the accused student and the complainant have an equal opportunity to present relevant witnesses and other evidence.
12. Technical rules of evidence and other “due process” rights associated with the court judicial systems are not applicable to the College’s Student Conduct Procedures.
13. The decision by the Hearing Officer or Student Accountability Board (or other College designee) will be made on the basis of whether it is “more likely than not” that the accused student violated the College standard, policy, or procedure at issue.
14. Decisions will be presented in writing and sent (generally by email) to both the complainant and the accused student at their Endicott email (or mailing) addresses.
15. Information regarding students’ involvement in discipline matters may be shared with appropriate College personnel including academic deans, academic advisors, athletic coaches, etc., at the discretion of the Assistant Dean of Students and subject to FERPA requirements.
16. There will be no audio/visual recordings during the hearings.
17. Generally, the hearing process will be completed within thirty business days of the receipt of the initial written complaint, but it may take up to sixty days.
18. The accused student and complainant will receive written notice (generally by email) of the Hearing Officer’s decision about whether any violation was found to have been committed as well as, if appropriate, disciplinary actions implemented .
19. The complainant will not receive information about the sanctions imposed on the accused student, except in the following situations:
 - In cases involving sexual harassment (not sexual violence), the complainant will be informed of any sanction imposed against the accused student that directly relates to the complainant (e.g. stay-away orders, suspensions, transferring classes or residence halls).
 - In cases involving sexual violence, the complainant will be informed of any sanction imposed against the accused student.
 - In cases involving other crimes of violence (including arson, assault, burglary, criminal homicide, or vandalism), the complainant will be informed of any sanction imposed against the accused student.
20. The hearing decision about whether a violation occurred is part of the education record of the accused student.

VI. Appeals

All hearing decisions made through an Administrative Hearing or Student Accountability Board Hearing, except dismissal from the College, may be appealed to the Vice President of Student Affairs or their designee, who shall have the final appeal authority. In cases involving dismissal from the College, the appeal is sent directly to the President of Endicott College, who shall have the final appeal authority, with a copy to the Vice President of Student Affairs. The President may assign his role to another senior management staff member at his discretion.

The following applies to the appeals process:

1. Both the accused student and the complainant may appeal the hearing decisions.
2. The written appeal must be received within three (3) business days of written notification of the hearing decision. The appeal must contain the name, address, and telephone number of the student requesting the appeal.
3. The appeal must contain a clear statement explaining the nature of and reasons for the appeal. Appeals may be based on: (a) irregularities in the application of the hearing procedures, which had the effect of rendering the student conduct decision arbitrary or capricious; or (b) new, relevant information which was not available at the time of the hearing.

Generally, sanctions will become effective within 24 hours once the hearing decision has been made. At the discretion of the Vice President of Student Affairs or their designee, sanctions may be deferred while a request for an appeal is being considered. The Vice President of Student Affairs or

designee (or in the case of dismissals, the President) will review and decide on the appeal. Another college administrator may be present to assist during the hearing. All decisions are final. Generally a decision on the appeal will be made and a response provided in writing within thirty business days of the filing of the appeal.

RE-ADMISSION PROCESS FOR ADMINISTRATIVELY DISMISSED STUDENTS

Students who have been dismissed for administrative reasons may request re-admission after one complete semester of separation. Re-admission is not guaranteed. The re-admission process consists of a letter of request to the Vice President of Student Affairs. In this letter, the student must address:

- Their reason for wanting to return
- How they have addressed any issues that resulted in the dismissal
- How they will use any resources to aid in his or her ability to be a positive member of the Endicott community.

Re-admission must be approved by the Vice President of Student Affairs and the College President. If accepted for re-admission, a student must meet stated conditions for re-admission and the College's academic and behavioral standards. If the student violates the Behavior Standards, Policies, and Procedures during the stated probation period, the student will be subject to dismissal. A student who is suspended for the remainder of a semester or dismissed from the College will be assigned a grade of "W" (withdrawn) for courses in progress, however the College reserves the right to assign a grade of "WX" (withdrawn failed) for extreme violations of College policy. Students dismissed for administrative reasons will not be eligible for a refund of their tuition, room board, or fees.

INTERIM SUSPENSION

In certain circumstances, the Vice President of Student Affairs, in consultation with the President, may impose a College or residence hall suspension prior to a hearing. Hearings will be held as soon as possible. Interim suspension may be imposed only:

- To ensure the safety and well-being of members of the College community or preservation of College property
- To ensure the student's own physical or emotional safety and well-being
- If the student poses a definite threat of disruption of, or interference with the normal operations of the College
- If, in the determination of the College, the severity of the incident warrants immediate suspension.

Students who have been placed on interim suspension may meet with the Vice President of Student Affairs to present reasons why the interim suspension should be lifted. The decision of the Vice President of Student Affairs shall be reviewed with the President before it is announced. During the interim suspension, students may be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Affairs and President, may determine appropriate. An interim suspension for disciplinary reasons is not subject to any refund or adjustment.

ATHLETIC AND ACADEMIC SANCTIONS

The athletic and academic departments may, at their choosing, select to impose their own behavioral, participation, or academic sanctions regardless of the outcome of the College student conduct process.

EDUCATIONAL ACTION STEPS AND SANCTIONS

- **Alcohol or Drug Education Class**
- **Apology** (verbal and/or written)
- **Ban from a residence hall or other campus facility or event:** A ban for disciplinary reasons is not subject to any financial refund or adjustment
- **College Suspension:** A student may be excluded from classes and other privileges and activities for a specified period of time for conduct that violates standards set by the College or pending an investigation of an the infraction. Students suspended from the College are not to be on

campus unless they receive permission from the Office of Student Affairs. Additional student conduct action will be taken against those who trespass, and/or criminal prosecution for trespassing is possible. Students suspended from the College are not eligible for a refund of their tuition, room board, or fees

- **Community Restitution:** Service to the College or community outside the College in restitution for violation(s) committed
- **Deferred College or Residence Hall Suspension:** Further violations during the deferred suspension period will result in the student's dismissal from the College or residence halls for a designated time period
- **Disciplinary Probation:** Any violations during this period will be met with much more serious sanctions, including Weekend Suspensions, loss of privileges, and up to and including dismissal from the Residence Halls or the College.
- **Dismissal from Residence Halls:** Loss of residential status as well as the privilege of visiting residence halls/areas, not subject to any financial refund or adjustment
- **Dismissal from the College:** Endicott College reserves the right to dismiss a student for disciplinary reasons. A college dismissal is an involuntary separation of the student from the College, and dismissed students are not eligible for a refund of their tuition, room board, or fees. Dismissed students may re-apply for admission after one complete semester of separation. *(Please see the re-admission process on page 29.)*

Students dismissed from the College are not to be on campus unless they receive permission from the Office of Student Affairs. Dismissed students will have a status of "Persona Non Grata." This signifies that the student's presence on the Endicott College campus and within any of its facilities, building, or grounds is not allowed. If a dismissed student is found on College property, trespassing charges will be brought against them as a copy of the "Persona Non Grata" notice is sent to the Beverly Police Department. This process is to ensure the safety of Endicott College community members

In the case of an incident which results in arrest of a student that involves potential jail time, the College has the right to waive the judicial process and dismiss the student immediately

- **Educational Conference**
- **Financial Restitution and Fines**
- **Loss of Guest and/or Visitation Privileges**
- **Loss of Parking Privileges:** Loss of parking privileges for disciplinary reasons is not subject to any financial refund or adjustment
- **Parental Notification:** The Assistant Dean of Students or a designee reserves the right to notify a student's parent or guardian in various situations it deems appropriate. The parent or guardian would be notified by telephone in emergency situations and in either writing or by telephone in disciplinary matters to the full extent permitted by law. Letters sent home are for informational purposes, with the belief that parents, students, and College administrators are all part of the educational and developmental process. A student may be asked to notify a parent or guardian about policy violation(s) as well as sanctions imposed with a request that a parent or guardian contact the hearing officer to discuss the situation
- **Parental Conference:** Parent(s) may be requested to attend a parental conference if and when a student chronically violates College policy or the nature of the incident warrants parental intervention
- **Professional Alcohol or Drug Assessment**
- **Project** (educational)
- **Psychological Assessment:** A professional counselor's assessment performed to determine if further counseling is necessary for the well being of the student
- **Relocation of Residence**
- **Residence Hall Suspension:** Suspension from housing for a specified period of time and the privileges of visiting any residence hall or area during the suspension period, loss of residential privileges due to disciplinary matters is not subject to any financial refund or adjustment
- **Social Event Restrictions/Revocation:** Students may be restricted from participating in social events, or have their privileges to participate in social events revoked.
- **Verbal Warning**
- **Written Warning**

The following mitigating and aggravating factors may be considered in imposing a sanction:

- Past conduct history of the student, which includes the completion of student conduct action steps and/or sanctions from past conduct cases
- Nature of the offense
- Severity of the damage, injury, or harm resulting from the offense
- Whether the responsible student promptly took responsibility for his or her actions
- The responsible student's demeanor, honesty (or lack thereof), and cooperation with staff during the investigation of the complaint and subsequent student conduct proceeding
- Whether the violation involved an action directed at another based on his or her race, religion, ethnic origin, gender, age, physical ability, or sexual orientation.

FAILURE TO COMPLETE SANCTION

Failure to complete an issued sanctioned as a result of the Conduct process, represents a violation of policy. Students who fail to complete a sanction by a designated date will be placed on disciplinary probation until the sanction is completed. In the case of community restitution, students will be fined \$10 per hour not completed.

BEHAVIORAL STANDARDS AND GUIDELINES

The College wants to enhance the many freedoms that students gain from attending college. The ability to responsibly manage these freedoms will largely determine how successful their college career will be. Appreciating the need for a learning experience, Endicott focuses attention on those behaviors that negatively impact our students and the Endicott Community as a whole. Therefore, behaviors that are dangerous, destructive, or damaging will be addressed through the Student Conduct System. This is true for both students who live on and off campus.

The grid on pages 32 and 33 is included to provide the types of sanctions that the College may impose to address specific policy violations that are dangerous, destructive, and or damaging. Please note that this list is not exhaustive. The College reserves the right to make modifications to sanctions based on the circumstances of the incident. Also, the College reserves the right to administer any sanction, including suspending participation in College sponsored student activities, changing a student's residence hall status, as well as, up to and including dismissal from the College.

LEVEL VIOLATION	FIRST OFFENSE – RECOMMENDED SANCTIONS	SECOND OFFENSE – RECOMMENDED SANCTIONS	THIRD OFFENSE – RECOMMENDED SANCTIONS
<ul style="list-style-type: none"> Open container of alcohol Underage possession/consumption of alcohol (not intoxicated) Alcohol paraphernalia Excess possession of alcohol, over 21 (as defined on page 59) Quiet hours Healthy and safety Register social event policy (capacity) Guest Policy violation 	<ul style="list-style-type: none"> Educational conference CHOICES alcohol workshop / Alcohol.edu Course or Educational Project/Essay Community Restitution –1 – 5 hrs 	<ul style="list-style-type: none"> One housing point Parental, Advisor, and Dean notification 4 week disciplinary probation Community Restitution – 5 – 10 hrs Alcohol.edu Course or CHOICES alcohol workshop 	<ul style="list-style-type: none"> Two housing points Parental Conference Advisor and Dean notification 4 – 8 week disciplinary probation Alcohol.edu Course / CHOICES Workshop or On-Campus Assessment Community Restitution – 10 – 15 hrs 1 – 2 weekend suspension Restrictions from participating in social events
LEVEL 2 VIOLATION <ul style="list-style-type: none"> Possession of Fake ID Unregistered party Marijuana paraphernalia In the presence of the odor of marijuana or suspicion of marijuana Violation of smoking policy in building Failure to leave building during fire alarm Alcohol – public intoxication Participation in an unruly event, or other unruly behavior Unauthorized entry/exit Drinking Games (alcohol & non alcohol based) 	<ul style="list-style-type: none"> Two Housing Points Educational Conference Parental notification Community Restitution – 5 – 10 hours CHOICES alcohol workshop / Alcohol.edu Course or Educational Project/Essay 	<ul style="list-style-type: none"> Three Housing Points Parental, Advisor, and Dean notification Community Restitution – 10 –15 hours 4 – 8 week disciplinary probation Alcohol.edu Course or CHOICES alcohol workshop Restrictions from participating in social events 	<ul style="list-style-type: none"> Four Housing Points Parental Conference Advisor and Dean notification Community Restitution – 15 – 20 hours On-Campus Assessment 2 – 4 weekend suspension from residence halls 8 – 16 week disciplinary probation Restrictions from participating in social events
LEVEL 3 VIOLATION <ul style="list-style-type: none"> Failure to comply with a College Official or Officer Failure to complete sanction Disorderly conduct (arrest by police officer/off campus incidents/social media misuse, or other behavior) Marijuana use/possession (under 1 ounce) Public urination Alcohol-common source Furnishing False Information Bullying 	<ul style="list-style-type: none"> Four Housing Points Parental, Advisor, and Dean Notification 8 week residence hall probation Alcohol.edu Course or CHOICES substance workshop Community Restitution –10 – 15 hours 	<ul style="list-style-type: none"> Five Housing Points Parental, Advisor and Dean notification Community Restitution –15 – 20 hours 16 week disciplinary probation On-Campus assessment 1 – 3 weekend suspension from residence halls Restrictions from participating in social events 	<ul style="list-style-type: none"> Six Housing Points Parental Conference Advisor and Dean notification Community Restitution –20 – 25 hours 4 – 6 weekend suspension from residence halls An additional 16 weeks disciplinary probation Off-Campus referral for treatment Restrictions from participating in social events

In accordance with NCAA and Athletic Departments policies, additional sanctions will be applied as stated in agreement with Athletics

<p>LEVEL 4 VIOLATION</p> <ul style="list-style-type: none"> Furnishing alcohol and/or a location for consumption to minors Trespassing on college property Fire safety – tampering with fire equipment High Risk Behavior Physical Altercation 	<p>FIRST OFFENSE – RECOMMENDED SANCTIONS</p> <ul style="list-style-type: none"> Six Housing Points Parental, Advisor and Dean notification Community Restitution –15 – 20 hours 8 – 16 week disciplinary probation On-Campus assessment 1 – 3 weekend residence hall suspension Restrictions from participating in social events 	<p>SECOND OFFENSE – RECOMMENDED SANCTIONS</p> <ul style="list-style-type: none"> Seven Housing Points Parental Conference Advisor and Dean notification Community Restitution –20 – 30 hours 16 weeks disciplinary probation Off-Campus referral for treatment 4 – 6 weekend residence hall suspension Revocation of Social Event privileges 	<p>THIRD OFFENSE – RECOMMENDED SANCTIONS</p> <ul style="list-style-type: none"> Eight Housing Points Community Restitution – 30 – 50 hours An additional 16 weeks disciplinary probation Review of ability to engage in College sponsored Activities (i.e., clubs/organizations, study abroad) School reserves the right to examine longer Residence Hall suspension and possible College suspension or dismissal from the Residence Halls and or College Revocation of Social Event privileges
<p>LEVEL 5 VIOLATION</p> <ul style="list-style-type: none"> Physical Assault Driving to endanger/Driving under the influence Theft (personal and identity) Harassment / Sexual Harassment Hazing Vandalism Illegal drug use and/or possession (including possession of over one ounce of marijuana) Weapons policy violation per se 	<p>FIRST OFFENSE – RECOMMENDED SANCTIONS</p> <ul style="list-style-type: none"> Eight Housing Points Parental Conference Community Restitution – 50 hours 16 week residence hall probation 4 – 6 weekend suspension or 1 – 3 full week residence hall suspension The College reserves the right to administer any sanction, up to and including dismissal from the college Note: For driving to endanger student will lose driving/ parking privileges for a minimum of one semester Note: Participation in a physical assault will result in immediate removal from the Residence Halls Revocation of Social Event privileges 	<p>SECOND OFFENSE – RECOMMENDED SANCTIONS</p> <ul style="list-style-type: none"> Review of ability to engage in College sponsored Activities (i.e., clubs/organizations, senior week, study abroad) The College reserves the right to examine longer Residence Hall suspension and possible College suspension or dismissal from the Residence Halls and or College Revocation of Social Event privileges 	<p>THIRD OFFENSE – RECOMMENDED SANCTIONS</p> <ul style="list-style-type: none"> College dismissal
<p>LEVEL 6 VIOLATION</p> <ul style="list-style-type: none"> Assault with a deadly weapon Sexual Assault Hate Crime Manufacture, distribution, sale, offer for sale of illegal/ controlled substances 	<p>FIRST OFFENSE – RECOMMENDED SANCTIONS</p> <ul style="list-style-type: none"> College Dismissal Notification of the authorities as determined by the President of the College or at the request of the victim. 	<p>SECOND OFFENSE – RECOMMENDED SANCTIONS</p>	<p>THIRD OFFENSE – RECOMMENDED SANCTIONS</p>

In accordance with NCAA and Athletic Departments policies, additional sanctions will be applied as stated in agreement with Athletics



CAMPUS SAFETY POLICIES

USE OF BREATH ALCOHOL TESTING DEVICES

Endicott College is committed to providing a safe environment for our students, faculty, and staff. Providing this requires state-of-the-art campus safety procedures and technology. Driving under the influence poses a serious threat to the individual and community; therefore, the College will take immediate action to eliminate this threat.

Campus Safety officers shall stop drivers on campus who exhibit any threat to the community. Officers will determine whether or not an individual is impaired. If an officer believes that there is proof that the individual is impaired (smell, dilated pupils, slurred speech, etc.), the officer may give the individual the option of submitting to an intoxilyzer test. Submitting an intoxilyzer test is strictly voluntary. Endicott has established a standard of 0.02 for underage students and 0.06 for 21+ students. Even after the submission of the test, officers can still deem an individual under the influence based on the actions stated above.

Students found in violation shall relinquish their keys to Campus Safety and have their vehicle privileges revoked. Keys will be returned once they have gone through the judicial process. Students found responsible during the judicial process for driving while impaired will lose their vehicle privileges for a minimum of the remainder of the semester or up to the full academic year with no parking fee refund. The determination of the hearing officer shall be final. During the judicial process, students found not to have been impaired will have their vehicle privileges restored.

Students who refuse to relinquish their vehicle keys, or if an officer feels that a student may still attempt to use their vehicle after their keys have been turned over, may have their vehicle towed off campus at the owner's expense, to ensure community and student safety.

ANONYMOUS HOTLINE

Endicott College has established an anonymous hotline where students can report activity taking place within the Endicott community that is contrary to the ideals and values of the College.

If you see an incident taking place and would like to report it anonymously, please call (978) 998-7777, or ext. 7777 from on campus. This message will be retrieved by an administrator appointed by the College President and investigated as deemed necessary. The caller may indicate their name or leave an anonymous message.

CAMPUS ALERT SYSTEM

Endicott College has a campus emergency notification system agreement with e2Campus™. Once registered, Endicott students, parents, faculty, and staff will receive notification of campus emergencies and school cancellations on cell phones equipped with text messaging and/or by email and a posting on Endicott's website. Messages will be limited to emergency notices. The registration link for this service is available through the Endicott College homepage (www.endicott.edu). Everyone in the College community is highly encouraged to participate.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT (CLERY ACT)

In 1990, Congress enacted the Student Right-To-Know and Campus Security Act (CSA) as part of its annual Higher Education Reauthorization Act. Congress then amended the CSA three times, first clarifying the timing of reporting dates. The CSA was amended a second time in 1992 to include the provisions of the Campus Sexual Assault Victim's Bill of Rights. Passage of the CSA also required passage of the Buckley Amendment Clarification Act, regarding the inter-relation between the CSA's crime reporting requirements and the privacy provisions of The Family Education Rights and Privacy Act of 1974, 20 U.S.C. 1232g (FERPA). In October of 1998, congress passed the third major amendments to the CSA, in its Higher Education Act reauthorization act. With the 1998 amendments came the most obvious revision to the CSA, a name change. The Campus Security Act has been formally

renamed the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”, or more simply, the Clery Act. The law was most recently amended in 2000 to require schools beginning in 2003 to notify the campus community about where public “Megan’s Law” information about registered sex offenders on campus could be obtained. And most recently, in October 2009 Congress passed a new CFR 668.49 Institutional fire safety policies and statistics, creating a requirement for an institution that maintains any on-campus housing facility to prepare and annual fire safety report.

ANNUAL SECURITY REPORT NOTICE OF AVAILABILITY

This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Endicott College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of the report by contacting the Endicott Campus Safety Office or by accessing <http://www.endicott.edu/crimestats>

IN-LINE SKATING, BICYCLES, SKATEBOARDS, SCOOTERS

For the safety of everyone, the use of in-line skates, skateboards, scooters, bicycles, or any other wheel-utilizing recreational equipment is not permitted inside any College building, as well as designed plazas, exterior staircases, railings, or entrances. Bicycles are not permitted in residence hall rooms. Bike racks are provided at several locations on campus for storage. Care and caution should be used at all times on campus roadways, walkways and parking areas when using any type of recreational equipment. The use of protective gear, especially helmets is strongly encouraged.

MISSING STUDENT NOTIFICATION POLICIES AND PROCEDURES

Anyone suspecting a student or employee has been missing for at least 24 hours should immediately notify Campus Safety, the Office of Student Affairs, or the President’s Office. It is always appropriate to notify local law enforcement if so desired.

Any student desiring may identify a contact person or persons whom the College will notify within 24 hours of the determination that the student is missing, if the student has been determined missing by Campus Safety or the Beverly Police. The requested contact information should be noted on the student’s COAST record. As with all information on a COAST record, the contact would be confidential and accessible only to authorized campus officials, not to be disclosed to anyone else, except law enforcement personnel in furtherance of a missing person investigation.

The College must inform parent or guardian of students under 18 years of age and not emancipated, within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

Endicott College will notify Beverly Police within 24 hours of the determination that the student is missing, unless Beverly Police was the entity that made the determination that the student is missing.

Procedures to follow when a student who resides in an on-campus housing facility is determined to have been missing for 24 hours:

1. Notify contact person (if the student has designated a contact person) within 24 hours that the student is missing
2. Notify the student’s custodial parent or guardian, if the student is under 18 years of age and is not emancipated, and any other designated contact person within 24 hours that the student is missing
3. Inform the Beverly Police – regardless of whether the student identified a contact person, is above the age of 18, or is an emancipated minor – within 24 hours that the student is missing.

PARKING PRIVILEGES, POLICIES, AND REGULATIONS 2012-2013

GENERAL

ALL PARKING POLICIES AND REGULATIONS ARE SUBJECT TO CHANGE. APPROPRIATE NOTIFICATION, TO ENDICOTT COLLEGE COMMUNITY MEMBERS, WILL BE MADE.

The information below is also available on the Campus Safety’s website: <http://www.endicott.edu/Student/CampusSafety-Student/CampusSafetyTrafficOffice.aspx>

The Parking and Traffic Office is located in the Campus Safety Building at the Main Entrance and

is open between the hours of 7:00 a.m. and 5:00 p.m. on regular business days, unless otherwise posted. Should you have specific questions related to the motor vehicle code, please contact Officer Jay Pallazola or Lt. Jim Mulholland at the Parking & Traffic Office, X2227, or from off campus at 978-232-2227.

A. Authority

The Campus Safety Department is present 24/7 and is charged with enforcing all policies and regulations that govern the possession and use of motor vehicles on campus. The entire College Community supports this policy and **PARKING PRIVILEGES CAN BE REVOKED IF COMPLIANCE WITH REGULATIONS IS NOT MET.** Individuals who wish to challenge a ticket may utilize the appeal process as outlined. All should remember that a failure to know or understand policies and regulations does not constitute a defense.

B. Parking Permit Requirements

Resident students who have completed 30 credits towards their Baccalaureate Degree Program, (excluding AP credits) with College approval, are authorized to have a motor vehicle on campus. It is important to acknowledge that having a vehicle on campus is a privilege and not a right. In accepting this privilege, the Community Member assumes all responsibility for their vehicle with regard to registration, compliance with regulations, vandalism, and damage.

II. AUTOMOBILE REGISTRATION

A. Campus Registration

Parking on campus without an authorized permit or pass is prohibited. Any unregistered vehicles found parked on campus will be issued a citation and are also subject to being towed off campus at the owner's expense and without notice. Any vehicle with more than two citations for no permit will be immediately towed.

Anyone requesting a parking permit for a vehicle that is not registered to them, or an immediate family member (parents or sibling) must have a signed letter from the registered owner of the vehicle granting permission to the student to use the vehicle. It must be clearly understood that the student requesting the parking permit will be responsible for any violations the vehicle incurs and/or any damage(s) caused by the vehicle while on campus property.

All vehicles must be registered on campus within 3 days from the start of a semester or immediately upon arrival thereafter Parking decals will be issued during Fall 2012 check in. After that, all permits will be issued from the Parking & Traffic Office. Each authorized user of a motor vehicle must personally pick up their permit or pass from the Parking & Traffic Office. College ID, Driver's License, Registration, and Proof of Insurance must be presented at time of pick-up.

Graduate and Professional Studies students can register their vehicles and receive a parking decal at the Van Loan School (2nd floor, Room 213) if they are unable to get to the Parking & Traffic Office during its business hours.

Graduate and Professional Studies students are exempt from registration fees but must register their vehicles as described above.

Decals remain valid throughout the entire academic year, including the summer break period, and until the start of classes in the fall semester.

Current decals must be permanently affixed to the vehicle in the location indicated in the diagram below. Failure to display a current decal while on campus will subject the vehicle to citations and eventually towing.

Changes in the license plate number of a registered vehicle must be reported to the Parking & Traffic Office immediately. All permits are unique to a single vehicle and are therefore non-transferrable. Undergraduate students may register and maintain only one vehicle on campus. Should a change of vehicle be necessary during the academic year a second registration form is required for the replacement vehicle. It must be noted, on both the old and new registration forms, that this is a second vehicle. Upon approval, a new decal will be issued upon receipt of the old decal from the previous vehicle.

DECAL PLACEMENT

Decal placement

Driver's side, passenger window

B. Annual Registration Fees

Resident students – \$300.00 per year

Full-time commuter students – \$225.00 per year

Part-time students – \$100.00 per year

Fees for parking decals are non-refundable. The fee for a student's parking permit is applied to the student's tuition account. Contact Bursar's Office in regards to any financial matters including refunds.



D. Student Non-Massachusetts Registration

In accordance with section 3 of Chapter 90 of the Massachusetts general laws, Students bringing cars from other states or foreign countries must comply with the Commonwealth of Massachusetts requirements for the registration of automobiles and the licensing of drivers. This must be done at the time of registering a vehicle at Endicott College and operators must secure liability insurance to the extent required by Massachusetts unless such insurance already has been taken out in their own states. Failure to file the form is punishable by a fine not to exceed \$200.00. The Nonresident Driver Statement application form is available by copying and pasting the following address in your web browser: <http://www.mass.gov/rmv/forms/20098.pdf>

IV. SPECIALIZED PARKING PASSES

Specialized parking passes are issued through the Parking & Traffic Office. These may include a Temporary Medical Parking Pass, Temporary Parking Pass, Senior Internship Pass, Keys to Degrees Pass, or First-Year Student Parking Waiver

All passes must be hung on the vehicle's rear view mirror at all times. These special passes can be issued either annually or on a day-to-day basis. Passes must be renewed at the time of expiration.

A. Temporary Medical Pass

Students with temporary orthopedic or mobility-related disabilities may apply for a special medical pass through the Parking & Traffic Office. A statement from their physician indicating the nature and length of the disability is required. Medical passes are valid for a 20-day period and are renewable for a total of 60 days (including the original 20-day period). Applications for medical decals may be subject to review by the Director of Health Services, at which time the personal physician may be contacted. Individuals with orthopedic or mobility-related disabilities that require more than 60 days of special parking privileges are advised to contact the Registry of Motor Vehicles and apply for a state placard or handicapped plate.

Drivers who are issued a temporary medical pass are permitted to park in any legal parking space, in any lot on campus, including Handicap spaces. Exceptions are silver lots/spaces (Executive Staff/ President's Council parking only), and the Keys to Degrees reserved spaces located at the front of Bayview Hall.

Tampering with or the alteration of a medical passes will result in the loss of specialized parking privileges and/or disciplinary action.

Handicapped placards and medical passes must be displayed at all times. Failure to do so may result in ticketing and towing at the owner's expense. Endicott College considers unauthorized parking in handicapped areas as a serious and towable offense. Please honor handicapped parking areas.

B. Temporary Parking Pass

Any community member, whose vehicle is brought on campus, even for a limited time, must be registered with the Campus Safety Department. The Campus Safety Department is authorized to issue a Temporary Parking Pass for a maximum of three (3) consecutive days. These passes, however, are limited to three per semester per person and are given to community members, i.e., faculty, staff, and students, who are driving a different vehicle than the one they have registered for a campus parking decal from Campus Safety. There is no additional cost for temporary permits.

Anyone needing a temporary permit greater than 3 days will be directed to the Bursar's Office. There is no additional cost for permits from the Bursar's office.

Any person other than First-Year Students who does not have a registered vehicle on campus and desires to bring a car to campus for a short term must get a Temporary Parking Pass from the Bursar's Office. The cost is \$10 a week (1 week minimum, 3 week max). Any period of time beyond 3 weeks a permanent parking permit is required.

C. Keys to Degrees Pass

The Parking & Traffic Office receives a listing from the Keys to Degrees Office of the students who are in this program. The Keys to Degrees Office will instruct those students to go to the Parking & Traffic Office to obtain a special parking pass.

Parking has been designated in the front Bayview lot as "Reserved Parking" and is for use by the Keys to Degrees students only. Students must ensure they display their pass at all times when parked in this lot.

D. First-Year Student Parking Waiver

For the purposes of parking privileges, policies, and regulations, a first-year student is defined as any resident student with less than thirty (30) completed credit hours at the start of the semester (excluding AP credits).

First-year students who reside in College residence halls are not permitted to register or park a vehicle on campus. Any unauthorized vehicle brought to campus is subject to ticketing and being towed without warning and at the owner's expense. Any first-year student who receives four (4) violations in their first academic year will be unable to obtain a permit for the next academic year.

First-year commuter students who wish to drive to campus must register a vehicle with the Parking & Traffic Office in order to have access to on-campus parking in assigned commuter lots.

The following restrictions will be in place for all new residential students with less than 30-credit hours. The policy was developed with two goals in mind: first, to reduce and/or eliminate excessive vehicles which diminish safety on campus; second, to help build a better community among first-year students.

The following policies exist for first-year students seeking waivers:

1. Medical: First year students with regularly scheduled medical appointments lasting more than half of a semester and appointment sites located outside the city of Beverly or locations that cannot be reached by the College's transportation system or a public transportation system will be eligible for a parking permit waiver.. A pass for the period of time needed to support medical appointments will be issued.

2. Off-Campus Employment: First year students are eligible for a parking permit waiver if they are employed at locations not on the College's transportation schedule. Students will be required to have written employer verification of 15 or more hours a week. This letter is required to be on the company's letterhead and must be mailed or faxed from the employer. The letter is required to be signed by a company executive. Letters signed by a family member working for the same company are not acceptable. Random check of on-going employment status will be performed by the Parking and Traffic Office.

3. Academic: First year students who participate in regular assignment(s) requiring transportation outside the College's transportation system (i.e., taking a class at another institution not on the shuttle route) are eligible for a parking permit waiver.

4. Family Hardship: An identified hardship, requested in writing by parent or guardian, that requires the student to return home or to another approved location, on a regular basis, for weekends and cannot be reached by the College's transportation system or a public transportation system and lasting more than half of a semester will be authorized to purchase a semester long permit. For those with hardships lasting less than half a semester a half semester permit will be issued.

Other than the waivers listed above, the College will not issue temporary passes for any duration. Most students with authorized waivers will be assigned to the Overflow Parking Lot. Students with state-issued Disability plates or placards or Campus Safety issued medical permits will have access through the campus to legally identified spaces. The card access systems at the front gate will not accept passage of unauthorized vehicles.

Students seeking waivers can either fill out the online form located at www.endicott.edu/campus-safety or pick up a form at the Parking & Traffic Office located within the Campus Safety building.

V. PARKING AREAS

A. Students Color Coded Parking Lot Designations:

The color-coded parking system uses different colors to differentiate community status and corresponding parking lot designation. To be parked in the correct parking lot and be considered legally parked, the color of one's parking decal must match the border color of the parking lot sign. To view all parking lots at Endicott College select the following URL(<http://www.endicott.edu/map/campusmap.htm>)

In order to ensure that Students, Faculty, and Staff are able to park in their designated parking areas, parking lot areas are only open to vehicles with the proper parking decals for those areas. The following is a list of decal colors and their corresponding parking areas:

COLOR	LOCATION	TYPE PARKING
Black	A Lot	Faculty, staff, students and visitors
Black	B Lot	Students
Red	Kennedy/ West Classroom/Stadium	Students
Blue	F, D, G, and H Lots	Faculty, staff, commuter student
Lavender	Rear Williston Townhouses	Student
Yellow	K Lot	Rear Tower Hall Student
Silver	College Hall	Executive staff
Green	Bayview, Marblehead, Village	Student Stoneridge, Montessori Road
White	Overflow Lot	Freshmen with waivers, Van Loan staff
Brown	Rear Callahan Center	Contract employees
Yellow	Wylie Center	Pyramid guests and staff

Signs with corresponding colored letters printed on them are posted to indicate each designated parking area. To be parked in the correct parking lot, a vehicle's parking decal designation must match the colored letter designation of the parking area, and must also be parked between two yellow parking space lines.

Parking lot designations are valid 24/7. Parking in any lot other than the permit authorized lot is a violation and may result in a ticket and/or a tow.

There is no guarantee that any Community Member will be able to park in close proximity to residence halls, offices, or academic buildings. Endicott College provides parking in authorized lots on a first come first serve basis.

Parking lot designations are valid 24/7. Parking in any lot other than the permit authorized lot is a violation and may result in a ticket and/or a tow.

B. Visitor Parking

A visitor is defined as any individual visiting the campus who is not a member of the Endicott Community.

Visitor's of Students

If you have visitors on campus, they must obtain a visitor's pass for themselves and their motor vehicle. Visitor passes are available at the Parking & Traffic Office, 24 hours a day. To access the pre-registration form, please go to www.endicott.edu/campus-safety to log in with your Endicott ID# and your C.O.A.S.T. password.

With a visitor's pass, your guest may park in any lot open to students. The hosting student will be held responsible for any parking violations received by their guests.

Specifically designated Visitor spaces (such as in L lot) are not authorized for use by students, faculty, or staff at any time.

Unauthorized vehicles found parked in any Visitor's space will be issued a citation and may be subject to tow at owner's expense and without prior warning.

VI. ADDITIONAL PARKING GUIDELINES

Students on official business or employed in any College office are expected to park in designated student lots and walk to that particular office. This policy is in effect during the academic year.

All forms of vehicle maintenance are prohibited by students or employees on campus (i.e., oil changes). It is illegal to maintain a vehicle on campus that is inoperable.

In order to reduce sign pollution, any and all roads on campus, whether marked or unmarked as a fire lane, are constituted as fire lanes, and must be clear of parked vehicles at all times. Parking in front of buildings, in gated areas, and all roadways and parking lots unless designated as legal parking spaces with yellow lines, constitutes parking in a fire lane.

Vehicles parked in a fire lane will be issued a citation and are subject to tow without warning and at owner's expense.

A legal parking space is signified by painted lines on BOTH sides of the space. Areas covered with wood chips and/or grass is not considered legal parking spaces.

Vehicles not parked in a "legal space" will be issued a citation and may be subject to tow at owner's expense and without prior notification.

There is no parking in the following areas:

- On any grass area or sidewalk.
- On public streets adjacent to the campus.
- On the service roads or in loading areas.

It also is illegal to:

- Exceed the posted speed limit (15 MPH) or drive recklessly.
- Park in a manner that blocks or partially blocks any fire hydrant, fire lane, or delivery entrance.
- Park in a manner that blocks or partially blocks a crosswalk.
- Park in the wrong direction.
- Park in an area that is not designated as a parking space.
- Attempt to destroy or remove any fire lane gates or chains.
- Park in any areas that are restricted by the presence of chains or gates.
- Operate a vehicle on sidewalks or any pedestrian walkway.
- Operate a motor vehicle on any campus land other than on paved roadways.
- Remove or deface posted traffic signs.

Motor vehicle operation on campus must be in accordance with Massachusetts statutes.

Reserved Spaces: Parking spaces designated by signs that read "Reserved" have been set aside by the College. No one should park in those spaces without prior authorization from Campus Safety or the President's Office. Vehicles found parked in "reserved spaces" will be issued a citation and may be subject to tow at owner's expense and without prior notification.

Disability (Handicap) Spaces: No parking anytime without proper state plates, decal, placard, or Campus Safety issued medical pass.

Vehicles found parked in a handicap space will be issued a citation and may be subject to tow at owner's expense.

Athletic Fields: Any unauthorized vehicle parked on any of the athletic fields will be subject to immediate towing. Any unauthorized vehicle found driving on any of the athletic fields will lose parking privileges for the entire school year.

Driving to Endanger: Anyone stopped for Driving to Endanger on campus, which includes operating a motor vehicle while under the influence of alcohol or drugs will lose their driving privileges on campus immediately. The keys to the vehicle will be turned over to the Campus Safety Shift Supervisor and the operator's driving privileges on campus will be suspended pending a review by the Student Conduct Office. Failure to comply with a College official can result in loss of parking privileges for up to one year.

VII. SNOW EMERGENCY

A declared state as determined by College officials caused by impending weather conditions or existing snow accumulations. The campus may remain open, but parking restrictions will apply.

Snow emergency parking procedures shall be posted and distributed to all students prior to winter months. Once a Snow Emergency has been declared, announcement of the emergency will be broadcast by several different methods.

Vehicles with valid parking permits that need to be towed for snow removal and the College is unable to contact the registered user will tow the vehicle to another lot, at the College's expense. Vehicles without a valid parking permit will be towed to New Beverly Auto. In all cases of towing, an attempted phone call to the registered user will be made to inform them of the tow. An email will also be sent to known registered users.

VIII. DAMAGE OR THEFT

Endicott College shall not be responsible for any loss or damage to a vehicle, its accessories, or its contents by reason of theft, accident, fire, or otherwise while on the College's campus. The responsibility for a vehicle, its accessories, and contents while on campus, shall at all times reside with the registered user and/or operator of the vehicle. Registered users should take precautions such as always locking valuables and vehicles and activating anti-theft devices. Registered users also should ensure that they have appropriate insurance coverage for this purpose.

IX. TOWING

Any motor vehicle parked in violation is subject to towing if deemed necessary by Campus Safety. All charges for towing and storage are the responsibility of the owner. Endicott College assumes no responsibility for damages to the vehicle either during towing or storage.

All vehicles authorized to be towed by the Campus Safety Department are currently towed through New Beverly Auto which is located at 126 Rear Park Street, Beverly. The number is 978-922-3650. All vehicles towed off campus are held by the towing company until payment of towing and storage charges are made. If a vehicle is in the process of being towed, and the owner arrives on scene, New Beverly may agree to drop the tow, but would still charge a nominal fee for the time spent responding to the tow call.

Towing and storage charges are billed directly from the towing service, and payments need to be made with the towing service. Endicott College assumes no responsibility for charges, payments and/or damages. Vehicles which require the use of special equipment and/or ramp trucks are typically priced higher. Prices are subject to change without notice.

CAUSE FOR IMMEDIATE TOWING ARE AS FOLLOWS:

- Parking in a Disability Space without possessing the appropriate state placard, permit, license, or Campus Safety issued medical pass.
- Parking in such a way as to impede access to the area by emergency vehicles.
- Blocking a driveway or other legally parked vehicles.
- Disregard of a Snow Emergency and park in or fail to move from a blue signed Snow Emergency space.
- Parking on the walkways, athletic fields, lawns, and roadways.

Campus Safety will email the owner of a towed car. All immediate towing is done at the owner's risk and expense.

ANY VIOLATION MAY RESULT IN AN IMMEDIATE TOW IF AN INFRACTION WARRANTS SUCH ACTION.

XI. VACATION PERIODS

The parking policy is in effect throughout the entire calendar year and citations are consistently issued in accordance with this policy. During the breaks, students may leave their vehicles on campus. A parking request form must be filled out and submitted to Campus Safety. Students will be informed of designated parking areas. Vehicles left outside of the designated parking areas may be towed at the owner's expense. Motor vehicles are left at the students' own risk.

XII. MOTORCYCLES, SCOOTERS, AND MOPEDS

Motorcycles, scooters, and mopeds must be registered at Campus Safety. No decal will be issued; however, a list of registered vehicles will be maintained. Operators must enter through the main gate and must park in the designated area of Lot B. These vehicles are not allowed on the grass areas, in buildings, or under building overhangs. A helmet must be worn at all times pursuant to Massachusetts State Law.

XIV. LIST OF PENALTIES

Individuals found in violation of regulations will be subject to the minimum penalties outlined below. If circumstances warrant, more severe penalties will be imposed.

A. Traffic/Parking Violations

THE FOLLOWING VIOLATIONS WILL RESULT IN A CITATION BEING ISSUED BY CAMPUS SAFETY. Multiple violations may result in several fines.

- Parking in a space other than a “legal space” (see definition of “legal space” in sec. IV) \$50
- Parking in a Disability space without possessing the proper state placard, permit, license, Campus Safety issued medical pass. Please note that the hash marked space next to Disability spaces are areas intended for ramps from Disability vehicles and are part of the Disability parking space \$150
- Parking in a snow removal area during a declared Snow Emergency..... \$50
- Failure to display a College parking decal or permit \$50
- Parking in a Visitor parking space \$30
- Restricted parking, which includes parking in the wrong lot for your decal, extended parking in a time-limited space or zone, and parking in a reserved space..... \$35
- Traveling in excess of the posted Campus Speed Limit (Speeding)
THE CAMPUS SPEED LIMIT IS 15 MILES PER HOUR. \$50
- Failure to stop at a stop sign \$40
- Parking in a fire lane (see definition of “fire lane” in sec. IV) \$50
- Parking within four (4) feet of a fire hydrant \$50
- Parking on lawn..... \$50
- Driving in the wrong direction on one way roads \$40
- Driving to endanger the safety of persons and/or property \$100
- Driving on walkways or between buildings..... \$40
- Other: vehicle violations not specified above \$40
- Falsifying/altering a permit or any parking pass, in any way, is a ticketable \$50 offense + referral to a judicial hearing.

A copy of the citation will be left with the vehicle whenever one is written.

XV. ENFORCEMENT

Campus Safety has the safety of all students, employees, and visitors to the campus as their primary role. Officers are obligated to honor and implement the rules and regulations printed in this handbook. Unfair or excessive negative treatment toward an officer as a result of a citation may result in an immediate referral to a judicial hearing and the loss of the privilege to have a vehicle on campus. Two semester losses of car privileges will result in permanent loss of car privileges.

For safety purposes the Campus Safety Department has the right to inspect any vehicle that is parked on Endicott College property. The Campus Safety Department will conduct periodic sweeps of various campus parking lots to make sure that all policies are being followed. The areas these sweeps cover will vary from day to day, but cumulatively will include all campus parking lots.

It is the responsibility of any and all persons bringing a vehicle to campus to read and follow these policies and regulations. If there are any questions on what is contained herein, please contact the Parking and Traffic Office at ext. 2227 or the Campus Safety business line at ext. 2222.

If a violation is observed by a Campus Safety officer, and the officer is unable to stop the offending operator, the Campus Safety Department reserves the right to mail the citation to the last known address of the person the vehicle is registered to.

Endicott College reserves the right to revoke a student's driving and parking privileges at anytime.

XVII. PARKING/TRAFFIC APPEALS PROCEDURE

A. Appeals

Should a community member desire to appeal a motor vehicle violation go to www.endicott.edu/campusafety, click on Traffic Office, and fill out an appeal form.

The appeal form must be submitted within fourteen (14) business days from when the ticket was issued to request a review of the ticket by the Parking & Traffic Office Appeals Committee. It is the owner's responsibility to check with the Parking & Traffic Office on appeal status. Any appeal received after the 14th day from when the ticket was issued will automatically be denied.

If the appeal is for a violation received by a guest of a student, the hosting student must file the appeal.

Reminder - Failure to know or understand policies and regulations does not constitute a defense and appeals based on that should not be submitted.

B. Revocation of Driving Privileges

When a student's privilege to maintain or operate a motor vehicle at Endicott is revoked, that student is given until the upcoming weekend to turn in their issued parking permit and remove their vehicle from the campus. These cars are subject to towing if parked again on campus. Disobeying a revocation order will result in disciplinary action. Irresponsible or reckless operation of a motor vehicle or repeated or serious motor vehicle infractions may result in the revocation of driving privileges on campus.

If loss of parking privileges happens, the person has the right to a second appeal, in writing, to the Vice President of Student Affairs, within five business days of being denied by the Parking & Traffic Office.

SEARCH AND SEIZURE

Entry by College staff into assigned rooms in residence halls, student cars, and other college-owned housing is divided into three categories:

- Searches
- Emergency situations
- Inspection/repairs

SEARCHES

If city, state, or federal law enforcement agencies arrive on campus with a search warrant, it will be honored and does not require prior approval of the College. Every effort will be made to have a representative from the College accompany civil officers and observe a search conducted as a result of a search warrant.

If the College feels the necessity to conduct a room or vehicle search, it will be conducted in the following manner and no search warrant is required:

1. The President and/or Vice President of Student Affairs or designee will authorize two staff persons to conduct the search
2. Those conducting the search will knock upon the door of the room in question. If they are not admitted, they will enter the room using a master key, if necessary. In the case of a vehicle search, it will be necessary to have the student present
3. If the room is occupied, those entering will announce that they are going to conduct a search and the residents will be required to exit the room
4. If contraband, stolen items, or any items found in violation of College policy are discovered, they will be confiscated. When residents are not present, there will be notification in writing left in a prominent place of what was confiscated and who to contact.

EMERGENCY SITUATIONS

An emergency situation exists when the delay necessary to obtain authorization constitutes a possible danger to persons, property, the building itself, or other circumstances to maintain campus order. Rooms or vehicles may be entered if any of the above mentioned conditions exist.

NOTE: During investigations of possible violations of College policy, students may be asked to open refrigerators or closet doors. Residents have the option of refusal; if the student refuses, the Vice President of Student Affairs, his/her designee, or the President of the College may be contacted to obtain permission to search.

INSPECTIONS

Inspections are performed:

- Monthly by residence life staff and periodically by Beverly Fire Department officials for health, safety, and maintenance purposes and overall condition; cleanliness, health concerns, and items blocking or hindering access to doorways along with compliance with College and fire department regulations are observed, recorded, and, whenever possible, violations will be addressed verbally
- Multiple violations will result in student conduct infractions.
- At the outset of Thanksgiving break and Spring break by Residence Life staff for the same purpose as the monthly inspection but also to ensure that vacated residences have been secured (doors and windows), electrical appliances have been unplugged and do not have any damage
- At the conclusion of each semester by Residence Life staff for semester closing purposes, which include the same criteria for monthly and break inspections. In addition, when students have moved from the residence, a checkout procedure is performed to assess damages (see room condition report)
- During all breaks and the conclusion of each semester by Physical Plant and Residence Life staff to assess condition of residence, plus the condition and working order of College property within the residence.

SEIZURE

If a College staff member is within a residential dwelling and observes any item or material that may pose a threat to the health and safety of residents, staff, or the community, the staff member will seize the item or material. If the staff member observes any materials or objects that may warrant a search of the residence, the Office of Student Affairs will be contacted immediately.



GENERAL COLLEGE POLICIES

AMERICANS WITH DISABILITIES ACT STATEMENT AND GUIDELINES

Endicott College will assist physically impaired or challenged students in their use of college facilities. In order to be better served, students with special needs are encouraged to call the ADA (Americans with Disabilities Act) Coordinator at (978) 232-2292, before coming to campus. The College has a written statement and procedural guidelines on ADA standards and expectations that are available upon request from the Registrar and The Center for Teaching and Learning.

BEACHES AND SUNBATHING

Swimming at campus beaches (Patch, Mingo, Endicott) is at the individual's own risk. Always swim with a companion – never alone. Beaches are closed at dusk. Glass bottles, alcoholic beverages, and fires are not permitted on the beaches. Sunbathing is permitted only on College beaches and specified areas near certain residence halls. Sunbathing is not permitted on roofs of College buildings. This is a matter of student safety as well as property damage.

CAMPUS COMMUNICATIONS

Freedom of expression, the right to agree and disagree, the spirit of inquiry, and free exchange of thought are essential in an open society. As part of society, each institution of higher education must help maintain these rights for all who are a part of its concern. Endicott presumes that all students and staff members who exercise their rights in these areas will do so with full responsibility. This responsibility extends to other individuals who may either agree or disagree and extends to the institution itself, its well being, its physical property, and its reputation. Students have the right to "leaflet" subject to the understanding that such distribution is not to be done exclusively in academic, dining, or administrative areas.

An individual student or campus group may call a meeting of students in the Callahan Center without need for club sponsorship as long as it is cleared by the Vice President of Student Affairs and falls within normal College operational procedure and regular hours.

Students may post notices on campus bulletin boards. All notices must have the signed approval of the Residence Director when posted in the residence halls and the Director of Student Activities when posted elsewhere.

Students may have free use of the intra-campus mailing facilities, including faculty and administrative mailboxes, with the stipulations that all mail/notices must be given to the Mail Room ready for distribution, that such requests are within the capacity of the intra-campus mail system, and that priority must be given to official College business. The use of the intra-campus mailing facilities for unauthorized solicitation is prohibited. Any student-generated mailing must be approved by the Vice President of Student Affairs prior to distribution.

DAY AND OVERNIGHT TRIP POLICY

The following terms and conditions apply to all trip participants:

A *Risk and Release Form* MUST be on file at the Office of Student Activities before the departure of the trip for each participant

Trip tickets are non-refundable

College provided transportation MUST be taken to and from all destinations (unless otherwise noted)

Alcohol is not permitted on the vehicle of transportation and during the trip

It is the participant's responsibility to adhere to the departure schedule stated prior to trip commencement. Endicott College is not responsible for travelers who fail to comply with this regulation

It is the participant's responsibility to behave in accordance with the Behavior Standards as stated in the current *Endicott College Student Handbook*

If bringing a guest, the student is responsible to ensure that the guest adheres in accordance with the Behavior Standards as stated in the current *Endicott College Student Handbook*

Endicott College assumes no responsibility for the participant's personal property

The student assumes all the risks and responsibilities surrounding their participation in the activity and waives all claims against Endicott College

The following terms and conditions apply to all overnight trip participants:

A *Risk and Release Form* MUST be on file at the Office of Student Activities before the departure of the trip

Trip tickets are non-refundable

College provided transportation MUST be taken to and from all destinations (unless otherwise noted)

Alcohol is not permitted on the vehicle of transportation and during the trip

It is the participant's responsibility to adhere to the departure schedule stated prior to trip commencement. Endicott College is not responsible for travelers who fail to comply with this regulation

It is the participant's responsibility to behave in accordance with the Behavioral Standards, Policies and Procedures as stated in the current *Endicott College Student Handbook*

If bringing a guest, the student is responsible to ensure that the guest adhere in accordance with the Behavioral Standards, Policies and Procedures as stated in the current *Endicott College Student Handbook*

Endicott College assumes no responsibility for the participant's personal property

Rooms will be assigned by gender through the appropriate offices

The student will be assigned a room for overnight accommodations. The student is responsible for all damage to that room. In addition, the student will not change their room location. Also, if asked to leave the hotel for duration of stay, the student will be responsible for the payment and location for which they stay

The student assumes all the risks and responsibilities surrounding their participation in the activity and waives all claims against Endicott College

UNAUTHORIZED ACCESS TO COLLEGE FACILITIES AND POSSESSION OF KEY

Unauthorized access, use, or occupancy of College facilities is a violation of College policy and may result in disciplinary action. Tampering with locks to College buildings, unauthorized possession or use of College keys, and alteration or duplication of College keys are prohibited as well.

DISRUPTIVE CLASSROOM BEHAVIOR

The faculty may dismiss any student from a class who persists in behavior which disrupts or adversely affects the learning and teaching process in their classrooms. Students must understand behavior that undermines favorable conditions for learning and teaching will not be tolerated.

If continued, such behavior may lead to removal from the course and a grade of "F" recorded.

EVENT POLICY

Endicott College recognizes the importance of providing students with a variety of cultural and educational activities in order to foster a culture of campus engagement. To that end, students are required to attend four events over the course of the academic year of the students' choosing from a menu of recommended options available on the Student Life webpage and also listed in the Lower Callahan.

We believe that our commitment to campus engagement broadens a student's perspective on issues of local, national, and global importance; supports the personal and professional growth of each student; and creates a dynamic community of learners. Given this commitment to engagement, the College would like to support students who embrace the event attendance requirement. As a result, those students who choose not to fulfill the requirement by the end of the spring semester will be dropped from their course registrations giving an advantage to those who have

complied with the policy. Students on full-semester internship or study abroad will only have to complete two events over the course of an academic year in which they are completing one of these two curricular options.

FUNDRAISING

There are a variety of student fundraising events during the course of the year. The College does limit the number of fundraising efforts for the purpose of supporting outside groups and tries to effectively manage these activities to limit its impact on employees. All fundraising by student groups must be reviewed and approved. *Fundraising Approval Forms* are available on the website and through the Office of Student Affairs and requires signatures from the sponsoring faculty/staff person, SGA President, as well as the Vice President of Student Affairs.

GOOD NEIGHBOR POLICY

As members of both the Endicott College and local community, all students, including those who reside off-campus, have a responsibility to demonstrate respect for all members of both communities. Endicott College may hear complaints regarding alleged violations of College regulations or policies whenever or wherever the conduct in question occurs and will refer any inappropriate behavior to the judicial process.

At the beginning of the fall semester, the College and local officials from the Beverly Police Department and the City of Beverly host a mandatory educational workshop for local commuters to help eliminate complaints of negative student behavior off campus in order to help the commuter avoid the severe consequences that could follow.

Also, it is the policy of Endicott College to gather addresses for all students living off campus, and we will confirm the addresses we have during the workshop. This allows the College to contact students in case of an emergency both on campus and off campus (e.g., fires, criminal activity). Additionally, when a complaint is filed about an off-campus location, accurate address information will allow the College to determine if the residents are Endicott students.

- Endicott students are expected to exhibit appropriate behavior at all times and follow the Behavioral Standards, Policies, and Procedures as outlined in the *Student Handbook*
- The College will not tolerate negative behavior or lack of civility toward our neighbors in the Beverly community and surrounding municipalities
- Students living off campus are subject to judicial sanctioning by the Office of Student Affairs for any inappropriate behavior that is conducted and reported to their office. Students are also subject to state and local laws and the authorities that govern them. The College does not represent students with local authorities.

GULL CARD ONE-CARD POLICY

Picture identification cards, known as Gull Cards, are issued during the first day of the fall Orientation to new students. Students are responsible for retaining their Gull Cards during enrollment at the College. Students are expected to carry their Gull Cards on their person at all times. Students must produce a valid Gull Card upon request by any campus official. The initial card is free; if it is lost, there is a replacement fee of \$25.00. If the card is damaged and the cardholder has the remains, there is a replacement fee of \$10.00. If there is a problem with the Gull Card, contact the One-Card office.

Students should only be in possession of their own ID. Use of an ID other than their own is prohibited. Students found in possession or using an ID not their own may face disciplinary action. Improperly used IDs will be confiscated and turned into the One-Card office. Students may add dollars to their Gull Card at machines located in the Callahan Center, the Halle Library, and the Business Office.

IMMUNIZATION REQUIREMENT

The Commonwealth of Massachusetts mandates that all college students show documentation that they have been immunized before attending class or residing on campus.

The required documentation includes:

- MMR (Measles, Mumps, Rubella) Vaccine: two doses required
- Tetanus, Diphtheria, Acellular Pertussis (Tdap) Vaccine: one dose required within past five years

- Hepatitis B Vaccine: two or three doses required according to vaccine schedule
- Meningococcal Vaccine: one dose required within the past five years
- Varicella Vaccine: two doses required

In lieu of immunizations, the student may present documentation of a blood test (titer) or request a religious waiver.

In lieu of immunization for Varicella disease only, students may submit documentation by their health care provider of history of disease; no documentation is required for those students born before 1980.

Health Science students are required to submit documentation of the tuberculin skin test prior to clinical rotations.

In addition to the required immunizations, the College requests that all students complete a Tuberculosis risk assessment including skin test results if performed.

MEAL PLAN MODIFICATION POLICY

According to the terms and conditions of the Endicott Board Agreement, all resident students must participate in one of the board plan options.

The only exceptions to this policy will be documented cases of medical disability which must be approved in writing in advance by the Disability Services Coordinator and the Vice President of Student Affairs. Students with documented disabilities for whom eating in a dining hall is not viable due to medically necessitated dietary requirements may request a meal plan modification

Reasonable accommodations depend upon the nature and degree of severity of the documented disability. Meal plan modifications may be granted semester by semester for temporary (acute) medical dietary reasons, or annually for long term (chronic) medical dietary reasons. While the Americans with Disabilities Act of 1990 requires that priority consideration be given to the specific methods requested by the student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable and other suitable techniques are available.

Decisions will be based on the documented need of the student as verified by the physician, meetings with Endicott's Nutrition Manager, past and current meal plan use, residence life placement regarding access to cooking facilities, the capacity of the dining hall to accommodate the need, and the capacity of residential life to accommodate a room change for the qualified student only, if necessary.

Procedure for Dietary Accommodation

1. Students must submit appropriate medical documentation to the Center for Teaching and Learning/Disability Services Coordinator, which establishes the need for an accommodation and relates the current impact of the condition to the requested accommodation. Meal plan modifications will only be granted for students with documented disabilities for whom eating in the dining halls is not viable due to medically necessitated dietary requirements.
2. Once appropriate documentation is received, it will be reviewed and evaluated.
3. A meal plan audit will be run for previous semesters as appropriate.
4. Location of residency will be determined, along with access to cooking facilities.
5. During this time, students will be asked to meet with Endicott's nutrition manager to determine whether or not modifications can be made in the dining halls based on the student's specific dietary medical needs. An appointment with the nutrition manager can be scheduled by calling Paul Belski at 978-232-2110 or emailing dining@endicott.edu
6. After the review of medical documentation, meal plan audit, residential life audit, and meeting outcome with Endicott's nutrition manager, a determination will be made regarding an appropriate accommodation.
7. Possible accommodations:
 - Work with dining services
 - Change in residence, to gain access to cooking facilities:
 - Microwave only is appropriate
 - Stove top only is appropriate
 - Full kitchens with stove top and oven is appropriate
 - Reduction in meal plan
 - Waiver of the meal plan

TECHNOLOGY ETHICS AND POLICY STATEMENT

Endicott College is committed to providing access to local, national, and international sources of information through its technology resources in an atmosphere that encourages communication for business, education and research purposes. The technology resources are managed by administrative and academic departments. The Information Technology Department maintains all college-owned video, data, telephone lines, and hardware on campus. The Academic Technology Department assists with the integration of technology in the curriculum and supervises the computer labs. The use of computer and other electronic resources at Endicott College are governed by this document and by policies of the College contained in the *Student Handbook*, *The Policies and Procedures Handbook*, and the *Faculty Handbook*. The Technology Ethics and Policy Statement and the Information Technology Acceptable Use Policy can be found online at the Endicott College web page in the Information Technology Department section and may be requested from the Information Technology Department in writing. This document may be modified at any time by the President of the College and/or the President's Council. Timely notification of changes in the policy will be provided. All technology users are expected to read The Technology Ethics and Policy Statement and the Information Technology Acceptable Use Policy and abide by the stated policies and guidelines.

PRIVACY ISSUES

Reasonable efforts will be made to guard against possible violations of an individual's work as a result of tampering, destruction, and/or theft. Security and privacy, however, cannot be guaranteed. All electronic communication systems along with the information developed and stored in those systems are the property of Endicott College and are to be used for work-related purposes only. Consequently, the College has the right to retrieve and review material at any time, including information protected by password in all college-owned computers.

STATEMENT OF CONSEQUENCES

The College requires that faculty, staff, students, and other authorized users accessing the technology will demonstrate responsible and ethical behavior and will abide by applicable policies. Violations of the policies and guidelines set forth in this document are subject to legal and disciplinary actions, up to and including dismissal from the College. Faculty and staff who violate the policies will be referred to the Human Resources Department, and students will be referred to the Office of Student Affairs and/or the Vice President and Dean of the Undergraduate College.

SOCIAL MEDIA AND ONLINE COMMUNICATION

Endicott College acknowledges that students use social technology to connect, collaborate, and communicate in a positive manner, and aims to encourage these forms of expression as an important part of student development and as an outlet for free speech. However, in this public forum, occasions arise in which student, faculty, or staff safety or well-being can be threatened in a negative manner and/or the positive educational environment disrupted. For this reason, all student conduct policies (e.g., Drug and Alcohol Policy, Discrimination, Retaliation, Harassment) and laws apply to online social spaces. Endicott College expects students to conduct themselves online with respect, accountability, and responsibility.

Student communication on social sites (which include, but are not limited to: blogs, microblogs, social networks, location-based presence applications, chat rooms, discussion boards, and public comments hosted on external sites) are not actively monitored by Endicott College, but may be reviewed by conduct officials when they are seen as possible violations of Endicott College's Behavior Standards, Policies, and Procedures and will be acted on accordingly. This may include, but is not limited to: harassment, threats, hate-speech, bullying, privacy concerns, or public documentation of illegal or inappropriate activity.

Communication within online communities and social media sites represents public and open communication. As with other public arenas, information found on internet sites is acceptable as information that may be presented in judicial hearings and other proceedings related to the College. Information that is acceptable may include, but is not limited to: wall postings, journal entries, blog posts, pictures, videos, comments, status updates, avatars, and other openly accessible communications. Messages between individuals including: instant messages/chat logs, text messages, email, Facebook messages, or other electronic forms of communication may also be used in the judicial process when they are shared with officials by an involved party.

Endicott College advises students who participate in online social networks to follow established safety practices and protect private information with the upmost care. Students should set privacy features to restrict access to their profiles, passwords, and pictures, and should not accept a connection request from someone who is unfamiliar or who the student cannot identify. The College also discourages the inclusion of personally identifying information in personal profiles such as address (including campus address), class schedule, phone numbers, screen names, e-mail addresses, and full birth date. Students are reminded that administrators, parents, law enforcement personnel, future employers and even predators may have access to view this information.

TECHNOLOGY ACCESS GUIDELINES

In order to better maintain the security of the computer system in general, users should be aware of the following guidelines:

- Use only those computer accounts for which you have College authorization. The unauthorized use of accounts as well as giving false or misleading information in order to obtain access to computer facilities is prohibited
- Do not attempt to gain access to restricted portions of the system
- Do not authorize anyone to use your account for any reason, as you are responsible for any actions performed with your account. You must take all reasonable security precautions, including password maintenance and file protection measures
- Passwords should be changed regularly. A password automatically expires after 120 days before which time the computer will issue a reminder. If you feel that your password security has been violated, immediately change your password and notify the Chief Information Systems Officer
- Your password should not be given to anyone including staff members that work with you. Temporary login codes can be assigned if you have a special project that requires individuals to perform tasks not normally associated with their positions
- Memorize your password rather than writing it down. Use passwords that you can easily remember but that others cannot easily guess
- If you suspect that your files have been tampered with, contact the Chief Information Systems Officer immediately
- User names not accessed for ninety days will be disabled for security reasons. If you know that you will not be using your account for more than three months, contact the Information Technology Department.

INTERNET USE

Endicott College provides Internet access to faculty/ staff and students as an instructional enhancement and as a support to research efforts. Information taken from the Internet for use in reports and research papers must be acknowledged and correctly cited in order to avoid charges of plagiarism. In addition, users should use discretion when gathering information from the Internet as some material may be considered obscene and offensive to others. Public computers and printers, such as those found in the Academic Computer Labs, may not be used for accessing and reproducing offensive documents. When retrieving potentially objectionable material for legitimate academic reasons, the user is obligated to do so in a private setting so as not to disturb those who might be adversely affected. The College assumes that Internet users will act responsibly and not engage in prohibited activities that can lead to disciplinary action.

WORLD WIDE WEB PAGES

Endicott College maintains a presence on the Internet through their web page www.endicott.edu. The Endicott College Web Committee coordinates the development of web pages and determines appropriateness of the material as well as the placement of pages in the structure of the Endicott College site. If the material submitted is not original, written permission from the copyright owner is needed. To publish information/graphics without written permission is a violation of copyright laws and subject to disciplinary action.

ELECTRONIC EMAIL

All faculty, staff, and students are provided with an Endicott web email account and instructions on how to use the email system as a means of improved communication with colleagues and for use in connection with College-related matters only.

- Students may access their web mail from any computer with an internet connection through <http://mail.endicott.edu>
- Because email by nature is not secure, users should be aware of the limitations on the expectation of privacy. Therefore, users are responsible for changing their email passwords periodically and removing confidential mail from their computers as soon as possible
- Information stored on College computer resources is the property of Endicott College, which reserves the right to retrieve and review material at any time, including information protected by password
- The system must not be used to send chain letters or to transmit offensive material such as messages that are derogatory, obscene, or otherwise inappropriate. Any such incidents will be forwarded to the judicial system
- Endicott College email can be forwarded to your favorite personal email account (ie. Yahoo, Hotmail). Students are responsible for maintaining their forwarding address. Instructions for forwarding email can be found at www.endicott.edu/infotech
- The College uses the email system as a primary method of communication to students for important College matters, individual correspondence, and notifications. It is expected that all students regularly check their Endicott email as they will be held responsible for all communication delivered through email.

STUDENT VIRUS POLICY

Endicott College requires that students who wish to access the College network install College provided Anti-Virus software on their personal computers. This is to protect your computer as well as Endicott College computers and network systems. Since new viruses come out daily, it is important to remember that your anti-virus program must be kept up-to-date to remain effective. Support will only be provided to students that have installed and maintained their Anti-Virus software.

GULLNET

GullNet, Endicott's web portal and Learning Management System, is a web based tool for communication and collaboration that allows the Endicott community to access and exchange information online. GullNet will be monitored by the respective faculty members to ensure that the material posted is relevant to the coursework and conforms to the policies stated in this document. Any policy violations are subject to disciplinary actions.

ACADEMIC TECHNOLOGY LAB POLICIES

The computer resources at Endicott College must be used in a manner that is consistent with the College's educational purpose and environment. All users of computer resources are expected to act in a spirit of mutual respect and cooperation while adhering to the policies set forth in this document. Those using Endicott's computer labs must comply with the following practices and procedures:

- The computer labs are reserved for the Endicott community only. College personnel reserve the right to check students' ID cards at any time
- Access to systems, software, and the Internet will be for educational and informational purposes only. Playing games or engaging in other non-academic activity while the labs are busy is not allowed. Additionally, please do not use more than one computer at a time. Academic activity takes precedence over non-academic use
- The installation of any software on academic technology supervised or supported computers without the expressed permission of Academic Technology is strictly prohibited
- Reconfiguring of computer hardware or software is not allowed. Downloading and installing Internet client server applications or P2P file sharing software is strictly forbidden. Additionally, users may not engage in duplication of any applications installed in the Computer Labs
- While in the labs, please observe common courtesy and do not engage in behavior, which may be disruptive or offensive to others. Headphones should be used for listening to CD's or other sound-based software
- Laser printers are intended for the printing of academic material only. They are not to be used for making multiple copies
- Eating or drinking beverages of any kind in the labs is strictly prohibited

- When class is in session, students not enrolled in that class are not permitted in the lab without the instructor's permission
- Instructors are responsible for notifying their classes of how they will handle file management. Any files saved on the hard drives are automatically removed on a regular basis. Academic Technology is not responsible for lost files
- The use of personal software on lab equipment is strictly prohibited
- Violations of computer lab guidelines and engaging in prohibited practices will lead to corrective disciplinary action which may result in restrictions of lab usage or dismissal from the College. Please report complaints and violations to any member of the Academic Technology staff.

Complaints or concerns should be reported to any member of the Academic Technology staff.

JURY DUTY

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, "Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts." Endicott College supports students in their fulfillment to this civic duty. Students who must miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work.

PHOTOGRAPHY POLICY

Endicott College does not attempt to collect photo release forms from members of its faculty, staff, or student body. Instead, we make the assumption that Endicott faculty, staff, and students are our best resources for marketing the College and its constituencies and that they will welcome involvement in these activities.

All photographs taken for Endicott College are the property of Endicott College and may be used for Endicott College promotional purposes (e.g. electronic and printed publications, websites, classroom use, college ads, etc.). The College reserves the right to take photographs of campus facilities and scenes, events, faculty, staff, and students for College use in any areas on campus where subjects do not have an expectation of privacy and provided the photographs do not violate the privacy of the subject.

POSTER POLICY

- All posters and notices outside of the residence halls must be approved through the Office of Student Activities before being posted. Those not stamped will be removed. In the event of multiple flyers, one flyer will be stamped and copies can be made
- An individual may not promote events using a poster, flyer, or promotional items unless the organization's name appears on the poster, flyer, notice, table tent, or handout. The advertisement will be removed if the sponsoring organization's name does not appear on the item. Posting of any kind in parking lots is strictly prohibited
- All posters/flyers will be approved for a maximum of 14 days. Items must be removed by the sponsoring organization at the conclusion of the event. The organization in violation will be notified of the offense and the poster privileges of the organization will be revoked for a specified time
- No poster larger than three feet by three feet (3'x3') will be approved. Larger ones will be removed
- All flyers and ads (i.e., wanted, for sale, for rent, services - such as typing) must also be approved. (A maximum of two copies for each posting of this type is allowed)
- All flyers must be placed in specific spaces – not on painted walls or doors. If a flyer is found outside this space for any reason or is not approved, the poster will be removed and no poster for the same group, or individual, will be approved for the remainder of the semester
- Posters found covering other posters or in violation will be taken down. Posters in violation will be kept at the Student Activities booth for 24 hours
- No unauthorized person should take down current posters/flyers

- Off-campus advertisements and posters must be approved in the Office of Student Activities. All postings will be done by the Office of Student Activities
- Residence Directors will approve all posters in their residence halls.

PRESS RELEASES TO COMMUNITY AND HOMETOWN NEWSPAPERS

The College will send news releases regarding student achievements such as Dean's List, student honors, awards, athletic team activities, and other recognitions received to hometown newspapers if requested. During the summer prior to the student's first-year at Endicott, the College sends a *Press Form* to be completed by the student. If returned, appropriate news releases will be sent to specified newspapers. To check whether you have press information on file, contact the Assistant to the President at (978) 232-2013. The form can be obtained from the Assistant's Office in College Hall.

SMOKING

All Endicott's buildings are designated as smoke-free environments. Front steps/entrances of academic, administrative, and residential buildings are designated as non-smoking areas. Smoking on the Endicott College campus is restricted to designated smoking areas outside and at least 20 feet away from the buildings (where posted). Smoking is not permitted in student living quarters at anytime, including living rooms and other common areas in the residence halls. Students and guests are expected to respect all rights of non-smokers. Community members who are in violation of smoking regulations are subject to disciplinary action and/or restitution for damages to or cleaning of College property.

SOLICITATION POLICY

Generally, the sale, distribution of goods and services and the solicitation for promotion of and advertising of any item, program or service is prohibited on the College campus. The use of College facilities for solicitation purposes is prohibited. Individuals or businesses may apply to participate in the vendor program by contacting the Office of Student Activities. Written approval must be obtained prior to participation. The College reserves the right to restrict and /or prohibit any individual, company, or group from participation in this program. Door to door solicitation within the residence halls, College facilities, and the canvassing of Endicott property by external groups/individuals is prohibited. The unauthorized posting or distribution of literature on College property is prohibited. The unauthorized use of College-owned and /or operated technology and media for solicitation purposes is prohibited. Individual Endicott community members and or recognized clubs/organizations should refer to the Campus Communications section (p.53) when considering the appropriateness of their activities. Violations of the solicitation policy may result in the Persona Non Grata Status (restricted/prohibited from all College facilities/properties and subject to trespassing) for non-Endicott violators and disciplinary action for Endicott community members.

VENDOR POLICY

Visits by vendors of any sort (off-campus technology support, deliveries of any sort, etc.) in the residence halls must be approved and coordinated in advance with the Office of Residence Life.

WOODED AREAS

The grounds of Endicott College are extensive. In an effort to keep students and guests safe, the College restricts use of the wooded areas around the periphery of the campus. Periodic patrols of these areas are conducted, and students and guests are requested to disperse from these areas. All College policies and procedures apply to these areas. Fires are prohibited at all times in wooded areas.



RESIDENCE LIVING

MISSION STATEMENT

In alignment with Endicott's commitment to the development of the whole student; the Office of Residence Life is committed to providing a healthy and supportive living environment that promotes academic success and personal growth of residential students while fostering a sense of community and responsibility and empowering them to become contributing and engaged members of a diverse and ever changing global society.

GOALS

The objectives of the Office of Residence Life are to:

- To support the pursuit of **academic success**
- To empower residents to pursue **personal growth** through student engagement and the exploration of knowledge
- Provide a safe, supportive and healthy living environment where all students are known, valued and have an understanding of sensitivity and respect as integral parts of **community development and awareness**
- To support students through their college experience in the **development of professionalism and life skills**

As with any community, expectations and standards must be impressed upon its participants in order that individuals may develop to their highest potential. The same is true for living in a residence hall. Students are expected to understand and abide by policies and procedures established by the College for residence hall living. These policies and expectations, based on individual rights and responsibilities, may be found in this *Student Handbook*.

RESIDENCY STATUS POLICY

Residency status is determined at the time of admission to the College. Upon enrollment as a resident, students will be provided and expected to maintain continued residence status until graduation unless the student becomes ineligible, withdraws from residence or the College, is removed for judicial reasons, or fails to meet all notification and financial deadlines. Students on a leave of absence, study abroad, internship, or other academic program that warrants a short-term release from campus residence will be provided continued residence status upon their return. Please note that failure to comply with the residency policy can result in loss of the \$500 continuation deposit as well as other penalties.

HOUSING OPTIONS

Endicott College offers a variety of housing options for students. Options include converted estates, traditional residence halls, suite-style living, townhouses, apartments, and modular living units. You may review all options on the Residence Life website www.endicott.edu/residencelife under the tab "Residence Halls."

RESIDENCE LIFE STAFF

Residence Director (RD)

The Residence Directors (RD's) are responsible for community development, day-to-day operations associated with managing a residence hall or residence area, and the overall building maintenance. These individuals are professional live-in staff members who have training in student personnel services and conflict mediation.

They supervise Hall Council members, Assistant Residence Directors, and Resident Assistants. At all times, the RD's have the students' needs as their highest priority. Their purpose is served by

establishing the hall or area as a center for community living while creating an atmosphere conducive to study, which facilitates the educational process of the College. In order to ease the transition to Endicott, each Residence Director meets with all new students in their respective residence halls within the first three weeks of every semester. Residence Directors are a valuable resource for members of the residence hall community.

Assistant Residence Director (ARD)

These individuals are professional, full-time graduate students who are live-in staff members that assist the Residence Directors with the supervision of a First-Year Residence Hall. Assistant Residence Directors have training in student personnel services and, at all times, have the students' needs as the highest priority by adhering to the initiatives of the Residence Director and Office of Residence Life.

Resident Assistants (RAs)

RAs are full-time, undergraduate students that report to their area's Residence Director. They are responsible for community development, programming, and floor or area supervision of a group of resident students. As resource persons for their halls, the RAs assist residents with personal and academic concerns, coordinate educational and social programming in conjunction with the Hall Council, and help to explain and enforce College policy and expectations.

Desk Attendants

Desk Attendants are professional, uniformed employees hired by the College. Their main responsibilities are signing in guests, verifying who is entering and exiting the buildings and, if necessary, assisting the Residence Life staff and Campus Safety upon request. Your cooperation in these security measures is necessary to maintain a secure and safe environment.

Coverage

Each night that students are on campus, residence halls are staffed by Residence Life personnel. RDs are on duty, on a rotating basis, with not all RDs on duty at all times. However a residence life staff member can be reached 24/7 by contacting campus safety. The on-duty staff are assigned an area of campus in which they are on call for emergencies, room lockouts, and general assistance. The Residence Life on-duty staff monitors the halls 24 hours/7 days a week while the College is open for classes.

ASSIGNMENT OF ROOMS

Incoming first-year and transfer students are assigned rooms based on the date of receipt of their enrollment deposit or continuation deposit to Admissions. Included with the orientation packet, incoming students should find a *Housing Preference Form* that they use to notify the Office of Residence Life of the student's hall and roommate preferences. While requests for roommates and hall preferences are taken into consideration, the College cannot guarantee preferred assignments. **If a roommate is requested, the College will use the later of the deposit dates to place in housing.**

Current returning resident students are eligible to participate in the On-line Housing Selection Process, which occurs mid-way through the spring semester (normally April), if the student:

- Has a paid in full continuation deposit
- Is in good standing with the College
- Has no outstanding balance on their account by March 15
- Has not submitted a *Change of Residency Status Form* to live off-campus for the upcoming fall semester.

The complete room selection process will be available to residents during the spring semester. The process will be emailed to all students, posted in the hall, and will be available on the Residence Life webpage under "Housing Selection".

Students returning from Study Abroad, distance/full-semester internship, or leave of absence will be allowed to participate if they were residents immediately preceding their absence, and have been readmitted by the March 15 deadline.

Build-Up Credit

A traditional, multiple occupancy room that has been built up to house one additional student will be billed at the traditional rate but may be eligible for the Build-Up Credit listed on the Fee Schedule

listed in the College Catalog. These rooms are given top priority for room change. Any student remaining in this situation after October 15 in the Fall semester or after March 1 in the Spring semester will receive the credit after these deadlines.

The College will attempt to communicate all room assignments and roommates prior to any changes, however, the College reserves the right to change an assignment without notification for disciplinary or space availability reasons. In addition, as spaces occur, the College may require that students accept roommates or be reassigned in order to consolidate spaces. (Please see the *Residency and Board Agreement* for more information.)

CHANGE OF RESIDENCY STATUS

Students interested in changing their residency status for fall semester must do so before March 15 and for the spring semester before December 15. All *Change of Residency Forms* received after the deadline will lose their \$500 continuation deposit. Minimum requirements for approval for off-campus housing include:

- Student must be of junior or senior status or student must be 21 years of age
- Student must have a 2.3 GPA or higher

All *Change of Residency Forms* are subject to approval. If you are unsure of your study abroad or internship plans, please fill out a *Declaration of Intent Form* and return it to the Office of Residence Life before March 15. This allows a student to participate in the housing selection process until the internship is confirmed.

RESIDENCY STATUS FOR PART-TIME SENIORS

Seniors who have part-time status during their final semester prior to graduation will be permitted to remain in the residence halls under the following conditions:

- Students must be in good academic and judicial standing
- They must be within six credits of graduating from the College and enrolled in courses that are required for graduation.
- The courses must be taken on campus within the undergraduate collage and cannot be completed online
- Student will be charged the part-time tuition rate and must pay room and board.

All part-time students requesting to remain in housing must receive written permission from the Vice-President of Students Affairs.

SUMMER, WINTER, AND HOLIDAY HOUSING REQUESTS

Summer, winter, and holiday (Thanksgiving, spring Break) request forms are available in the Residence Life Office. Due dates for these requests will be posted on the Residence Life website and emailed to all students when available (usually three weeks before paperwork is due). All approved requests that are submitted late will be assessed a \$25 late fee. Please be advised that summer, winter, and holiday housing is limited, and applicants will be approved and placed on the following priority basis:

Participation on a College athletic team

Working on-campus

Taking classes

Internship

Other (example: off-campus job, participation in College athletic team, etc.)

There is an additional cost to summer and winter housing, but no additional cost for Holiday Breaks, (Thanksgiving, Spring Break) if approved before the deadline. Please note that all policies within the *Student Handbook* are enforced during holiday and break periods.

OFF-CAMPUS HOUSING

Endicott College assists eligible students in finding off-campus housing by keeping a limited resource list of potential apartments for rent. We do not endorse or have any affiliation to any specific off-campus residence. Please be aware that city zoning ordinances prohibits more than four unrelated individuals living in a single residence. Students wishing to move off-campus should contact the

Office of Residence Life located in the Callahan Center. A student must complete a *Change of Residency Status Application* and return it to the Office of Residence Life no later than December 15 (for the spring semester) or March 15 (for the fall semester) to avoid forfeiture of the Enrollment/Continuation Deposit. The Change of Residency Status Policies and Procedures are outlined on the *Change of Residency Status Form*. They can also be found on the Residence Life webpage under “Change of Residency.”

ACCESS TO THE RESIDENCE HALLS

For the safety and security of each residence hall and its residents all residence halls are locked 24 hours a day. Access is gained by means of your Gull Card or key (during the summer months). A student contributing to any breach of security is subject to disciplinary action. Residents share responsibility with the College in ensuring that safety measures are in place and maintained. If there is an issue with a door or key, please notify the Residence Life staff immediately. Residents are responsible for carrying their Gull Card and Key at all times.

ROOMMATES AND THE ROOMMATES BILL OF RIGHTS

Each roommate has the right to:

- Read and study without interference, unreasonable noise, and other distractions
- Sleep without undue disturbances
- Have personal privacy in one’s room
- Live in a clean environment
- Host guests, with the understanding that the guests will honor the other resident’s rights
- Have free access to one’s room and hall facilities
- Be free from intimidation and physical and/or emotional harm
- Expect respect for one’s belongings and personal property.

CONFLICTS

After spending some time to acquaint yourself with your roommate(s) and to negotiate lifestyles, conflicts may arise. Keep in mind that compromise and concessions are ingredients for successful relationships. If a roommate disagreement arises in a room, we ask that students go through the following procedures before requesting a room move:

1. If a student is having difficulty in their room with their roommate, we encourage students to first discuss the issue with their roommate directly. Many times the roommate is not aware there is a problem and most issues can be handled with strong communication.
2. If students cannot handle the issue on their own, they may approach their Resident Assistant to discuss doing a roommate mediation. During roommate mediation all parties involved will fill out a roommate contract that all parties in the room must adhere to or it may become a judicial matter
3. If the RA cannot successfully mediate the situation or solve the problem, residents will meet with the Residence Director of the building. Residence Directors are full-time professional staff members who have been trained in roommate conflicts and mediations.
4. If all else fails, a room move should be the final solution.

Space is very limited on-campus and we ask that students try to discuss their problems and concerns as a room move may not be an immediate option. Some helpful hints for living with a roommate can be found on the Residence Life website under “Room Changes.”

Unauthorized room changes will result in sanctions being applied to the student and students will be required to move back to their assigned space. A \$50.00 administrative fee may be assessed to students with no extenuating reason for moving.

If you are interested in a room move and have gone through the steps above, *Room Change Request Forms* are available in the Office of Residence Life. Please call the Office of Residence Life to make an appointment to discuss your options or get on the room change request list.

SERVICES PROVIDED

CAMPUS TELEVISION SYSTEM

The campus television system provides a wide variety of programming, including all of your favorite channels, as well as a movie channel. Students are able to watch all of the most popular programs as soon as you arrive on campus. The only thing needed is a cable-ready TV set, your remote control, and a connecting coaxial cable. Kennedy Hall and Hawthorne Hall apartments are provided with one television set located in the living room area of each apartment. Most residence halls have television access in common areas.

FURNITURE

Each resident is provided with a bed, desk, chair, dresser, and shared closet space. Students may bring small items of furniture to complement the furniture provided by the College. The College reserves the right to make a determination on the safety of the items students bring into their living quarters. If these items are deemed to not meet the College or Beverly Fire Department Fire Code standards of safety, the resident will be required to remove the item. Items of furniture provided by the College either in rooms or public areas may not be removed from their original location and must remain in the room for the full academic year.

HALL COUNCIL AND RESIDENCE HALL ASSOCIATION

Hall Councils offer the opportunity for resident students to take leadership positions within the hall by providing social programming and proposing building improvements within the parameters of the College, while establishing community expectations. The purpose of the Hall Council is to establish communication and coordination of activities within the residence hall and to be responsible for community standards within the hall. The Residence Hall Association is the nationally recognized, student-run organization that oversees the Hall Councils and develops programs and initiatives for all residence halls. RHA has the opportunity for conference attendance and residential change.

HALL MEETINGS

Hall meetings will be held in the residence hall or a designated area on a monthly basis. These meetings are extremely important and considered mandatory, as they are a major source of important information regarding expectations, policies and procedures, building openings and closings, holidays, and programs. If you cannot attend, contact your Residence Director right away to find an alternative meeting time.

KEYS AND CARD ACCESS DEVICES

Card access devices are programmed onto your Gull Card. In most cases, it is the key to the entrance of the residence hall in which the student resides. Loss of the Gull Card should be reported immediately to the One-Card Office. The replacement fee for a Gull Card is \$25. Room keys are also issued to each student, which they must sign for on their Room Condition Report when they check in. Loss of a room key should be reported immediately to your Residence Director or the Office of Residence Life. The student will be charged \$100 for each key that needs to be replaced. Keys not returned upon check-out during winter break and at the end of the academic year, for any reason, will be considered lost and will then incur the lock charge. Students are responsible for picking up their keys upon return from break. If both the key and the Gull Card are lost, a charge of \$125 for a full lock change and \$25 for a Gull Card replacement will be charged.

KITCHEN FACILITIES

Many residence halls have a kitchenette for preparing light snacks. Residents of each hall are responsible for maintaining the cleanliness of kitchen facilities. Cooking is not permitted in student rooms for health and safety reasons. Evidence of hot plates, microwave ovens, popcorn poppers, overloaded extension cords, or plugged-in appliances is considered a fire safety violation. These items may be confiscated by College staff, and a fine may be imposed. Microfridges may be rented through the College as a pilot program. Students may not bring their own microfridges or microwaves at this time. Information on microfridges can be found on the Residence Life webpage under "What to bring."

LAUNDRY

Most residence halls are equipped with washers and dryers or have access to laundry through another facility. Students are encouraged to place funds on their Gull Cards for convenient card access to residence hall washers and dryers. The College is not responsible for damage to clothing or other personal items. However, the Office of Residence Life will work with you to contact a Mac Gray representative. If one of these items is not working, please contact your Residence Director or the Office of Residence Life immediately.

STORAGE

The College does not provide any additional storage for student belongings during the academic year, winter break, or summer break. Students should only bring belongings that they can fit into their room or apartment. Each student assumes full responsibility for all personal belongings. All personal items and furniture should be removed from the student's room before they check out completely or when they move to another room. Any items left behind after check-out will be considered trash and will be disposed of by the College. The College does not assume responsibility to ship or store any personal belongings. Students may contact Beverly Self Storage if they need local storage facilities.

TELEPHONE SERVICE

Most resident students receive voicemail, room-to-room, on-campus, and local area phone service at no charge. Students must use a prepaid calling card for long-distance calling. Calling Cards are sold in the Endicott College Bookstore in a variety of denominations. The College does not provide telephones for student rooms. The persons occupying a room or an apartment must furnish their own telephone. To use the service, you must have a touch-tone phone. Students are also encouraged to register their cell phones for emergency purposes. Newer buildings do not have landline hookups as most students use their cell phones.

VOICEMAIL

Voicemail service is a feature of the telephone service. When you are on the phone, the voicemail system automatically answers incoming calls for you with your own personal greeting. The voicemail system will also take a message for you when you are not in your room. Best of all, your messages will be kept private from your roommates, and you will be able to retrieve them from any touch-tone phone. Students are provided instructions at check-in on how to set up their voicemail. The College often uses the voicemail system to contact or communicate with students. It is recommended that students with a landline set up their voicemail and check their messages frequently.

INFORMATION RESIDENTS NEED TO KNOW

ADA REQUIREMENTS

Students who require specific housing needs due to ADA must request accommodation through the ADA Coordinator Dean Barnes by July 1, new students and returning students must submit paperwork by March 15. The request must include medical documentation from a physician detailing the specific nature of the disability and authorization to discuss the request with the physician. The ADA Coordinator and Office of Residence Life will work with the student to find housing accommodations that meet their needs based on their enrollment deposit date (for new students) and their housing points (for returning students). The ADA process will only place ADA students with their immediate roommate and does not place suite or apartment mates.

CARPET TAPE

While rugs are a good way to make a room more comfortable, the use of carpet tape is not permitted. Carpet tape is difficult to remove from the floor and will result in a charge being assessed to the residents of that room.

DAMAGE TO PERSONAL PROPERTY

The College assumes no liability for damage or loss of Resident's personal property. If the Resident is not covered by insurance for loss of personal property through policies held by the Resident's family, the College recommends that the Resident contact an insurance carrier concerning the availability of protection against loss.

HOLIDAY DECORATIONS AND STRING LIGHTS

While certain decorations are helpful in acquiring the right "spirit of the season," please note that as a matter of safety, live greenery is not allowed anywhere in the residence halls. Under no circumstances may decorations be attached or suspended from fire safety devices or equipment. String lights and/or holiday lights are not permitted in residence halls.

LOFTS AND CINDERBLOCKS

The use of lofted beds constructed with wood or cement blocks or any other like materials is prohibited. Only College-supplied lofting arrangements are permitted.

PETS

Pets are not allowed, out of consideration for those living in the hall as well as the pets. The one exception is fish in tanks. Tank size is limited to ten gallons. Damage to College property due to faulty or broken tanks is the student's responsibility.

COMMUNITY HEALTH AND SAFETY LIVING STANDARDS

Endicott College has a deep commitment to providing a safe and secure environment, in which students can live, learn, work and pursue their interests. Threats to personal safety, compromising the learning environment, and disruptions of students' rights to live with a reasonable degree of peace are causes for concern and require intervention. Each month Residence Life staff will conduct health, safety, cleanliness, and maintenance inspections of overall conditions and cleanliness of the room. Special note of health concerns including open food in the room, excessive trash, and items blocking or hindering access to doorways along with compliance with College and Fire Department regulations will be addressed. Failure to comply with the community health and safety living standards may result in judicial sanctions up to loss of residency.

FIRE SAFETY

Fire safety regulations are for the safety and welfare of the College community. Misuse or abuse of emergency equipment that results in the sounding of a false alarm is a class B felony and is prohibited and considered a serious violation of College policy and local fire codes. College staff will inspect student living areas regularly and spontaneously by Beverly Fire Officials to ensure the following fire safety violations are not present in both the private rooms and common areas of the living unit if applicable.

The Use of the Following Hazardous Appliances is Not Permitted:

- Halogen lamps/ Air Conditioner
- Spider lamps (lamps with multiple “arms”)
- Hotplates and George Foreman Grills in areas other than kitchens are prohibited
- Toaster ovens and microwaves in areas other than kitchens are prohibited
- Non-UL listed appliances
- Appliances containing immersion coils
- Air conditioners

The Use of Open Flames is Not Permitted, Including:

- Candles
- Incense
- Kerosene lamps

Electrical Hazards such as the Following are Not Permitted:

- Overloaded receptacles (use of “octopus” adapters)
- Overloaded extension cords
- Cords running under carpets, or excessively long extension cords
- Cords nailed or stapled to walls
- Splicing of electrical cords
- Incandescent bulbs such as those used in holiday and string lights
- Wickless candles used on hotplates

Excessive Combustible Materials are Not Permitted:

- Excessive disorderly condition and the storage of excessive amounts of trash, paper, cardboard, boxes, newspaper, etc.
- Partitions installed by residents
- Excessive decorations, tapestries, posters or other wall/door coverings
- Tapestries or decorations attached to ceilings
- Fireworks, explosives, ammunition
- Covering of doors
- Lighter fluid, kerosene, charcoal fluid, or any flammable liquid

Tampering with or Impacting Fire Protection Equipment is Not Permitted:

- Smoke detectors covered, blocked, disabled or tampered with
- Fire sprinkler heads operationally compromised by presence of tape, hanging materials or obstructions
- Items hanging on sprinkler piping
- Activity that impacts the functioning of any automatic door closure mechanism (propping of fire doors)
- Obstruction of or tampering with fire protection devices/equipment (fire alarm pull stations, hose cabinets, fire extinguishers, sprinkler heads)

Tampering with or Impacting Fire Walls, Ceiling and Doors is Not Permitted:

- Holes which penetrate walls, ceiling, and doors
- Automatic door closing mechanisms disabled or by passed (propping of fire doors)

Affecting Exit Ways is Not Permitted:

- Obstructing corridors, stairwells, lobbies, or exit doors by storage, furniture, etc.
- Tampering with, obstructing or vandalizing exit and emergency lights

Lighting of Outside Fires is Not Permitted:

- Outdoor fires are not permitted on campus property, including campus wooded areas and beaches without the written permission of the Director of Campus Safety and Beverly Fire Department and sanctioned by the College

Smoking Regulations on Campus:

- Smoking is prohibited in all campus buildings and facilities
- Front steps/entrances of academic, administrative and residential buildings are designated as non-smoking areas. Ashtrays are located at all entrances; however, all smoking must occur at least 20 feet from the building

FIRE ALARMS

The fire alarm system at the College serves to protect lives and property. Due to the cost of having the Beverly Fire Department respond to false alarms, individual residents or entire residence halls may be assessed a fine of \$300 for preventable, false fire alarms in addition to the fine assessed for intentionally set fire alarms. Misuse of exterior emergency phones in addition to pull stations, fire extinguishers, emergency exits, or fire doors is considered tampering with fire equipment and may result in assessing a minimum fine of \$150 and College judicial sanctions. It is required that all persons leave any facility during the sounding of the alarm system, and a fine may be incurred for non-evacuation.

ALCOHOL POLICIES WITHIN RESIDENCE HALLS

Use of Alcohol in the Residence Halls

Policies and procedures regarding alcohol use in residence areas were developed to:

- Protect the rights of every resident student to peace, quiet, privacy, safety, and a clean well-kept physical environment
- Establish and maintain an atmosphere that is conducive to academic success and personal development
- Protect College and student property
- Demonstrate College compliance with state and local laws regulating the use of alcohol
- Encourage students to take responsibility for their own actions and for their residential community.

The Residence Life staff will respect the privacy of student rooms, but will respond and take appropriate action when students create a disturbance or nuisance or otherwise call attention to their behavior.

Legal age residents (21 years of age or older) are permitted to responsibly possess and consume alcoholic beverages in residence hall rooms, suites, and apartments where residents of the room are of legal drinking age. Open containers in hallways, common areas, or outside residence areas are not allowed. Proper identification must be carried at all times and produced when requested.

Limits for the possession of alcohol, as defined by the College, per 21 year old or older resident at one time may not exceed:

- One six-pack of beer
- Or 750 ml. of wine
- No student, regardless of age, may possess hard liquor in College residences, except that provided in College approved registered parties. The amount of hard liquor allowed at registered parties will be approved by Residence Life staff at the time of approval or the registered event.

GUEST POLICY

Endicott College's Guest Policy has been established to ensure a comfortable and safe community environment in the residence halls. A foundation of Endicott's Guest Policy is that guests (both current students who do not reside in the same room as the host as well as off campus guests) are only permitted with the consent of a resident's roommate(s). Residence Life staff and Campus Safety will address any behavior that jeopardizes the well being and comfort of roommates. The following bullets delineates the Guest Policy rules, restrictions, and procedures that apply to resident students hosting guests:

- Guests are defined as persons who are not Endicott College resident students, or a resident student visiting in a residence hall room not their own
- At all times, the rights of the roommate(s) to sleep, study and remain in their space takes precedence over the privilege of having guests visit
- After 7:00 p.m., non-student guests who desire access to the College and do not possess a valid Endicott College identification card (Gull Card) issued through the One-Card office will be required to park their vehicle, and all occupants desiring access to the campus must come into the Campus Safety Office to sign in and receive a visitor badge and/or a visitor parking permit
- Students (both resident and non-resident), who desire access to the College after 7:00 p.m. but do not have their ID card must come into the Campus Safety Office to sign-in

- Students are only allowed to sign in two (2) non-Endicott guests at a time, including overnight guests
- Off-campus guests and resident students visiting in a residence hall not their own must sign into the building in the presence of the host when desk attendants are present. If a guest cannot produce their Gull Card ID or Visitor Pass, they will be denied access to the building
- There is no visitation from non-resident students (other than immediate family) for any Endicott College student during the first full week of the fall and spring semester, during the final exam period, or over any break period
- First-year students are not allowed overnight guests for the first four weeks of the fall semester
- Students residing on campus in the summer are expected to adhere to the Guest Policy, as well as obtain a Visitor Pass through Campus Safety for all non-resident guests.

Residence Life staff and Campus Safety will address any behavior that jeopardizes the well being and comfort of roommates. It is expected that Endicott College students who are visiting others within their own building or another building will honor the College overnight guest policies and will follow established procedures as outlined below. The College will take disciplinary action if at any time there is any indication that the overnight policies are being violated.

Off-campus guests and Endicott College commuter students are required to obtain a Visitor Pass/Parking permit from the Campus Safety Office. Resident students should sign in to other buildings when visiting other resident students.

Procedures for Hosts for Overnight Guests:

- Obtain verbal permission from all roommates to have a guest. A clear understanding of the length of time a guest will be visiting needs to be made and approved by all roommates
- Resident students who invite a non-student to visit them are encouraged to pre-register their guest(s).

How to register:

- To access the registration form, go to <http://www.endicott.edu/guestpreregistration>, or click on the Endicott College *Overnight Visitor Registration Form* on the Campus Safety section of the Endicott website
- Once there, hosts will need to log in with their Endicott ID number and their C.O.A.S.T. password to access the form. On the form, fill out the required information and click on the submit button.

Procedures for Overnight Guests:

- Upon arriving to campus, off-campus guests are required to sign in with Campus Safety where pre-registered non-Endicott students will receive a visitor's permit which they must keep with them and furnish upon request. All guests bringing a vehicle to campus will receive a parking permit
- Guests who arrive at the campus WITHOUT being pre-registered will be required to contact their host, and the host will need to confirm with Campus Safety that the visitor is welcome, before receiving their guest pass and parking permit
- Guests authorized by their host to stay past 1:00 a.m. are considered overnight guests. With host and roommate permission, overnight guests are allowed to stay a maximum of two nights. Guests who occupy College housing for longer than two nights consecutively may be charged the full cost of the room, and their host may be referred for student conduct action, with penalties ranging up to suspension from housing
- Overnight visitation may be limited at certain times throughout the semester including, but not limited to, an emergency occurring on campus or to address resident behavioral issues. Guests who violate College policies may be placed on Persona Non Grata from the College for a specified amount of time by the Vice President of Student Affairs or his/her designee.

The responsibilities of hosts are as follows:

- Remain with your guest(s) at all times. This responsibility begins the moment your guest arrives at the campus, whether the guest(s) have been registered or not
- Inform guests of College rules, regulations, and policies, and inform them that they must abide by these at all times
- Assume responsibility for the actions of their guest(s). Should a guest violate any of the aforementioned, the host will assume responsibility for the violation and will be subject to judicial sanctions and pay any and all restitution for damages.

The responsibilities of guests are as follows:

- Register themselves and their vehicle at the Campus Safety office, obtain a temporary parking sticker and visitor's permit which must be on their person at all times and furnished upon request by any College Official
- Remain with their host at all times. Not being with a host can lead to being immediately banned from the campus
- Become informed of College rules, regulations, and policies, and abide by the same.

GUESTS FOR FIRST-YEAR STUDENTS

At Endicott College, we believe that first semester acclimation to student life is a fundamental key to a student's success. Therefore, there is no overnight visitation for first-year students during the first four weeks of the fall semester. This includes overnight visitation from other Endicott students. During this time, anyone who is not a resident of said room is considered an overnight guest if they are in a first-year student's room past the hour of 1:00 a.m. All guests will be asked to return to their residence or vacate campus during that time. This policy will allow first-year students to adjust to and enjoy the shared living experience. All Endicott owned, leased, or affiliated residential buildings are considered private property wherein trespassing or solicitation is forbidden. Access to and presence in all residence halls is limited to College employees, Endicott students and residents, and their guests. Violators may be subject to immediate removal from campus and/or prosecuted as trespassers.

LOCKOUTS POLICY

The College strives to provide many services for the students at Endicott. The institution realizes that students may occasionally lock themselves out of their room. It is the responsibility of every residential student to carry their keys and Gull Card with them at all times. If by chance a student is locked out of their room, then students are encouraged to try to find their roommate first. If that fails, then students should try to find a staff member within the building. If there is neither a roommate around nor a staff member around, then the student can call Residence Life during normal business hours or Campus Safety after hours to have somebody respond from across campus. There will be a three strike policy where, for each incident after three lockouts within the school year (– for any lockout outside of the Residence Life normal office hours of 9:00 a.m. – 5:00 p.m. – the student will be charged a fee of \$5.00.)

QUIET/COURTESY HOURS

In the interest of promoting an atmosphere of mutual respect and academic success, the following are considered quiet hours:

Sunday through Thursday: 11:00 p.m. to 9:00 a.m.

Friday and Saturday: 1:00 a.m. to 10:00 a.m.

The College expects that residence halls will provide enough quiet time for proper rest and study; therefore, the College also has a courtesy hours policy. At all times audio/visual appliances are to be played at reasonable volume out of consideration for the general College community and cannot be projected out of windows. If asked by a fellow resident or a College staff member to turn down any audio/visual appliance or to quiet down, students are expected to comply with this request. Quiet hours will be extended to 24 hours starting at 9:00 p.m. the day classes end before final examinations at the end of each semester. Quiet hours will be shifted in the summer to accommodate conferencing groups on campus. Summer students will be notified of the new hours.

SOCIAL EVENT POLICY

Endicott College is committed to maintaining a safe social atmosphere for all students on campus, whether or not they choose to consume alcohol. The following Social Event policies are to provide structure for the responsible and legal use of alcohol for those 21 years of age and older who choose to do so while adhering to College policies and procedures and Massachusetts laws and regulations.

Social Events That Involve Alcohol

Definition of a Social Event

Any event, planned or unplanned, that exceeds the building capacities listed below (including hosts) is considered a Social Event and must be registered with the Office of Student Affairs.

Registered Social Events that involves alcohol may only occur in residences that are designated for Social Events and in which all occupants are of legal drinking age (21 years of age or older), have attended the Social Event Registration Workshop and are designated as event hosts. Everyone at the event must be of legal drinking age, and hosts are responsible for checking identification cards.

Students who wish to host a social event that involves alcohol and exceeds twenty (20) people, including hosts, must register the event with the Office of Residence Life by noon on the day prior to the event. *Social Event Registration Forms* must be signed by all residents of the event location and filled out completely. Forms are available in the Office of Residence Life and on the Residence Life webpage under “Life at EC.” Submission of this form does not guarantee event approval. Hosts must meet with the Resident Director or designee in order to receive written approval. No event may occur without written approval. A copy of the approved registration form should be kept on hand during the event.

Registered Social Events will only be approved for Friday or Saturday nights, and must conclude by 2:00 a.m. Please note that quiet hours begin on the weekends at 1:00 a.m., so be respectful of your neighbors. Registered Social Events must comply with any request made by other residents to lower the noise level.

A maximum number of party attendees (including residents) are allowed, as follows:

- Williston: 50
- Gloucester, Manchester or Woodside: 30
- Hawthorne:
 - 8 person pods: 30 people;
 - 10 person pods: 40 people;
 - 12 person pods: 50 people
- Tower: 30
- Mods: 30
- Cliff House: 30
- Rockport: 30
- Farmhouse: 30
- Ledge: 30

The Resident Director or designee and the event hosts will agree on the maximum number of event attendees at the Social Event Registration meeting prior to the event.

There will be a limit on the number of events approved for each night at the discretion of the Office of Student Affairs staff. *Social Event Registration Forms* will be considered on a first-come, first-served basis. The number of events in any one location or in a close proximity to another event will be restricted as follows:

- Williston: two events
- Gloucester, Manchester, or Woodside: one event per building
- Mods: two events
- Tower: one event
- Hale Street: one event
- Hawthorne: one event

The maximum number of events involving alcohol for one night is five, but Student Affairs reserves the right to either lower the limit on any given weekend, or in cases where students have demonstrated a history of responsible behavior, increase the number of events.

All residents and guests in attendance at the event must possess a valid Endicott College identification card and a valid state identification card. Off-campus guests must possess a valid state identification card and a guest permit and be with their host in order to gain entrance to the event. Hosts are responsible for ensuring that admittance is denied to anyone under 21 years of age.

Two of the residents of the event location must serve as designated hosts, and all residents must sign the Social Event Registration Form indicating his/her responsibility for the event (once registered as a designated host, there is no switching with another resident or relinquishing your duty). Being a designated hosts means that you cannot consume any alcohol prior to or during the event. These signatures also indicate acceptance of responsibility for guests’

behavior. The hosts must monitor all entrances/exits to the residence.

This monitoring should include:

- Checking identification cards
- Ensuring that the number of people at the event does not exceed the limit
- Preventing anyone from leaving the event with an open container of alcohol
- Ensuring everyone adheres to all College policies and procedures
- Contacting College staff in case of any problems or emergencies.

The hosts of Registered Social Events are responsible for the actions of their guests, whether invited or uninvited, and will be held responsible for damages in the vicinity of the event.

The outer area of the residence where the event occurred must be cleaned up immediately after the conclusion of the event. Within 12 hours of the event's conclusion, the inside of the residence must be cleaned.

An appropriate amount of food and alternative beverages should be provided at the event for the maximum number of guests. Alternative beverages include items such as soda, juice, and bottled water (not tap water). Alternative foods include pizza, subs, and other food of substance (not just chips and dip). Students can request funding through SGA based on their events "theme."

Events that are open to the general public are not permitted; no public advertising is permitted.

Residence Life staff and Campus Safety Officers will routinely visit events to ensure that the sponsors are not harassed by uninvited guests and that hosts are abiding by the regulations for having a responsible event.

Alcohol Policies for Registered Social Events for Over 21 Students (Wet Events)

- While hard liquor may be served at registered parties, alcoholic punches or grain alcohol are not permitted at any time.
- No drinking games may occur
- No binge drinking paraphernalia may be present
- Alcohol may not be served to an intoxicated individual
- Alcohol may not be served to any person under 21 years of age
- All alcohol must be present at the event during the first walk-through prior to the event by Residence Life/Campus Safety.

Common sources (i.e. kegs, beer/event balls, etc.) of alcohol are prohibited.

Please reference the *Social Event Registration Form* for the maximum amount of alcohol allowed at a registered event.

All Registered Social Events must be conducted in a safe, responsible, and legal manner that is not disruptive to the surrounding area. Failure to comply with Social Event Registration guidelines will result in the immediate closing of the event by College staff and may result in immediate interim revocation of event privileges. This revocation may remain in effect until the Social Event Registration violations are resolved by the judicial system. The Vice President of Student Affairs or designee may take this interim action.

Social Events That Do Not Involve Alcohol (Dry Events)

Endicott College promotes alcohol free events. Students who wish to host a chemical free event or social event that exceeds the space provided in their residence hall room should contact their RD to find an appropriate alternative location at least 48 hours before the event.

Social Event Registration Workshops

At the beginning of the fall semester, the Social Event Registration Workshop schedule will be made available. All the residents interested in hosting a "wet" or "dry" event must attend the workshop to be eligible to register private events. Contact the Office of Student Affairs for more information.

RESIDENCE LIFE PROCEDURES

Checking In to the Residence Halls

Students will be notified in August (fall semester) and January (spring semester) as to the designated residence hall move-in dates via their housing placement letters and the Residence Life website www.endicott.edu/residencelife. Dates are also posted on the Academic Calendar at least a year in advance. Semester break and vacation period information will be distributed by the Office of Residence Life through their website, student emails, posting in the residence halls, and through regular hall meetings. Students are expected to adhere to these published dates and times. Additionally, all-important academic and check-in dates are located on the Endicott College website under academic calendar or on the Residence Life webpage under “Important Dates.” Dates are subject to change.

In emergency situations only, Residence Life will authorize early check-in with advanced written consent. Students who obtain permission for an early arrival in advance will not incur a fee. Students who come early without written approval will be billed a \$50.00 per night fee and/or be asked to return home.

Room Condition Report

A Room Condition Report is an inventory of all furniture and other articles present in a resident’s room and their condition at the time of check-in. This form provides each student an opportunity to assess and document the condition of College items for which a resident is responsible. Each student will review and sign the *Room Condition Report Form* (RCR) as they check into their room. Students have 48 hours from the time of check-in to make changes to the RCR. After that time, the RCR will be considered final. The Room Condition Report is used to assess damages, fines, and charges when the student changes rooms or vacates at the end of the semester or year.

Checking Out of the Residence Halls

When leaving the residence halls at the completion of the academic year or changing rooms, students must:

- Schedule a checkout meeting with their Residence Director
- Remove all personal items from the room and apartment
- Properly dispose of all trash
- Sweep, mop, or vacuum the floor
- Reset the furniture to the way it was when they moved in (this may mean de-bunking the beds)
- Complete the check-out portion of the RCR with Residence Life at the scheduled check out time
- Return the room/apartment key to their Residence Director.

Failure to complete the above steps may result in billing for improper checkout. The College provides no appeal process on assessed damages if the checkout procedures are not followed.

** Policies about shorter holiday breaks and mid-year breaks will be distributed through meetings and postings in the residence halls. All keys must be returned during winter break check-out procedures.*

Damage Billing

Damage billing at Endicott College occurs throughout the year as damage happens, with the majority occurring at the end of each semester. The Office of Residence Life works in conjunction with Physical Plant, the Conduct Office, and the Bursar’s Office to record malicious damages, which occur within and around the residence halls, and to seek the appropriate reimbursement from the responsible parties. Assessment of common area malicious damage occurs after a full investigative process by the staff (which includes notification to residents via email). If the responsible person(s) are not identified, the cost of repair will be equally assessed to all persons who share the common area impacted. Major items, repetitive vandalism, which is beyond the scope of normal wear and tear are the primary focus of such billing (i.e. broken windows and furniture, graffiti, significant damage to walls/fixtures, or excessive trash). For out of room charges, \$10 will be set aside for damages other than wear and tear and will be credited if not used. These charges cannot be appealed. Room damages represent damage found in a student’s room, apartment, or suite during a monthly health, safety, and maintenance inspection or during check-out. Students are encouraged to take responsibility for damages in their room/apartment immediately so they are not subjected further penalties, including judicial sanctions. Students are not permitted to fix common or room damage on their own at any time. All repair and damage costs are determined using a standard cost sheet developed by Physical Plant and approved by the College (*see list of charges on page 66*). These standard costs are non-negotiable. Costs indicated on the cost sheet take into account industry standards for material, labor, travel, and additional factors. Residence Hall common area billing is not eligible for

appeal. Students who wish to appeal damage billing within their rooms must submit a written appeal to the Director of Residence Life that includes one or more of the following grounds for appeal:

The student was billed for damage that was indicated on their RCR during check-in.

Another student is admitting responsibility for the damage caused. *Note: In these cases, the other student must also submit a letter admitting responsibility for the damage.*

Each appeal letter must contain the student's name, campus address, valid telephone number, and Endicott ID number. Students may view damage billing charged to their account anytime by logging into their student accounts on COAST. Students and parents may review a Damage Informational Packet on the Residence Life website under "Life at EC."

See page 69 for the Damage Item Charge List.

Maintenance Issues

Maintenance issues arise periodically. Contact your Residence Director or the Office of Residence Life about any and all maintenance issues. Please keep in mind that maintenance items are addressed in order of their priority, and some small things may take some time to be repaired. An exterminator is scheduled on a weekly basis.

By requesting maintenance repair, a student has granted permission for a member of the Physical Plant staff to come into the residence and make the repair. In addition, Physical Plant personnel may enter your room to verify damages or to perform other maintenance services during normal maintenance hours. To request a repair, please contact your RD or RA as to ensure the request can be tracked appropriately.

Room Changes

A student wishing a room change should first discuss this matter with his or her RD, after which a request must be submitted in writing on the appropriate form. Before any room change may take place, authorization must be granted. For in-hall changes or changes between halls, authorization is given by the Office of Residence Life. Unauthorized room changes will result in sanctions being applied to the student and students will be required to move back to their assigned space. A \$50.00 administrative fee may be assessed to students with no extenuating reason for moving. *Room Change Request Forms* are available with Residence Directors and in the Office of Residence Life. See prior section on *Conflicts*.

Trash

Students are responsible for timely removal of trash from their rooms and disposing of it in the dumpsters located conveniently outside the hall. Personal trash is not to be placed in bathrooms or left outside student rooms or other areas of the hall. Violations of this policy may result in fines and judicial sanctions being assessed.

Valuables

STUDENTS SHOULD KEEP ROOMS LOCKED AND KEYS WITH THEM AT ALL TIMES. The College is not responsible for lost, damaged, or stolen property. Students and parents should verify their own personal property and/or renter's insurance coverage, as outlined in the College Catalog. The College recommends that students purchase personal property insurance. If a loss or theft occurs, the student should file a loss of property report for his or her personal insurance purposes with the Residence Life Staff member and report the loss to Campus Safety. Contact the Campus Safety department for information on the valuables identification program.

DAMAGE ITEM CHARGE LIST

DAMAGED ITEM	PARTS	LABOR	DAMAGED ITEM	PARTS	LABOR
Windows/Screens/Shades			Fire Equipment		
Room Window-double hung	\$200.00	\$100.00	Damaged Smoke Detector	\$65.00	\$50.00
Broken Window (Sash)	\$125.00	\$50.00	Damaged Carbon Monoxide Detector	\$100.00	\$50.00
Door Glass	\$25.00	\$50.00	Discharged Fire Extinguisher	Fire Dpt. Fine	Fire Dpt. Fine
Common Area	\$125.00	\$100.00	Replace Extinguisher	\$100.00	\$25.00
Broken Window Arm (Crank Mechanism)	\$50.00	\$50.00	Miscellaneous		
Bayview Window Armature - Screws for Reattachment	\$2.00	\$100.00	Reynolds Stairwell Balisters (Price Per Spindle)	\$100.00	\$50.00
Broken Screen	\$50.00	\$50.00	All Other Balisters	\$75.00	\$50.00
Broken Screen Frame	\$50.00	\$50.00	Ceiling Tiles	\$10.00	\$50.00
Security Screen - Security Tag		\$150.00	Ceiling Track	\$2.00/ft	\$50.00
Broken Shade	\$25.00	\$25.00	Thermostat	\$65.00	\$50.00
Other	Price Out		Room Signs	\$20.00	\$50.00
Wall & Paint Damage			Peep Hole	\$10.00	\$25.00
Wall Damage Hole	\$75.00	\$100.00	Stoneridge - HVAC Grill	\$60.00	\$25.00
Patch / Paint Wall	\$25.00	\$50.00	Bathroom Fixtures		
Sticker Removal		\$25.00	Toilet Paper Dispensers	\$75.00	\$25.00
Doors/Cabinets			Soap Dispensers	\$25.00	\$50.00
Exterior Door Wood/Metal	\$350.00	\$150.00	Paper Towel Dispensers	\$75.00	\$50.00
Exterior Door - Storefront	\$450.00	\$250.00	Towel Racks/Toilet Paper Holder	\$20.00	\$25.00
Door Slab wood (Add \$200 For Fire Rating)	\$200.00	\$150.00	Toilet Stall / Partitions per Section	\$125.00	\$100.00
Frame Repair	\$50.00	\$150.00	Shower Curtains / Shower Rods	\$25.00	\$25.00
Door & Frame (Add \$200 For Fire Rating)	\$300.00	\$250.00	Cleaning		
Modular Exterior Door	\$175.00	\$100.00	Excessive Trash (Per Bag)		\$10.00
Modular Screen Door	\$150.00	\$100.00	Carpet Cleaning - Stains	\$25.00	\$75.00
Modular Screen Door hardware	\$25.00	\$50.00	Graffiti - (per location)	\$25.00	\$50.00
Modular Interior Door	\$100.00	\$50.00	Excessive Cleaning (includes cigarette butts)		\$50.00
Cabinet / Vanity Drawer front	\$25.00	\$75.00	Excessive Cleaning - 2 nd Time		\$200.00
Cabinet / Vanity Door	\$75.00	\$50.00	Excessive Cleaning - 3 rd Time & Beyond (+ \$200)		\$300.00
Refinished Door		\$100.00	Furniture Replacement		
6 Panel Int door - MA/GL/NT	\$125.00	\$100.00	Remove and Repair	Case-by-Case	\$50.00
6 Panel Int door - MA/GL/NT + Frame	\$225.00	\$200.00	Desk	\$200.00	\$50.00
Keys and Locks			Desk Chair	\$150.00	\$50.00
Lost Key		\$50.00	3 Drawer Dresser	\$300.00	\$50.00
Broken Lock - Core	\$50.00	\$50.00	5 Drawer Dresser	\$400.00	\$50.00
Broken/Replace Door Knob	\$75.00	\$50.00	Loft Bed	\$400.00	\$50.00
Broken/Replace Lock Body	\$150.00	\$50.00	Mattress	\$200.00	\$50.00
Lights			Loft Safety Bar	\$35.00	\$50.00
Interior Fixture	\$25.00	\$50.00	Three Seat Sofa	\$750.00	\$50.00
Exterior Fixture	\$100.00	\$50.00	Two Seat Loveseat	\$600.00	\$50.00
Broken Light Cover		\$50.00	Upholstered Chair	\$400.00	\$50.00
Broken Light bulb		\$20.00	Dining Table	\$500.00	\$50.00
Fire Exit Sign	\$100.00	\$50.00	Coffee Table	\$250.00	\$50.00
Emergency Light / Exit Combo	\$150.00	\$100.00	End Table	\$225.00	\$50.00
***Labor = \$50.00 For 1 Hour Minimum - Each Visit			Microwave	\$200.00	\$50.00
			Television	\$400.00	\$50.00
			VCR/DVD	\$200.00	\$50.00

NOTE: Additional damages other than what is listed above will be assessed on a case by case basis. Judicial Fines for malicious damage may be added in addition to the damage fees above.

ENDICOTT COLLEGE

TERMS AND CONDITIONS FOR RESIDENCY AND BOARD

2012- 2013 ACADEMIC YEAR

This agreement is for the full academic year (fall and spring semester of the same academic year) or for the portion of the academic year remaining at the time of assignment. There will be no student housing available during the Winter Break period between December closing and January 4. Housing for all other periods is by approved application only.

The College determines all room assignments. Special attention is given to the indicated preferences and the selected assignment options; however, no specific room assignment based solely upon a resident's request is guaranteed or implied. The College reserves the right to modify room assignments for disciplinary reasons, catastrophe, closing of the facility, or irresolvable incompatibility of roommates.

If housing demands exceed designated room assignment capacity, the College reserves the right to assign additional residents to spaces designated as Build Up Space. If housing demand exceeds Build Up Occupancy, the College reserves the right to hold Residence and Board Agreements in order to assign residents to rooms as cancellations permit.

A Resident who submits a Room and/or Board Agreement agrees to pay the full semester room and board fee at the time of the scheduled tuition and fee payment. Non-payment of tuition and fees by the payment due date may result in loss of selected room and reassignment on a space available basis at the time of receipt of payment.

The Resident agrees to observe the room change procedures established by the College and to have prior written approval before making a change of room assignment. A \$50 fee is assessed for a room change and the student is responsible for the housing fee of the room to which (s)he is transferring. If a vacancy occurs in the assigned room at any time throughout the semester, the remaining resident(s) agrees to accept another roommate(s) as assigned.

The Resident agrees to be directly and financially responsible for keeping the room and its furnishings clean and free from damage, to cooperate with roommate(s) in the common protection of property, and to advise the Residence Director or the Residence Life Office of any deteriorating conditions of the room or its furnishings. The Resident agrees not to modify, cause, or allow modification of the assigned room or other parts of the building. All furnishings supplied by the College must be kept in the assigned room at all times.

The Resident agrees to pay charges when assessed for room damages, special housekeeping, and/or maintenance services necessary due to misuse or abuse of facilities for which the Resident is responsible. The Resident also agrees to pay an equal portion of common area charges assessed to all occupants of a room or building when those persons responsible fail to assume responsibility for the damages.

The Resident agrees to report loss of a room key or hall access ID card and to pay the charges for replacement of either/both as appropriate. The Resident also agrees to pay the charges for lock changes as a result of the Resident's failure to return the assigned key(s) upon checkout or during winter break closings.

The College assumes no liability for damage or loss of Resident's personal property. If the Resident is not covered by insurance for loss of personal property through policies held by the Resident's family, the College recommends that the Resident contact an insurance carrier concerning the availability of protection against loss.

The Resident agrees that use of campus facilities is at the Resident's own risk. Such facilities include, but are not limited to residence halls, academic buildings, gymnasium, field house, racquetball courts, athletic fields, locker rooms, laboratories, parking areas, sidewalks, beaches, and any equipment in the Post Center.



STUDENT INVOLVEMENT AND ORGANIZATIONS

OFFICE OF STUDENT ACTIVITIES

Email: activity@endicott.edu

Phone: 978-232-2112

Fax: 978-232-3003

Website: www.endicott.edu/studentactivities

The Office of Student Activities is located on the first floor of the Callahan Center. Student Activities supports the Student Government Association with the oversight of clubs and organizations on campus. If you have any questions regarding your club or organization, or about creating a new club or organization, please do not hesitate to contact one of the staff members listed below.

STUDENT GOVERNMENT ASSOCIATION (SGA)

Email: sga@endicott.edu

Advisors: Brandi Johnson, *Associate Dean of Students*

Endicott College Student Government Association is the elected governing body that serves as an umbrella for all recognized clubs and organizations on campus. Student Government Association exists to ensure that the students' views be considered in the operation of the institution. The mission of the Student Government Association is to make a positive impact on the Endicott College community by addressing student issues, making formal recommendations to the administration and serving as a student advocacy group. The SGA addresses students' concerns and interests and works in cooperation with faculty, staff and administration. SGA also assists clubs and organizations with funding and fundraising.

STUDENT CLUBS AND ORGANIZATIONS

CLASSIFICATION AND CATEGORIZATION OF CLUBS AND ORGANIZATIONS

All **clubs** are based on the following criteria:

- Generally, clubs are open to all members of the Endicott student population. However, some clubs may be limited in the number and/or may be closed by application or selection processes
- Membership must equal to, or be greater than, ten people in order to become a recognized club on campus

An **organization** is distinguished from a club if it meets at least one of the following criteria:

- The purpose of the organization is for a specific project, purpose, or task within a specific time frame
- The purpose of the organization is of an educational/training nature

Clubs and organizations fall into three main categories:

- **Academic Honor Societies:** Includes any of the nationally recognized honor societies on the Endicott campus. These societies report directly to Dr. Katie Barnes, Dean at kbarnes@endicott.edu
- **Student Clubs:** Includes a wide array of student interests.
- **Athletic Clubs:** Includes any club that competes below the varsity level. These must be approved by both SGA and athletics, as they are jointly managed between these two departments. Athletic clubs receive additional funding through athletics, and work with athletics on all travel plans and imprinting that relates to competition. If you have any questions regarding an athletic club, please contact Amy Wilichoski, Assistant Director of Recreation and Club Sports at awilicho@endicott.edu

For more information on effective leadership and leadership roles within clubs and organizations, please refer to the *Clubs and Organizations Manual* which can be found under the “Clubs & Organizations” tab on the Student Activities webpage.

For the most up-to-date list of current clubs on campus, please refer to the “Clubs & Organizations” tab on the Student Activities webpage.

STARTING A NEW CLUB OR ORGANIZATION

If you are considering starting a new club or organization on campus, please be sure that a similar club does not already exist. If there is some overlap between your club idea and that of an existing club, you will want to make sure that there is some distinguishing feature of your club to set you apart. Please refer to the “Clubs & Organizations” tab on the Student Activities webpage for the most up-to-date list of current clubs and organizations.

All requests by student groups to become recognized student clubs or organizations will be coordinated by the Student Government Association. A determination will be decided upon by SGA, the Associate Dean of Students and the Vice President of Student Affairs.

To create a new club or organization, please follow the steps outlined below:

STEP ONE: Generating Interest and Organizing

1. Meet with SGA and/or a Student Activities staff member to discuss your club idea
2. Prove that there is interest in your club. To do this, create a petition and gather the signatures of at least 25 full-time students. These signatures do not necessarily indicate that these students will become a member of the club; they signify that these students support the idea of this club and the endeavors it might pursue
3. Find an advisor for your club and work with them to draft a *Letter of Intent*. The *Letter of Intent* includes the who, what, when, where, why, and how details

STEP TWO: Requesting Recognition

Main Contact: SGA

1. When your *Letter of Intent* is complete, submit your materials (including the petition) to SGA for review. Once a *Letter of Intent* is received by SGA, the club will be permitted to conduct limited business on campus until formal approval occurs. *Please note: groups may not sponsor any speakers or host any programs during this initial stage*
2. Once the *Letter of Intent* has been submitted, your club should begin compiling the additional materials required. These include: a constitution (in accordance with the sample constitution format) and a *Hazing Compliance Form* (signed by all club officers and members). You will find these items in the *Clubs and Organizations Manual* found under the “Clubs & Organizations” tab on the Student Activities webpage

STEP THREE: Review and Approval

1. Once all materials have been received by SGA, the committee will meet to determine recognition status. The committee will then make a recommendation to the Vice President of Student Affairs. The V.P., in consultation with the President of the College, will make the final decision regarding recognition status.

Check List (to be submitted by the conclusion of the recognition process):

- Petition (with at least 25 student signatures)
- *Letter of Intent*
- *Club/Organization Update Form*
- Constitution
- *Hazing Compliance Form*

STUDENT CLUB AND ORGANIZATION FUNDING AND FUNDRAISING

Obtaining Seed Money:

To obtain seed money from SGA, the following is required:

- Your club/organization must have a current constitution on file with SGA and Student Activities
- Your club/organization must have an updated *Club/Organization Update Form* on file with SGA and Student Activities
- Your club/organization must have submitted an updated *Hazing Compliance Form* signed by all members

Requesting Additional Funds from SGA:

In order to obtain additional funding through SGA, the following must occur:

- A club must submit a description summarizing fundraising plans for the academic year prior to any specific fundraiser being approved
- A *Program/Event Proposal Form* must be completed at least two weeks prior to utilizing the funds
- If Program/Event is a fundraiser, the *Endicott College Student Group Fundraising Proposal Form* must be filled out and sent to the SGA office for initial approval. From there, it will be sent to the Vice President of Student Affairs for final approval
- Any funds requested (check requests) for programming or fundraising must be made out to Club Advisor. Checks will not be issued directly to students

Please note that SGA funding may never be used for the following:

- Alcohol
- Personal use
- Any items that would be in violation of campus policy

Student Club and Organization Fundraising:

In order to initiate a fundraising campaign, you will need to complete the *Endicott College Student Group Fundraising Proposal Form* which can be found online on the “Clubs & Organizations” tab on the Student Activities webpage

STUDENT ON-CAMPUS MARKETING AND PUBLICITY

MARKETING AND PUBLICITY POLICY

- Only SGA-recognized student clubs and organizations may post flyers and posters to promote their events. *Please note: Posters from outside vendors are approved by the Student Activities office only. Please see a Student Activities staff member with any exceptional requests*
- The name of the department, group, or organization sponsoring the event should be prominently displayed on the flyer or poster. If the name does not appear on the advertisement, it will be removed
- All flyers and posters must be approved through the Student Activities office before being posted. Those NOT stamped will be removed. In the event of multiple flyers, one flyer will be stamped, and copies can be made after
- All posters and flyers will be approved for a maximum of **seven days**. It is the responsibility of the sponsoring organization to remove the items at the conclusion on the event, and this task must be completed within **48 hours**. If the items are not removed within this time period, your group may be denied posting privileges in the future
- Flyering is allowed on bulletin boards ONLY. Flyers and posters are not allowed on any painted surfaces or glass. Flyers and posters must be hung with sticky tacks ONLY; tape is not allowed. Any flyers or posters found in violation will be removed, and the group may be denied posting privileges in the future
- Flyers or posters found covering other flyers or posters will be removed, and the flyer or poster in violation will be discarded. The group in violation may then be denied posting privileges in the future
- Mass posting in parking lots is not allowed

Bulletin Boards

Clubs and organizations have exclusive access to some of the bulletin boards in the Lower Callahan, near the Student Activities offices. These boards may be reserved specifically for clubs and organizations to promote events and other important initiatives.

The following outlines the reservation process:

- Contact Student Activities (activity@endicott.edu) with the dates you would like to reserve and the information you plan to include on the bulletin board
- Student Activities will review the request, check availability, and get back to you. If you are confirmed, you will also be informed of which board your club or organization has been assigned. Reservations are on a first come, first serve basis
- After confirmation, you can then stop by Student Activities to pick up bulletin board decorating materials

Please keep the following guidelines in mind:

- There is a one month maximum amount of time permitted for all bulletin boards. When the time expires, your club may submit another reservation request, but please note that the old bulletin board will need to be dismantled and a new board with different information must be hung in its place
- Your club or organization is responsible for dismantling the board at the conclusion of your reservation. If this does not occur, your club or organization may be denied the opportunity to use bulletin board space in the future

Flyers

All flyers must be approved and stamped through the Office of Student Activities. These should be approved as originals before you make copies. Please note the following important guidelines:

- The name of the department, group, or organization sponsoring the event should be prominently displayed
- Anything that is posted without being stamped – or is posted on walls, doors, windows ,etc. – will be removed
- There is a limit of 25 copies that Student Activities will make for each event your club hosts. Any additional copies beyond the 25-count maximum will be the responsibility of your club or organization

Chalking

One of the reasons the College permits the use of chalk is that it does not become a permanent part of the campus. Therefore, chalking is permitted in outdoor, public areas; chalking is not permitted in areas inaccessible to rain, such as under building overhangs or any vertical surface. Also, there is to be no use of materials other than water soluble sidewalk brand stick chalk. NO SPRAY CHALK OF ANY KIND IS ALLOWED! The Office of Student Activities has sidewalk chalk available for use by clubs and organizations. Feel free to stop by the Student Activities Info Booth to pick up these materials.

Please note the following guidelines when chalking around campus:

- No chalking of any kind is permitted during Orientation or Commencement
- No chalking on vertical surfaces or in areas inaccessible to rain
- No profanity or explicit sexual material
- No defaming of groups or slurs because of sex, race, ethnic or religious identity or sexual orientation

Posters

The Office of Student Activities has access to large-scale printing resources, and we are able to offer this service to recognized clubs and organizations. There are two options:

1. Enlarging a 8 ½ x 11 flyer into a 21 x 31 poster or
2. Creating a professional poster on the large printers in the Art Center.

Poster Costs:

Option 1: This option is free! However, we do have a two poster maximum per event.

Option 2: This option has a small fee (approximately \$5 per poster). For this option, you will need to create a Powerpoint slide with the flyer or image you plan to make into a poster. (You should then email this document to activity@endicott.edu. A Student Activities staff member will review, print, and contact you when your poster is ready for pickup at the Info Booth.

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Please contact Student Activities at activity@endicott.edu for more information.

Endicott Observer

For more information about advertising in the *Endicott Observer*, please contact observer@endicott.edu.

The Agency

For assistance promoting your club or organization's initiatives, contact Endicott Student Club (The Agency) at www.facebook.com/ecagency.

NOTES



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